



February 2026

APPENDIX A

A APPLICATIONS

None so far

B APPROVALS

None so far

C REFUSALS

None so far

D APPEALS

Appeal Decision

Site visit made on 13 January 2026

by **Alison Scott (BA Hons) Dip TP MRTPI** an

Inspector appointed by the Secretary of State

Decision date: 23rd February 2026

Appeal Ref: APP/A0665/W/25/3375287

Land at Linnards Lane, Higher Wincham, Cheshire, CW9 6ED

- The appeal is made under section 78 of the Town and Country Planning Act 1990 (as amended) against a failure to give notice within the prescribed period of a decision on an application for planning permission
- The appeal is made by Mr Chris Hewitt against Cheshire West and Chester Council. • The application Ref is 25/02260/PIP.
- The development proposed is Erection of up to 3 no. dwellings and associated infrastructure works.

Decision

1. The appeal is dismissed.
-

Preliminary and Procedural Matters

2. The Council failed to determine the proposal within the statutory timeframe and therefore the appellant proceeded to appeal it as a non-determination appeal. The Council responded by way of a statement of case and concluded that had they determined the application, they would have refused the proposal on two grounds. This is on the basis of the proposal amounting to inappropriate development in the Green Belt with no very special circumstances arising to outweigh the harm to the Green Belt. They also site the location of the development within the countryside which would not be safeguarded from encroachment.
3. The proposal is for permission in principle (PIP) for three self-build houses on agricultural land outside the settlement of Higher Wincham. Planning Practice Guidance (PPG) advises that this is an alternative way of obtaining planning permission for housing-led development. The permission in principle consent route has two stages: the first stage (or permission in principle stage) establishes whether a site is suitable in-principle and the second stage ('technical details consent') is when the detailed development proposals are assessed. This appeal relates to the first of these two stages.
4. The scope of the considerations for permission in principle is limited to location, land use and the amount of development permitted. All other matters are considered as part of a subsequent Stage 2 Technical Details Consent application if permission in principle is granted.
1. I have therefore determined the appeal accordingly. The land use would introduce residential development upon agricultural land, and the amount of development is limited to two dwellings as illustrated on a submitted plan. Therefore, the area I shall consider relates to location as this is in contention between the parties.

Main Issue

6. The main issue is whether the site is suitable for residential development, having regard to its location and land use.

Reasons

Location

7. The appeal site is located on agricultural land within the North Cheshire Green Belt and open countryside outside the identified settlement boundary of Higher Wincham to the west of the site. Both parties agree that the land is agricultural land and there is nothing before me to contradict this.

Whether a sustainable location

8. The appeal site has a wide frontage between the detached bungalow dwellings of Rose Lawn and Oakes. The current field gate is set back from the wide grass verge. There are no pedestrian footpaths flanking the road here until the very start of the built-up settlement to the west of the site. Nor are there any streetlamps along this part of Linnards Lane. The site takes on a typical rural character of an undeveloped parcel of agricultural land set amongst sporadic dwellings scattered along this side of Linnards Lane outside the settlement.
9. I could see that the grass verges in front of some dwellings along this side of the road were well tended to and wide, and would allow the pedestrian a safer walking route partway into the settlement across these verges. However, for the most part the highway verge is overgrown and narrows and the pedestrian would inevitably walk on the road alongside vehicles travelling at 40mph. No bus stops were apparent to me in close quarters of the appeal site.
10. The site may not be located more than a short distance away from the settlement of Higher Wincham with its services and amenities that would attract future occupiers. However, given the lack of footways and streetlamps, 40MPH speed limit of road, I am not convinced that the site is located within a sustainable location.
11. The appellant brings to my attention a number of appeal decisions for new homes where Inspectors have arrived at a favourable decision in terms of the sustainability of the site. They seek to compare the proposal to these in terms of their location, access to local services and amenities where Inspectors reached a conclusion that on balance, for the particular reasons, the appeal sites could be regarded as sustainable. Be that as it may, the appeal site before me is located elsewhere with its own specific set of circumstances. I am not convinced that the same situation can be compared to the proposal before me. In any event, each proposal must be considered on a case-by-case basis.

Green Belt considerations

12. The essential characteristics of Green Belts are their openness and their permanence. Openness has both a visual and spatial dimension and is a key characteristic of the Green Belt.
13. Turning to the issue of the appeal site located within the designated Green Belt, Paragraph 154 of the National Planning Policy Framework (the Framework) identifies seven exceptions for built development that may, in certain circumstances, be regarded as being not inappropriate in the Green Belt. There is nothing before me to suggest that the proposal meets any of the exceptions. As the

proposal meets none of the exceptions within paragraph 154 of the Framework, it is therefore by definition inappropriate development within the Green Belt.

- *Effect on openness of Green Belt*

14. Openness has both a spatial and visual dimension to it. The site is currently undeveloped green fields. It contains very limited structures and physical containment akin to that seen in a typical rural environment. The houses would be spatially located outside the village of Higher Wincham which is very tightly contained within its boundaries with a clear distinction between where the settlement ends and the countryside begins. The land would change spatially from that experienced as a rural character, to one of residential development.
15. The appeal site would be broadly speaking, bookended by two other dwellings, and given the expanse of land to be developed, a long linear form of development would arise if these proposed houses were allowed. Consequently, it would spread built residential development out of the settlement confines, encroaching into the Green Belt. As there are low level bungalows and garages adjacent to the site, by filling in the land with more dwellings would have the effect of creating a greater built-up edge to the settlement and causing the effect of sprawl. They would considerably reduce the spatial aspect of the Green Belt's openness.
16. Based on the information before me at Stage 1 including the position and design of the houses as far as presented, the precise technical details of the dwellings would be explored at Stage 2 of this process. Nevertheless, the submitted illustration provides an indication of three substantial houses set in large plots in a row. They would visually remove the openness and permanence of the Green Belt.
17. The paraphernalia associated with domestic living such as cars, garden furniture, washing lines and the likes of play equipment that would be reasonably expected to be seen at the houses as these would be family sized homes, would harm the openness of the Green Belt. Therefore, based on the evidence before me, it would result in unrestricted sprawl.
18. From my own assessment and further to the limited information submitted by the appellant, it has not been demonstrated there would be no adverse impact on the openness of the Green Belt to indicate that the principle of development in this location would be acceptable as required of the PIP process. Therefore, I am not convinced that the openness and the permanence of the Green Belt would be preserved. I must bear in mind that the Framework places substantial weight to any harm to the Green Belt.

- *Grey belt land*

19. The appellant contends that the appeal proposal benefits from grey belt land exemption. The Framework informs that development within the Green Belt is not regarded as inappropriate development in other circumstances where it follows the definition of grey belt land within the Framework and meets the exceptions of paragraph 155 of the Framework. The appellant is of the view that the land should be regarded as 'other land' in accordance with the Framework's definition of grey belt land.

20. More precisely, the Framework at paragraph 143 defines grey belt land as 'land in the Green Belt comprising previously developed land and/or any other land that, in either case, does not strongly contribute to any purposes (a (to check unrestricted sprawl of large built-up areas), (b (to prevent neighbouring towns merging into one another), or (d (to preserve the setting and special character of historic towns). At paragraph 155 of the Framework, it explains that 'the development of homes...in the Green Belt should not be regarded as inappropriate where:

a. The development would utilise grey belt land and would not fundamentally undermine the purposes (taken together) of the remaining Green Belt across the area of the plan;

b. There is a demonstrable unmet need for the type of development proposed;

c. The development would be in a sustainable location, with particular reference to paragraphs 110 and 115 of the Framework; and

d. Where applicable the development proposed meets the Golden Rules.

21. The appellant is of the view that the land does not strongly contribute to any of the purposes of (a), (b) or (d) within paragraph 143 of the Framework. These things considered, I find that for the reasons explained earlier, this land in the Green Belt does strongly contribute to the purposes of a) of paragraph 143 of the Framework to check the unrestricted sprawl of large built-up areas. It therefore cannot be regarded as grey belt land.

- *Other considerations*

22. The appellant draws on the benefits of the proposal and other attributes they consider to be important, as material considerations. This includes it would improve upon the Council's housing supply by building self-build family homes; it would be built out quickly; it would create employment opportunities and support and sustain the rural economy including the local primary school. The design would reflect local character and of a scale proportionate to the size of the land and built to a high standard.

23. The social benefit in providing extra housing units and the economic advantages that would also arise from the construction industry, although in a short-term capacity I recognise these all although its contribution as three dwellings and to local housing supply would be very limited. Self-build houses would increase the local supply but only as a very limited number. I can only apportion very moderate weight to these things as a benefit.
24. How the dwellings can be delivered quickly is not explained to me as a benefit and is ascribed no weight. Detailed design would also not be considered until Stage 2 and therefore its relationships with local context and proportionality with the site together with consideration of 'high-quality living', cannot be given more than limited weight at this stage. Family houses would support the local primary school although this would be in a limited capacity and there is nothing before me to indicate the school is struggling with pupil numbers.
25. All these things in their totality lead me to conclude they only amount to a very limited benefit.

- *Very Special circumstances*

26. I have concluded that the cumulative weight of these benefits in this case is only limited in their totality. The Framework states that very special circumstances will not exist unless the potential harm to the Green Belt by reason of inappropriateness, and any other harm resulting from the proposal, is clearly outweighed by other considerations. Therefore, all things considered, as a whole, it would not clearly outweigh the harm to the openness of the Green Belt. Consequently, the very special circumstances necessary to justify the development do not exist.
27. The proposal would therefore be contrary to policies STRAT 1, STRAT 2 and STRAT 9 of the Cheshire West and Chester Local Plan Part 1 and policies DM19 and R1 of the local plan Part 2 as it would not meet the policy expectations to achieve sustainable and strategic development, or the Framework in its same objectives.

Other Matters

28. The appellant argues that the Council cannot demonstrate a 5 year housing land supply and 11d is therefore engaged and the presumption in favour of sustainable development weighs in favour of the proposal. The Council agree they cannot demonstrate a 5 year housing land supply. As I have identified and concluded earlier, the site is not located within a sustainable location and weighs significantly against the proposal, the adverse impacts of granting planning permission would significantly and demonstrably outweigh the benefits.

29. Even where the appellant has submitted appeal decisions where the 5year HLS has been engaged, I have had due regard to their circumstances. However, in this situation which I must consider on a case-by-case basis, I am not persuaded to directly compare the circumstances of those situations to the one before me.
30. The appellant's Statement of Case considers that the relevant policies of the development plan most important for determining the appeal, are out of date due to the age of the Local Plan.
31. Policy STRAT 1 is a broad sustainable development policy and is consistent with the Framework. Policy STRAT 2 relates to strategic development and whilst it should not be given full weight with regards to housing figures, nevertheless its overall embodiment is broadly consistent with the Framework as it defines the settlement hierarchy to direct development. Policy STRAT 9 may be more restrictive than the Framework and is therefore not given full weight. Policy DM19 is also not entirely consistent with the Framework due to its reliance on other policies. However, the policy is considered to be broadly consistent with the Framework in other respects. Consequently, I apply moderate weight to this policy. On this basis, taken as a whole, I conclude that these development plan policies remain relevant and up to date for the determination of this appeal.

Overall balance and Conclusion

32. I have considered the relevant matters in relation to this appeal. The site is located outside a settlement within the Green Belt and given there would be a harmful impact on the openness of the Green Belt, this harm carries significant weight. It would not meet the tests of grey belt land. There would be benefits associated with the proposal although these would be small as a whole. No very special circumstances exists to justify the development. Even when the Council cannot demonstrate a 5 year housing land supply, the development cannot be considered as sustainable development.
33. This leads me to conclude in the final balance that the proposed development would lead to conflict with the development plan taken as a whole. There are no material considerations that indicate the decision should be made other than in accordance with the development plan. Therefore, for the reasons given, I conclude that the appeal is dismissed, and a PIP is not granted for the development.

Alison Scott

INSPECTOR

E ENFORCEMENT

None so far

G OTHER PLANNING MATTERS

- i. **Location:** Black Greyhound Hall Lane Wincham Northwich CW9 6DG

From Planning

Hi Niomi,

Condition 2 of the decision notice relates to the boundary wall, the plans show an approved 1 metre high wall.

We were unable to deal with the removal of the existing wall through the permission as it was not constructed in accordance with any plan. This is being dealt with by our enforcement team, which should result in the removal of the existing wall (not include the gates) and replacement with the boundary treatments as approved by the most recent application.

I hope that makes sense.

Regards

To Planning Enforcement

I understand you are now kindly working on having the unauthorised wall around the perimeter of the former Black Greyhound removed?

What is the current position, please? We have repeated complaints about the obstruction to visibility at the busy junction and also because the wall is so ugly!

Best wishes,

Naomi

ii.

ROAD TRAFFIC REGULATION ACT 1984
CHESHIRE EAST BOROUGH COUNCIL
CHESHIRE EAST BOROUGH COUNCIL (PROHIBITION AND RESTRICTION OF
WAITING, LOADING, STOPPING AND STREET PARKING PLACES) (VARIOUS ROADS)
(CONSOLIDATION) ORDER 2022
(Amendment No. 42) 2026
NOTICE OF PROPOSAL

Notice is hereby given that the Cheshire East Borough Council proposes to make an Order under Sections 1, 2, 4, 32, 35, 38, 45, 46, 49, 51, 53, 61 and 124 and Parts III and IV of Schedule 9 of the Road Traffic Regulation Act 1984, as amended, and all other enabling powers and in accordance with its duty under Section 122 of the said Act.

The effect of the proposed Order will be to: -

1. Amend the **Cheshire East Borough Council (Prohibition and restriction of Waiting, Loading, Stopping and Street Parking Places) (Various Roads) (Consolidation) Order 2022** by;
 - i. Revoking the No Waiting restrictions as outlined in Schedule 1
 - ii. Introducing the No Waiting and No Loading restrictions as outlined in Schedules 2, 3 and 4, and
 - iii. by replacing Map Tile No.s **AR108, AS108, AT108 and AT107** and adding Map Tile No.s **AS109 and AT109** in the Consolidation Order schedules.
2. The restrictions and/or prohibitions imposed by this proposed Order shall be in addition to and not in derogation of any restrictions or requirements imposed by any regulations made or having effect as if made under the Act or by or under any other enactment.

SCHEDULE 1

(REVOKE NO WAITING SAT, SUN & PUBLIC HOLIDAYS FROM 1ST MAY TO 30TH SEPTEMBER)

Frog Lane, both sides

From the junction with Park Lane for 30m in a northerly direction.

Mere Lane, both sides

For its full extent.

Jacobs Way, both sides

From the junction with Mere Lane to the entrance gate into Pickmere Lake, including the full extents of the turning head.

Park Lane, both sides

From 25m west of the junction with Frog Lane to 20m east of the junction with Merehaven Close

SCHEDULE 2

(INTRODUCTION OF NO WAITING SAT, SUN AND PUBLIC HOLIDAYS FROM 1 MARCH TO 30 SEPTEMBER)

Park Lane, north side

From the eastern side of the junction with Clover Drive for 110m in an easterly direction.

Park Lane, south side

From the eastern side of the junction with Clover Drive for 40m in an easterly direction.

Mere Lane, east side

From the southern side of the junction with Beaver Close for 133m in a southerly direction.

SCHEDULE 3

(INTRODUCTION OF NO WAITING AT ANY TIME)

Frog Lane, both sides

From the junction with Park Lane for 30m in a northerly direction.

Park Lane, both sides

From 30m west of the junction with Frog Lane, to the eastern side of the junction with Clover Drive.

Park Lane, north side

From a point 62m east of the junction with Wayfarers Court, for approximately 133m in an easterly direction.

Park Lane, south side

From the west side of the junction with Wayfarers Court, for 209m in an easterly direction.

From a point 12m west of Wellfield Close to a point 19m east of the junction.

From a point adjacent to the northern boundary of Well Cottage, for a distance of approximately 43m in a northerly direction.

Wayfarers Court, both sides

From the junction with Park Lane for 6m in a southerly direction.

Merehaven Close, both sides

From the junction with Park Lane for 6m in a southerly direction.

Crofters Close, both sides

From the junction with Park Lane for 8m in a southerly direction.

Wellfield Close, both sides

From the junction with Park Lane for 10m in a southerly direction.

Mere Lane, west side

From the junction with Park Lane for 304m in a southerly direction.

Mere Lane, east side

From the junction with Park Lane for 82m in a southerly direction.

From the southern side of the access to Hilltop Park for 75m in a southerly direction.

Beaver Close, both sides

From the junction with Mere Lane for 5m in an easterly direction.

The Orchards, both sides

From the junction with Mere Lane for 6m in an easterly direction.

Jacobs Way, both sides

From the junction with Mere Lane to the entrance gate into Pickmere Lake, including the full extents of the turning head.

Clover Drive, east side

From the junction with Park Lane for 48m in a southerly direction.

From a point adjacent to the southern boundary of 1 Clover Drive for 8m in a northerly direction.

From a point 3m south of the boundary between 3 and 5 Clover Drive, for 52m in a southerly direction.

From a point 9m west of the junction with Thistle Close to a point 11m south of the junction.

Clover Drive, west side

From the junction with Park Lane for 13m in a southerly direction.

From a point opposite the northern boundary of 1 Clover Drive, for 34m in a northerly direction.

From a point adjacent to the boundary between 6 and 8 Clover Drive to a point 3m east of the boundary between 10 and 12 Clover Drive.

Opposite the junction with Thistle Close, from a point 7m west of the junction to a point 9m south of the junction.

From a point 3m north of the junction with Daisy Close to a point 4m south of the junction.

From a point 5m north of the junction with Buttercup Way to a point 8m south of the junction

Clover Drive, both sides

From the southern end of the road for 5m.

Thistle Close, both sides

From the junction with Clover Drive for 5m in a north-easterly direction.

Daisy Close, both sides

From the junction with Clover Drive for 5m in a westerly direction.

Buttercup Way, both sides

From the junction with Clover Drive for 8m in a westerly direction.

SCHEDULE 4

INTRODUCTION OF NO LOADING AT ANY TIME

Jacobs Way, both sides

From the junction with Mere Lane to the entrance gate into Pickmere Lake, including the full extents of the turning head.

Copies of the draft Orders; plans showing the restricted areas; a statement of reasons for making the Order and a copy of this public notice are available at; bit.ly/2RR0UkD

or, if you do not have access to the internet, please contact 0300 123 5020 for further details or to request paper copies.

If you wish to object to the proposed Order, or to any provisions contained within, or make any other representations, you may do so in writing, and if making an objection you must specify the grounds on which it is made and state the Order to which the objection refers, **to**

Mr S Wallace, Cheshire East Highways, 6th Floor, Delamere House, Delamere Street, Crewe CW1 2LL or email to Consultations@cheshireeasthighways.org to be received by 19 February 2026.

Director of Governance and Compliance

Cheshire East Borough Council

29 January 2026

February 2026

APPENDIX B

1. Northwich Town Council:				
i. Invoice 9151 dated 31/01/2026	£182.00			
VAT	£36.40	£218.40		
ii. Invoice 8873 dated 13/10/2025	£370.00			
VAT	£74.00	£444.00	£662.40	
2. ChALC				
View Business Centre				
Combermere				
Whitchurch				
Shropshire				
SY13 4AL				
i. Introduction to AI – Ian Parr		£40.00		
ii. Procurement – Naomi Morris		£35.00		
£75.00				
3. Allan James – planting memorial tree			£110.00	
26 Hewitt Grove				
Wincham				
CW9 6EL				
4. Ornate Trees - memorial tree			£180.00	
12 Alexandra Road,				
Grappenhall,				
Warrington				
WA4 2EL				

5. Sustainable Furniture (UK) Ltd – memorial bench	£666.66		
Goonvean Ind Est	VAT	£133.34	£800.00
Drinnick Rd			
St Stephen			
Cornwall			
PL26 7QF			
6. Signs of Cheshire Ltd	Notice Board	£1680.00	
The Workshop,	Delivery	£65.00	
Winnington Avenue	VAT	£349.00	£2094.00
Northwich,		(split into 2 cheques each of £1047.00)	
Cheshire,			
CW8 4EE			
7. Simon Roberts - printing			£569.00
The Loft, 8 Fitton Street			
Lostock Gralam			
CHESHIRE			
CW9 7PW			
8. Jason Eden – cleaning bench	£70.00		
3, Arthur Street, -putting up signs	£240.00		£310.00
Lostock Gralam			
Northwich			
CW9 7PR			
9. Naomi Morris, Clerk:			
i.	working from home allowance February @ £26/month	£26.00	
ii.	salary for February 2026: 40 hours @ £15.08	£603.20	£629.20
iii.	Reimbursement for:		
a)	8 x 1 st class stamps	£16.98	
b)	24 x 2 nd class stamps	£32.95	
c)	Extension lead for audio equipment	£9.78	
d)	Batteries for microphones	£3.49	
e)	Memorial tree plaque	£29.99	
f)	Shield Chrom Marine Padlock x 2	£55.63	
	Shipping	£2.95	
	VAT	£11.71	£70.29
g)	Burg-Wachter chain	£35.14	
	VAT	£7.03	£42.17
			£205.65
			£834.85

TOTAL EXPENDITURE

£5,635.25

APPENDIX C

Correspondence

- 1. A fishmonger wanting to advertise his business.**
- 2. An estate agent wanting to advertise his business.**
- 3. Complaints about dog mess on the streets/grass verges of Wincham.**
- 4. Complaints about dog mess in the Linnards Lane Playing Field.**
- 5. Email asking for a scooter run in the park.**
- 6. Emails about the new signs at the Spar.**
- 7. Emails from an employer about his employees volunteering in the village.**
- 8. Emails about painting the black and white signpost.**
- 9. Emails about the Waterless Bridge.**
- 10. Two emails asking for a replacement piece of play equipment at Chapel Street.**
- 11. Emails and telephone calls about a donor regarding a memorial bench and tree.**
- 12. Email about gritting the roads.**
- 13. Emails from someone interested in joining the Parish Council.**
- 14. Email about the proposed introduction of a chicane to the park entrance.**
- 15. Email about the Resilience and Environmental Strategy Working Party.**
- 16. Emails about mud on the path around Pickmere Lake.**
- 17. Email asking why children from outside Wincham can attend Wincham School.**
- 18. Emails about checking the website for accessibility.**
- 19. Emails about training.**
- 20. Email asking how Wincham Parish Council knows those posting on its Facebook page are over 13 and permitted to use Facebook. The correspondent also asked if, by having a village Facebook page, Wincham Parish Council is encouraging children to use social media.**
- 21. Email about the interactive speed sign and whether it is legal.**
- 22. Email requesting signs up in the parks against dog fouling.**
- 23. Three emails requesting the mobile interactive sign on Chapel Street be reversed to face the other way.**
- 24. Email complaining of an aggressive cat in the Linnards Lane Playing Field.**

APPENDIX D

Wincham Parish Council

Standing Orders, Code of Conduct and Operational Matters

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One	Standing Orders							
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Appendix A	Seven Principles of Public Life							
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Standing Orders, Code of Conduct and Operational Matters

SECTION ONE – STANDING ORDERS

based on model standing orders prepared by NALC

1 Meetings

RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a

motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.

- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be

final.

- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chairman of the meeting.

DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve

their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

MEETINGS GENERALLY

Mandatory for full Council meetings ●

Mandatory for committee meetings ●

Mandatory for sub-committee meetings ●

- a **Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.**
- b **When calculating the 3 clear days for notice of a meeting to councillors and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning shall not count.**
- c **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a**

meeting shall be by a resolution which shall give reasons for the public's exclusion.

- d Subject to standing order 1(c) above, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda.
- e The period of time which is designated for public participation in accordance with standing order 1(d) above shall not exceed 15 minutes.
- f Subject to standing order 1(e) above, each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 5 minutes.
- g In accordance with standing order 1(d) above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.
- h In accordance with standing order 1(g) above, the Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to an employee for a written or oral response.
- i A record of a public participation session at a meeting shall be included in the minutes of that meeting.
- j A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chairman may at any time permit an individual to be seated when speaking.
- k Any person speaking at a meeting shall address his comments to the Chairman.

- l Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chairman shall direct the order of speaking.
- m Photographing, recording, broadcasting or transmitting the proceedings of a meeting
• by any means is permitted under UK law.
- n In accordance with standing order 1(c) above, the press shall be provided reasonable
• facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- o Subject to standing orders which indicate otherwise, anything authorised or
required to be done by, to or before the Chairman may in his absence be done by, to or before the Vice-Chairman (if any).
- p The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.
- q Subject to model standing order 1 (y) below, all questions at a meeting shall be
• decided by a majority of the Councillors present and voting thereon.
•
- r The Chairman may give an original vote on any matter put to the vote, and in the
• case of an equality of votes may exercise his casting vote whether or not he gave an original vote. *(See also standing orders 2 (i) and (j) below.)*
•
- s Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or

against that question. Such a request shall be made before moving on to the next item of business on the agenda.

• t The minutes of a meeting shall record the names of councillors present and absent.

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u If prior to a meeting, a Councillor has submitted reasons for his absence at the meeting which is then approved by a resolution, such resolution shall be recorded in the minutes of the meeting at which the approval was given.

• v The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.

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• w An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes. (*See also standing orders 7 and 8 below.*)

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• x No business may be transacted at a meeting unless at least one third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than 3.

• y If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.

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z Meetings shall not exceed a period of 2 hours.

2 Ordinary Council meetings

See also standing order 1 above

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office or at such other convenient time including during May as the Council may direct.
- b In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.
- c If no other time is fixed, the annual meeting of the Council shall take place at 7.30pm.
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.
- e The election of the Chairman of the Council shall be the first business completed at the annual meeting of the Council.
- f The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.
- g The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.

- h In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.

- i In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.

- j Following the election of the Chairman of the Council and Vice-Chairman (if any) of the Council at the annual meeting of the Council, the order of business shall be as follows.
 - i. In an election year, delivery by councillors of their declarations of acceptance of office.
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by committees.
 - iii. Review of delegation arrangements to committees, sub-committees, employees and other local authorities.
 - iv. Review of the terms of references for committees.
 - v. Receipt of nominations to existing committees.
 - vi. Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.
 - vii. Review and adoption of appropriate standing orders and financial regulations.
 - viii. Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.
 - ix. Review of representation on or work with external bodies and arrangements for

reporting back.

- x. (*England*) In a year of elections, if a Council's period of eligibility to exercise the power of well being expired the day before the annual meeting, to review and make arrangements to reaffirm eligibility.
- xi. Review of inventory of land and assets including buildings and office equipment.
- xii. Review and confirmation of arrangements for insurance cover in respect of all insured risks.
- xiii. Review of the Council's and/or employees' memberships of other bodies.
- xiv. Establishing or reviewing the Council's complaints procedure.
- xv. Establishing or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- xvi. Establishing or reviewing the Council's policy for dealing with the press/media
- xvii. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

3 Proper Officer

- a The Council's Proper Officer shall be either (i) the clerk or such other employee as may be nominated by the Council from time to time or (ii) such other employee appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in standing orders.
- b The Council's Proper Officer shall do the following.
 - i. Serve on councillors electronically or by post at their residences a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a sub-committee at least 3 clear days before the meeting.
 - ii. Electronically or via a public notice board give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a

meeting of a sub-committee.

- iii. Subject to standing orders 4(a)–(e) below, include in the agenda all motions in the order received unless a councillor has given written notice at least 9 days before the meeting confirming his withdrawal of it.
- iv. Convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office, in accordance with standing order 3(b)i above.
- v. Make available for inspection the minutes of meetings.
- vi. Receive and retain copies of byelaws made by other local authorities.
- vii. Receive and retain declarations of acceptance of office from councillors.
- viii. Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.
- ix. Keep proper records required before and after meetings;
- x. Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.
- xi. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
- xii. Manage the organisation, storage of and access to information held by the Council in paper and electronic form.
- xiii. Arrange for legal deeds to be signed by 2 councillors and witnessed (*See also model standing orders 14(a) and (b).*)
- xiv. Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.
- xv. Record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose or electronically;
- xvi. Retain custody of the seal of the Council (if any) which shall not be used without a resolution to that effect.
- xvii. Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

4 Motions requiring written notice

- a In accordance with standing order 3(b)(iii) above, no motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least 9 clear days before the next meeting.
- b The Proper Officer may, before including a motion in the agenda received in accordance with standing order 4(a) above, correct obvious grammatical or typographical errors in the wording of the motion.
- c If the Proper Officer considers the wording of a motion received in accordance with standing order 4(a) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer in clear and certain language at least 9 clear days before the meeting.
- d If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included or rejected in the agenda.
- e Having consulted the Chairman or councillors pursuant to standing order 4(d) above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.
- f Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.

5 Motions not requiring written notice

- a Motions in respect of the following matters may be moved without written notice.
- i. To appoint a person to preside at a meeting.
 - ii. To approve the absences of councillors.
 - iii. To approve the accuracy of the minutes of the previous meeting.
 - iv. To correct an inaccuracy in the minutes of the previous meeting.
 - v. To dispose of business, if any, remaining from the last meeting.
 - vi. To alter the order of business on the agenda for reasons of urgency or expedience.
 - vii. To proceed to the next business on the agenda.
 - viii. To close or adjourn debate.
 - ix. To refer by formal delegation a matter to a committee or to a sub-committee or an employee.
 - x. To appoint a committee or sub-committee or any councillors (including substitutes) thereto.
 - xi. To receive nominations to a committee or sub-committee.
 - xii. To dissolve a committee or sub-committee.
 - xiii. To note the minutes of a meeting of a committee or sub-committee.
 - xiv. To consider a report and/or recommendations made by a committee or a sub-committee or an employee.
 - xv. To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.
 - xvi. To authorise legal signed by two councillors and witnessed.
(See standing orders 14(a) and (b) below.)
 - xvii. To authorise the payment of monies up to £500.00.
 - xviii. To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
 - xix. To extend the time limit for speeches.
 - xx. To exclude the press and public for all or part of a meeting.

- xxi. To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.
 - xxii. To give the consent of the Council if such consent is required by standing orders.
 - xxiii. To suspend any standing order except those which are mandatory by law.
 - xxiv. To adjourn the meeting.
 - xxv. To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.
 - xxvi. To answer questions from councillors.
- b If a motion falls within the terms of reference of a committee or sub-committee or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or sub-committee or employee provided that the Chairman may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

6 Rules of debate

- s Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chairman's direction for reasons of expedience.
- t Subject to standing orders 4(a)–(e) above, a motion shall not be considered unless it has been proposed and seconded.
- u Subject to standing order 3(b)(iii) above, a motion included in an agenda not moved by the councillor who tabled it, may be treated as withdrawn.
- v A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been

seconded and notice of such amendment, shall, if required by the Chairman, be reduced to writing and handed to the Chairman who shall determine the order in which they are considered.

- w A Councillor may move amendments to his own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.

- x Any amendment to a motion shall be either:
 - i. to leave out words;
 - ii. to add words;
 - iii. to leave out words and add other words.

- y A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.

- z Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman. No further amendment to a motion shall be moved until the previous amendment has been disposed of.

- aa Subject to Standing Order 6(h) above, one or more amendments may be discussed together if the Chairman considers this expedient but shall be voted upon separately.

- bb Pursuant to standing order 6(h) above, the number of amendments to an original or substantive motion, which may be moved by a councillor, is limited to one.

- cc If an amendment is not carried, other amendments shall be moved in the order directed by the Chairman.

- dd If an amendment is carried, the original motion, as amended, shall take the place of the

original motion and shall become the substantive motion upon which any further amendment may be moved.

- ee The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding 3 minutes.
- ff Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and immediately before it is put to the vote.
- gg Subject to standing orders 6(m) and (n) above, a councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another councillor or to make a point of order or to give a personal explanation.
- hh During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which he considers has been breached or specify the irregularity in the meeting he is concerned by.
- ii A point of order shall be decided by the Chairman and his decision shall be final.
- jj With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer. A councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.
- kk Subject to standing order 6(o) above, when a councillor's motion is under debate no other motion shall be moved except:
 - x. to amend the motion;

- xi. to proceed to the next business;
 - xii. to adjourn the debate;
 - xiii. to put the motion to a vote;
 - xiv. to ask a person to be silent or for him to leave the meeting;
 - xv. to refer a motion to a committee or sub-committee for consideration;
 - xvi. to exclude the public and press;
 - xvii. to adjourn the meeting;
 - xviii. to suspend any standing order, except those which are mandatory.
- t In respect of standing order 6(s)(iv) above, the Chairman shall first be satisfied that the motion has been sufficiently debated before it is seconded and put to the vote. The Chairman shall call upon the mover of the motion under debate to exercise or waive his right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

7 Code of conduct

- a. All councillors shall observe the code of conduct adopted by the Council.
- b. All councillors shall undertake training in the code of conduct within 6 months of the delivery of their declaration of acceptance of office.
- c. If paragraph 12(2) of the code of conduct contained in the Local Authorities (Model Code of Conduct) Order 2007 (SI No.1159) has been adopted by the Council or pursuant to relevant provisions in a statutory code of conduct in force at the time, councillors may exercise the rights contained in standing order 7(d) below only if members of the public are permitted to (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted.

- d. Councillors with a prejudicial interest in relation to any item of business being transacted at a meeting may (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted but must, thereafter, leave the room or chamber.

8 Questions

- a A councillor may seek an answer to a question concerning any business of the Council provided 7 clear days notice of the question has been given to the Proper Officer.
- b Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.
- c Every question shall be put and answered without discussion.

9 Minutes

- a If a copy of the draft minutes of a preceding meeting has been circulated to councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.
- b No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with standing order 5(a)(iv) above.
- c Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate

record of the meeting to which the minutes relate.

- d If the Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the to that effect:

f Preparation of Agendas and Minutes

a) Agendas

- i) It is primarily the responsibility of the Clerk, in consultation with the Chairman of the Council or Committee, to prepare agendas and to ensure that they deal adequately with business the Council needs to consider. (see also ii below)
- ii) A Draft Agenda will be submitted to the Chairman of the Council or of the Committee for which the summons relates not less than five (5) days before said meeting takes place to allow the Chairman to review the proposed items and request any changes before issue to members. Issue of the summons to attend a meeting to members must take place at least three (3) days before the scheduled meeting date. It is imperative that the Chairman agrees the content of the Agenda to ensure that he/she is fully cognisant of the matters to be debated and resolutions to be determined.
- iii) The format of all Agendas must comply with statutory requirements and must meet the standards expected of a Quality Parish Council. They should also take into account Best Practice as recommended by the Local Association of Parish Councils.
- iv) It is every member's responsibility to ensure that items they wish to bring up or reports that should be submitted are prepared in a timely manner as only items on an

Agenda can be debated and subsequently resolutions passed. (see relevant Standing Orders on Resolutions moved with and without Notice)

b) Minutes

- i) It is the responsibility of the Clerk to prepare the minutes of meetings and act on the decisions of the Council, conducting all correspondence and whatever other action is required that has been allocated to him/her.
- ii) Members must notify the Clerk and/or Chairman of the Council of matters which come to their attention, which need to go on an agenda and this should be done not less than 5 days before the appropriate meeting.
- iii) Members should also play their part in seeing that the Council's decisions are implemented and that the Council's business and the work of the Clerk are monitored.
- iv) The format of all minutes must comply with statutory requirements and must meet the standards expected as recommended by the Local Association of Parish Councils.
- v) Minutes of every meeting will be issued to all members but will only be received, approved and signed at the relevant Committee or Council.

c) General Guidelines

- i) All Agendas and Minutes are in the public domain and subject to public scrutiny.

- ii) Minutes should only record resolutions taken by the council and not the debate.

 - iii) No item which is not on the Agenda can be discussed at a meeting if notice is required.

 - iv) The following items should not appear on the Agenda: Matters arising; Private & Confidential Business (this can only be deemed by the Council); Agendas for future meetings.

 - v) All apologies for absence must be recorded with the reason for said absence.
- d) Items for consideration on Agendas

The following items are required on every Agenda (except the Annual Parish Meeting):

Apologies

Declarations of Interest

To receive the minutes, approve and sign (no discussion is allowed) and Matters arising

General correspondence

Member's items (remembering the rules of Notice)

Items for future meetings (no discussion will take place as the Chairman and Clerk will decide which meeting to place the item for consideration. If this is perceived to be too long a time then these items must be notified to the Clerk or Chairman before Agendas are issued)

Items to be considered under Private & Confidential Business (remembering the rules of Notice)

10 Disorderly conduct

- d No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
- e If, in the opinion of the Chairman, there has been a breach of standing order 10(a) above, the Chairman shall express that opinion and thereafter any councillor (including the Chairman) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- f If a resolution made in accordance with standing order 10(b) above, is disobeyed, the Chairman may take such further steps as may reasonably be necessary to enforce it and/or he may adjourn the meeting.

11 Rescission of previous resolutions

- a A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least 3 councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee.
- b When a special motion or any other motion moved pursuant to standing order 11(a) above has been disposed of, no similar motion may be moved within a further 6 months.

12 Voting on appointments

- a Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chairman's casting vote.

13 Expenditure

- a Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.
- b The Council's financial regulations shall be reviewed once a year.
- c The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.

14 Execution and sealing of legal deeds

See also standing order 5(a)(xvi) above

- a A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.

- b In accordance with a resolution made under standing order 14(a) above, any two members of the Council, may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

(The above is applicable to a Council without a common seal.)

15 Committees

- a The Council may, at its annual meeting, appoint standing committees and may at any other time appoint such other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. may permit committees to determine the dates of their meetings;
 - iii. shall appoint and determine the term of office of councillor or non-councillor members of such a committee (unless the appointment of non-councillors is prohibited by law) so as to hold office no later than the next annual meeting;
 - iv. may appoint substitute councillors to a committee whose role is to replace ordinary councillors at a meeting of a committee if ordinary councillors of the committee have confirmed to the Proper Officer 3 days before the meeting that they are unable to attend;
 - v. an ordinary member of a committee who has been replaced at a meeting by a substitute member (in accordance with standing order 15(a)(iv) above) shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting;
 - vi. may in accordance with standing orders, dissolve a committee at any time.

16 Sub-committees

See also standing order 1 above

- a Unless there is a Council resolution to the contrary, every committee may appoint a sub-committee whose terms of reference and members shall be determined by resolution of the committee.

17 Extraordinary meetings

See also standing order 1 above

- a The Chairman of the Council may convene an extraordinary meeting of the Council at any time.

- b If the Chairman of the Council does not or refuses to call an extraordinary meeting of the Council within 7 days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.

- c The Chairman of a committee (or a sub-committee) may convene an extraordinary meeting of the committee or sub-committee at any time.

- d If the Chairman of a committee (or a sub-committee) does not or refuses to call an extraordinary meeting within 7 days of having been requested by to do so by 2 councillors, those 2 councillors may convene an extraordinary meeting of a committee (or a sub-committee). The statutory public notice giving the time, venue and agenda for such a meeting must be signed by 2 councillors.

18 Advisory committees

See also standing order 1 above

- a The Council may appoint advisory committees comprised of a number of councillors and non-councillors.
- b Advisory committees and any sub-committees may consist wholly of persons who are non-councillors.

19 Accounts and Financial Statement

- a All payments by the Council shall be authorised, approved and paid in accordance with the Council's financial regulations, which shall be reviewed at least annually.
- b The Responsible Financial Officer shall supply to each councillor as soon as practicable after 31 March each year a statement summarising the Council's receipts and payments for the each quarter and the balances held at the end of a quarter. This statement should include a comparison with the budget for the financial year. The Statement of Accounts of the Council (which is subject to external audit), including the annual governance statement, shall be presented to Council for formal approval before 31 July.

20 Estimates/precepts

- a The Council shall approve written estimates for the coming financial year at its meeting before the end of January where this is possible.
- b Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than December.

21 Canvassing of and recommendations by councillors

- a Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.

- b A councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

- c This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

22 Inspection of documents

- a Subject to standing orders to the contrary or in respect of matters which are confidential, a councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by councillors.

23 Unauthorised activities

- a Unless authorised by a resolution, no individual councillor shall in the name or on behalf of the Council, a committee or a sub-committee:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect;
or
 - ii. issue orders, instructions or directions.

24 Confidential business

- a Councillors shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.
- b A councillor in breach of the provisions of standing order 24(a) above may be removed from a committee or a sub-committee by a resolution of the Council.

25 Power of well-being

- a Before exercising the power to promote well-being, a meeting of the full Council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible parish council.
- b The Council's period of eligibility begins on the date that the resolution under standing order 25 (a) above was made and expires on the day before the annual meeting of the Council that takes place in a year of ordinary elections.
- c After the expiry of its preceding period of eligibility, the Council continues to be an eligible council solely for the purpose of completing any activity undertaken in the exercise of the power to promote well-being which was not completed before the expiry of the Council's preceding period of eligibility referred to in standing order 25(b) above.

26 Matters affecting council employees

- a If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council has decided whether or not the press and public shall be excluded pursuant to standing order 1(c) above.

- b Subject to the Council's policy regarding absences from work, the Council's most senior employee shall notify the Chairman or, in his absence, the Vice-Chairman of any absence occasioned by illness or urgency and that person shall report such absence at its next meeting.

27 Freedom of Information Act 2000

- a All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000.

28 Relations with the press/media

- a All requests from the press or other media for an oral or written statement or comment from the Council shall be processed in accordance with the Council's policy in respect of dealing with the press and/or other media.

- b In accordance with the Council's policy in respect to dealing with the press and/or other media, councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.

29 Liaison with District and County or Unitary Councillors

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the councillors of the Unitary council representing its electoral ward.

- b Unless the Council otherwise orders, a copy of each letter sent to Unitary Council shall be sent to the Unitary councillor representing its electoral ward.

30 Financial matters

- a The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the accounting records and systems of internal control;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments;
 - v. procurement policies and Wincham Parish Council Financial Regulations and any relevant legislation.

- b Any formal tender process shall follow Wincham Parish Council Financial Regulations and any relevant legislation.

- c Neither the Council, nor any committee, is bound to accept the lowest tender, estimate or quote.

31 Allegations of breaches of the code of conduct

- a On receipt of a notification that there has been an alleged breach of the code of conduct the Proper Officer shall refer it to the Chairman.

- b Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of that fact, who, upon receipt of such notification, shall nominate a person to assume the duties of the Proper Officer set out in the remainder of this standing order, who shall continue to act in respect of that matter as such until the complaint is resolved.

- c Where a notification relates to a complaint made by an employee (not being the Proper Officer) the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint.

- d The subject matter of notifications shall be confidential and, insofar as it is possible to do so by law, the Council (including the Proper Officer and the Chairman) shall take the steps set out below, together with other steps considered necessary, to maintain confidentiality.
 - i. Draft the summonses and agendas in such a way that the identity and subject matter of the complaint are not disclosed.
 - ii. Ensure that any background papers containing the information set out in standing order 31(a) above are not made public.
 - iii. Ensure that the public and press are excluded from meetings as appropriate.
 - iv. Ensure that the minutes of meetings preserve confidentiality.
 - v. Consider any liaison that may be required with the person or body with statutory

responsibility for the investigation of the matter.

- e Standing order 31(d) above should not be taken to prohibit the Council (whether through the Proper Officer or the Chairman) from disclosing information to members and officers of the Council or to other persons where such disclosure is necessary to deal with the complaint or is required by law.

- f The Council shall have the power to:
 - i. seek documentary and other evidence from the person or body with statutory responsibility for investigation of the matter;
 - ii. seek and share information relevant to the complaint;
 - iii. grant the member involved a financial indemnity in respect of legal costs, which shall be in accordance with the law and subject to approval by a meeting of the full Council.

- g References in standing order 31 to a notification shall be taken to refer to a communication of any kind which relates to a breach or an alleged breach of the code of conduct by a councillor.

32 Variation, revocation and suspension of standing orders

- a Any or every part of the standing orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business.

- b A motion to add to or vary or revoke one or more of the Council's standing orders, not mandatory by law, shall be proposed by a special motion, the written notice whereof bears the names of at least 2 councillors.

33 Standing orders to be given to councillors

- a The Proper Officer shall provide a copy of the Council's standing orders to a councillor upon delivery of his declaration of acceptance of office.

- b The Chairman's decision as to the application of standing orders at meetings shall be final.

- c A councillor's failure to observe standing orders more than 3 times in one meeting may result in him being excluded from the meeting in accordance with standing orders.

Wincham Parish Council

Standing Orders, Code of Conduct and Operational Matters

SECTION TWO – MEMBER CODE OF CONDUCT

Based on model Code of Conduct prepared by NALC

Introduction

Wincham Parish Council has adopted this Member Code of Conduct.

All councils are required to have a local Councillor Code of Conduct.

The Council will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation.

Definitions

For the purposes of this Code of Conduct, a “member” means a member or co-opted member of Cheshire West and Chester Borough Council. A “co-opted member” is designed in the Localism Act 2011 section 27(4) as a “person who is not a member of the authority but who

- a) Is a member of any committee or sub-committee of the authority; or
- b) Is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.”

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you.. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out specific obligations in relation to standards of conduct. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of member conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, members and local authority officers, should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of member.

In accordance with the public trust placed in me, on all occasions:

- I will act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of member.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community;
- I do not improperly seek to confer an advantage or disadvantage on any person;
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of member or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a member.

This Code of Conduct applies to you when you are acting in your capacity as a member which may include when:

- you misuse your position as a member;
- your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a member

This Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a member.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish members are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of member conduct

This section sets out your obligations, which are the minimum standard of conduct required by you as a member. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a member:

- 1.1. I treat other members and members of the public with respect.**

- 1.2. I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.**

Respect means politeness and courtesy in behaviour, speech and in the written word. Debate and having different views are all part of a healthy democracy. As a member, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in members.

In return, you have the right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow members, where action could then be taken under the Member Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's member-officer protocol.

2. Bullying, harassment and discrimination

As a member:

2.1. I do not bully any person.

2.2. I do not harass any person.

2.3. I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity as defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Members have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a member:

3.1. I do not compromise, or attempt to compromise the impartiality of anyone who works for, or on behalf of, the local authority

Officers works for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a member:

4.1. I do not disclose information:

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**

iv. the disclosure is:

- 1. reasonable in the public interest; and**
- 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
- 3. I have consulted the Monitoring Officer prior to its release**

4.2. I do not improperly use knowledge gained solely as a result of my role as a member for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3. I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or help by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a member:

5.1. I do not bring my role or local authority into disrepute

As a Member, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other members and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge

your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow members to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a member:

6.1. I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else

Your position as a member of the local authority provides you with certain opportunities, responsibilities and privileges and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a member:

7.1. I do not misuse council resources

7.2. I will, when using the resources of the local authority or authorising their use by others:

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the**

local authority or of the office to which I have been elected or appointed

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a member.

Examples include:

- office support
- stationery
- equipment such as phones and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a member more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Member:

8.1. I undertake Code of Conduct training provided by my local authority

8.2. I cooperate with any Code of Conduct investigation and/or determination

8.3. I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings

8.4. I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct

It is extremely important for you as a member to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a Member:

9.1. I register and disclose my interests

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow members know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other members when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a Member:

- 10.1. I do not accept gifts or hospitality, irrespective of estimate value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
- 10.2. I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- 10.3. I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you, because you are a member. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult as it is seen as rudeness in which case you could accept it but must ensure that it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a member, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a member. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B – Registering Interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registrable Interests)**.

“Disclosable Pecuniary Interest” means an interest of yourself, or of your partner if you are aware of your partner’s interest, within the descriptions set out in Table 1 below.

“Partner” means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that you register of interests is kept up to date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A ‘sensitive interest’ is an interest which, if disclosed, could lead to the member, or a person connected with the member, being subject to violence or intimidation.
3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest.

Dispensation may be granted in limited circumstances to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

Individual Member Decision Making

5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

Disclosure of Other Registrable Interests

6. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registrable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the same room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or wellbeing (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or wellbeing of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest' you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
 - a. your own financial interest or wellbeing;

- b. a financial interest or wellbeing of a relative or close associate; or
- c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain the meeting after disclosing your interest the following test should be applied.

- 9. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or wellbeing:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and
 - b. a reasonable member of the public knowing all of the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Individual Member Decision Making

- 10. Where you have an Other Registrable Interest or Non-Registrable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain
Sponsorship	<p>Any payment or provisions of any other financial benefit (other than from the Council) made to the member during the previous 12 month period for expenses incurred by him/her in carrying out his/her duties as a member, or towards his/her election expenses</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992</p>
Contracts	<p>Any contract made between the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the Council –</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land and Property	Any beneficial interest in land which is within the areas of the Council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the Council for a month or longer

Corporate tenancies	Any tenancy where (to the member's knowledge): (a) the landlord is the council; and (b) the tenant is a body that the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where: (a) that body (to the member's knowledge) has a place of business or land in the area of the council; and (b) either: i. the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or ii. if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class

* 'director' includes a member of the committee of management of an industrial and provident society

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registrable Interest:

a) any unpaid directorships

b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority

c) any body:

i. exercising functions of a public nature

ii. directed to charitable purposes or

iii. one of whose principal purposes included the influence of public opinion or policy (including any political party or trade union)

of which you are a member or in a position of general control or management

Appendix C – The Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations.

These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring members to comply with any formal standards investigation and prohibiting trivial or malicious allegations by members.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both members and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

PLEASE NOTE THAT THE NOTIFICATION OF MEMBERS' INTERESTS MAY BE VIEWED. PLEASE CONTACT THE CLERK OF WINCHAM PARISH COUNCIL, NAOMI MORRIS AT clerk@wincham-pc.gov.uk

or at 22 Churchfields, Bowdon, Cheshire. WA14 3PJ.

Wincham Parish Council

Standing Orders, Code of Conduct and Operational Matters

SECTION THREE – POWERS AND DUTIES

The powers which have been vested in Parish and Town Councils and Acts of Parliament are summarised in this document as a guide to Councillors and others. Each description is brief and is intended to be a general indication. Like all powers given to public bodies the powers of local councils are defined in detail in legislation and these details may include a requirement to obtain

the consent of another body. Local Councils must exercise their powers also subject to the provisions of the general law.

Information on all these details should be in the hands of the Clerk to the Council.

The powers are listed below. Where a power is marked with an asterisk the council may, in addition to exercising the power itself, help another body to act by giving financial assistance.

This list is intended as a summary of the principal functions of Local Council. It is not intended to be a definitive list of such functions.

<u>FUNCTION</u>	<u>POWERS AND DUTIES</u>	<u>STATUTORY PROVISIONS</u>
Accounts	Duty to appoint a Responsible Financial Officer to manage the Council's accounts	Local Government Act 1972 s 151
Acceptance of Office	Duty to sign declaration of acceptance of office (councillors and chairman)	Local Government Act 1972 s 83
Agency Arrangements	Power to arrange for the discharge of functions by another local authority	Local Government Act 1972 s.101
Allotments	Powers to provide allotments Duty to consider providing allotment gardens if demand unsatisfied	Small Holdings Allotments Act 1908 ss 23, 26 and 42
Archives	Power to make records held available to the public and support local archives	Local Government (Records) Act 1962, ss1 and 4
Baths and Washhouses	Power to provide public baths and washhouses	Public Health Act 1936 ss 221, 222,223 and 227
Borrowing	Power to borrow money for statutory functions	Local Government Act 1972 Sch. 13
Burial Grounds, cemeteries and crematoria*	Power to acquire, provide and maintain shelters Power to agree to maintain monuments and memorials Power to contribute towards expenses of cemeteries	Open Spaces Act 1906, ss 9 and 10: Local Government Act 1972, s 214 Parish Councils and Burial Authorities (Miscellaneous Provisions) Act 1970, s. 1 Local Government Act 1972, s 214

Bus Shelters	Power to provide and maintain shelters	Local Government (Miscellaneous) Act 1953 s.4 Parish Councils Act 1957, s 1
Bye Laws	Power to make byelaws for: Public walks and pleasure grounds Cycle Parks Swimming pools, bathing places baths and washhouses Open Spaces and Burial Grounds Mortuaries and post-mortem rooms Public Bathing Hiring of pleasure boats in parks and pleasure grounds Dogs and dog fouling in parks and open spaces	Public Health Act 1875, s 164 Road Traffic Regulation Act 1984 s.57 (7) Public Health Act 1936, s 223 Open Spaces Act 1906, s 15 Open Spaces Act 1906 ss 12 and 15 Public Health Act 1936 s. 198 Public Health Act 1936 s. 231 Public Health Amendments Act 1907, s 44(2): Public Health Act 1961, s54 Public Health Act 1875, s 164 Open Spaces Act 1906 s 15
Charities	Power to appoint trustees of parochial charities	Charities Act 1993, s 79
Christmas Lights	Power to provide to attract visitors	Local Government Act 1972, s 144
Citizens Advice Bureau	Power to support	Local Government Act 1972, s 142
Clocks*	Power to provide public clocks	Parish Councils Act 1957,s 2
Closed Churchyards	Powers (and sometimes duty) as to maintain	Local Government Act 1972, s.215
Commons Land and Common Pastures	Powers in relation to enclosure as to regulation and management and as to providing common pasture Power to protect unclaimed common land from unlawful interference Power to manage commons and village greens under a district council scheme	Inclosure Act 1845; Local Government Act 1984, s8(4); Smallholding and Allotments Act 1908, s 34 Commons Registration Act.1965, s.9 Commons Act 1899, ss 4 & 5

Community Centres and Village Halls	<p>Power to provide and equip community buildings</p> <p>Power to provide and equip premises for use of clubs having athletic, social or educational objectives</p>	<p>Local Government Act 1972, s 133</p> <p>Local Government (Miscellaneous Provisions) Act 1976, s.19</p>
Conference facilities*	<p>Power to provide and encourage the use of facilities</p>	<p>Local Government Act 1972, s.144</p>
Consultation	<p>Right to be consulted by principal councils if directed by Secretary of State</p>	<p>Local Government and Rating Act 1997, s21; Local Government Act 1972, s 33A</p>
Crime Prevention*	<p>Powers to spend money on various crime prevention measures</p> <p>Power to (a) install equipment, (b) establish schemes and (c) assist others in so doing for the prevention of crime</p>	<p>Local Government and Rating Act 1997, s 31</p> <p>Local Government and Rating Act 1997, s 31</p>
Delegated Functions	<p>Power to assume a function delegated by another authority</p> <p>Power to ensure effective discharge of Council functions</p> <p>Power to employ someone to carry out Council functions</p>	<p>Local Government Act 1972 ss. 101, 111 and 112</p>
Drainage	<p>Power to deal with ponds/ditches</p>	<p>Public Health Act 1936, s. 260</p>
Education	<p>Right to appoint governors of primary school</p>	<p>School Standards and Framework Act 1988, para 15 of Sch.10</p>
Entertainment and the Arts*	<p>Provision of entertainment and support of the arts including festivals and celebrations</p>	<p>Local Government Act 1972, s 145</p>
Environment	<p>Power to act for the benefit of the community by tackling and promoting awareness of environmental issues</p>	<p>Local Government Act 1972, ss 111 and 137</p>

Flagpoles	Power to erect flagpoles in highways	Highways Act 1980, s 144
“Free Resource”	Power to incur expenditure not otherwise authorised on anything which in the council’s opinion is in the interests of the area or part of it or all or some of the inhabitants	Local Government Act 1972, s 137
Gifts	Power to accept	Local Government Act 1972 s 139
Highways	<p>Power to repair and maintain footpaths and bridleways</p> <p>Power to light roads and public places</p> <p>Provision of litter bins</p> <p>Power to provide parking places for vehicles, bicycles and motorcycles</p> <p>Power to make a dedication agreement for a new highway or widening of an existing highway</p> <p>Power to provide roadside seats and bus shelters</p> <p>Consent of Parish Council required for ending maintenance of highway at public expense, or for stopping up or diversion of highway</p> <p>Power to complain to district councils regarding the protection of rights of way and roadside wastes</p>	<p>Highways Act 1980, ss 43 and 50</p> <p>Parish Councils Act 1957 s 3: Highways Act 1980, s 301: Local Government Act 1972, Sched. 14 para 27</p> <p>Litter Act 1983, ss 5 and 6</p> <p>Road Traffic Regulation Act 1984, s 57</p> <p>Highways Act 1980. ss 30 and 72</p> <p>Parish Councils Act 1957, s 1</p> <p>Highways Act, 1980 ss 47 and 116</p> <p>Highways Act 1980, s 130 (6)</p>

	<p>Power to provide traffic signs and other notices</p> <p>Power to plant trees, etc., and to maintain roadside verges</p> <p>Power to prosecute for unlawful ploughing of a footpath or bridleway</p>	<p>Road Traffic Regulation Act 1984, s 72; Countryside Act 1968</p> <p>Highways Act 1980, s 96</p> <p>Highways Act 1980, s 134</p>
Interests	Duty to declare an interest	Local Government Act 1972 s 94
Investments	Power to participate in schemes of collective investment	Trustee Investments Act 1962, s 11
Land	<p>Power to acquire land by agreement, to appropriate land and to dispose of</p> <p>Power to accept gifts of land</p> <p>Power to acquire land by compulsory purchase</p> <p>Power to obtain particulars of persons interested in land</p> <p>Power to acquire land for or to provide recreation grounds, public walks, pleasure grounds and open spaces and to manage and control them</p>	<p>Local Government Act 1972, ss 124, 126 and 127</p> <p>Local Government Act 1972 s 139</p> <p>Local Government Act 1972, s 125</p> <p>Local Government (Miscellaneous Provisions) Act 1976, s 16</p> <p>Public Health Act 1875, s 16; Local Government Act 1972, Sched. 14, para 27; Public Health Acts Amendment Act 1980, s 44; Open Spaces Act 1906, ss 9 and 10; Local Government (Miscellaneous Provisions) Act 1976, s 19</p>
Lighting	Power to light roads and public places	Parish Councils Act 1957, s 3; Highways Act 1980, s 301
Litter* and dog fouling	<p>Provision of receptacles</p> <p>Obligated to keep own land free of litter and dog faeces</p>	<p>Litter Act 1983, ss 5 and 6</p> <p>Environmental Protection Act 1990; Litter (Animal</p>

	Dogs and dog fouling in parks and open spaces	Droppings) Order 1991 Public Health Act 1875 s 164; Open Spaces Act 1906
Lotteries	Power to promote	Lotteries and Amusements Act 1976, s 7
Meetings	Duty to hold annual parish meeting Duty to hold annual parish council meeting Power to convene a parish meeting	Local Government Act 1972 Sch 12 para 23 Local Government Act 1972 Sch 12 para 7 Local Government Act 1972 Sch 12 para 14
Mortuaries and post-mortem rooms	Powers to provide mortuaries and post-mortem rooms	Public Health Act 1936, s 198
Nature Reserves	Power to designate statutory to the nature reserves and marine nature reserves – English Nature can designate sites of specific scientific interest Powers to make management agreements with landowners and the English Nature to manage council-owned reserve land as a nature reserve	National Parks and Access Countryside Act 1949, ss 15, 16 and 21; The Wildlife and Countryside Act 1982, ss 36 and 39 and Sched.12
Newsletters	Power to provide information relating to matters affecting local government	Local Government Act 1972 s 142
Nuisances*	Power to deal with offensive ditches, ponds and gutters	Public Health Act 1936, s 260; Public Health Act 1875, s 164
Open Spaces	Power to acquire land and maintain Power to acquire land for or to provide recreation grounds, public walks, pleasure grounds and open spaces, and to manage and control them.	Open Spaces Act 1906, ss 9 and 10; Commons Act 1899 Public Health Act 1875, s 164; Local Government Act 1972, Sched 14, para 27; Public Health Acts Amendment Act 1980, s 44; Open Spaces Act 1906, ss 9 and 10; Local Government (Miscellaneous Provisions) Act 1976, s 19.
Parish Property, Records and Documents	Powers to direct as to their custody	Local Government Act 1972, s 226

Parking Facilities	Power to provide parking places for motor vehicles, motorcycles and bicycles	Road Traffic Regulation Act 1984, ss 57 and 63
Parks, pleasure ground	Power to acquire land for or to provide recreation grounds, public walks, pleasure grounds, and open spaces and to manage and control them.	Public Health Act 1875, s 164; (Local Government Act 1972, Sched 14 para 27); Public Health Acts Amendment Act 1890, s 44; Open Spaces Act 1906, ss 9 and 10
Planning	Right to be notified of and power to respond to planning applications	Town and Country Planning Act 1990, Sched. 1 para 8; Local Government Act 1972, Sched. 15 para 20.
Postal and telecommunications facilities	Power to pay telecommunications operators any loss sustained in providing post or telegraph office or telecommunications facilities	Post Office Act 1953, s 51; Telecommunications Act 1984, s 97
Public Buildings and Village Halls	Power to provide buildings for offices and for public meetings and assemblies	Local Government Act 1972 s 133
Public Conveniences	Power to provide	Public Health Act 1936, s 87
Public Enquiries	Power to make representations at public enquiries	Local Government Act 1982, s 222
Publicity	Power to publicise council and local authority functions	Local Government Act 1982, s. 142
Raising of Finances	Power to raise money through the precept	Local Government Act 1982, s 150
Records	Power to collect, exhibit and purchase local records	Local Government Act (Records) Act 1962 ss 1 and 2
Recreation*	Power to acquire land for or to provide recreation grounds, public walks, pleasure grounds, and open spaces and to manage and control them. Power to provide gymnasiums, playing fields, holiday camps Provision of boating pools	Public Health Act 1875, s 164; (Local Government Act 1972, Sched 14 para 27); Public Health Acts Amendment Acts 1890, s 44; Open Spaces Act 1906, ss 9 and 10; Local Government (Miscellaneous Provisions) Act 1976, s 19; Commons Act 1899 -ditto- Public Health Act 1962, s 54

	Power to provide a wide range of recreational facilities	Public Health Act 1961, s 54
Seats and Shelters*	Power to provide roadside seats and shelters	Parish Councils Act 1957, s 1
Telecommunications facilities	Power to pay BT or any other telecommunications operator any loss sustained in providing telecommunications facilities	Telecommunications Act 1984
Tourism*	Power to contribute to the encouragement of tourism	Local Government Act 1972, s. 144
Town and Country Planning	Right to be notified of planning applications	Town & Country Planning Act 1990, Sched. 1 para 8
Town Status	Power to adopt town status	Local Government Act 1972, ss 245 and 245B
Traffic Calming	Power to contribute to the cost of traffic calming measures	Highways Act 1980, s 274a
Training	Power to train Councillors	Local Government Act 1972. s 175.
Transport*	Power to (a) establish car sharing schemes (b) make grants for bus services, (c) provide taxi-fare concessions; (d) investigate public transport, road use and needs; (e) provide information about public transport services Community Transport Schemes	Local Government and Rating Act 1997, s 26-29
Village greens*	Power to maintain, to make bylaws for and to prosecute for interference with village greens	Open Spaces Act 1906, s 15; Inclosure Act 1857, s 12, Commons Act 1876, s 29
Village Signs	Power to use decorative signs to inform visitors	Local Government Act 1972 s 144
War Memorials	Power to maintain, repair, protect and adapt war memorials	War Memorials (Local Authorities Powers) Act 1923, s 1 as extended by Local Government Act 1948, s 133.
Water Supply	Power to utilise any well, spring or stream and to provide facilities for obtaining water from them	Public Health Act 1936, s 125

Wincham Parish Council

Standing Orders, Code of Conduct and Operational Matters

SECTION FOUR - RETENTION OF DOCUMENTS

<u>DOCUMENT</u>	<u>MINIMUM PERIOD OF RETENTION</u>	<u>REASON</u>
Minute Books	Indefinite	Archive/Public Inspection
Scales of Fees and Charges	5 years	Management
Receipt and payment(s) accounts	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank statements, including deposit/savings accounts	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations and tenders	12 years/indefinite	Limitation Act
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act
VAT records	6 years	VAT
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act
Timesheets	Last completed audit year	Audit
Wages books	12 years	Superannuation
Insurance policies	While valid	Management
Insurance certificates/Employers' Liability Certificates	Indefinite	Management
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management

Register/file of Members allowances	6 years	Income Tax, Limitation Act
For Halls, Centres, Recreation Grounds <ul style="list-style-type: none"> - applications to hire - lettings diaries - copies of bills to hirers - record of tickets issued 	6 years	VAT
For Allotments <ul style="list-style-type: none"> - register and plans 	Indefinite	Audit, Management
For Burial Grounds <ul style="list-style-type: none"> - Register of fees collected - Register of burials - Register of purchased graves - Register/plan of grave spaces - Register of memorials - Applications for interment - Applications for right to erect memorials - Disposal certificates - Copy certificates of grant of exclusive right of burial 	Indefinite	Archives Cemeteries Orders Cremations Regulations

Note: References above to the Limitation Act are to the Limitation Act 1980 (as amended).

The 1980 Act sets down time limits within which court action for breach of contract, to recover damages for tortious actions and to recover land (these are the main types of action covered by the Act which are likely to be of relevance to local councils) must be started. If not started within the relevant time limit (or during any extension the court might in its discretion grant), legal action is barred.

Chairman of Wincham Parish Council

Naomi Morris

Parish Clerk

APPENDIX E

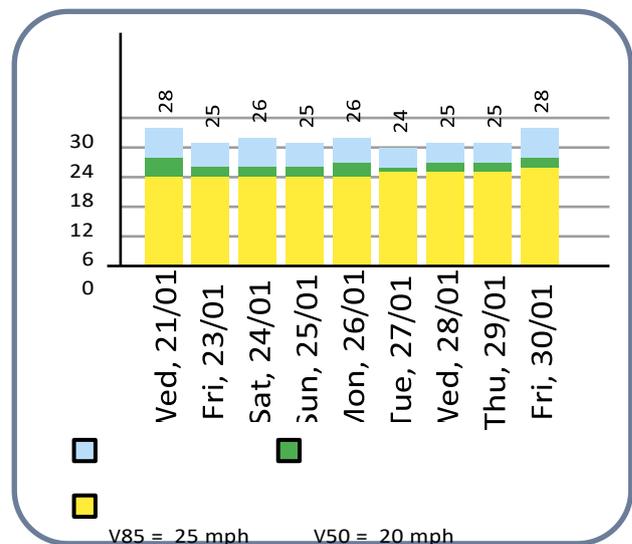
Start time: Wed, 21/01/2026
End time: Fri, 30/01/2026
Evaluation direction: Arriving

V85: 25 mph
Vd: 20 mph
Vmax: 52 mph

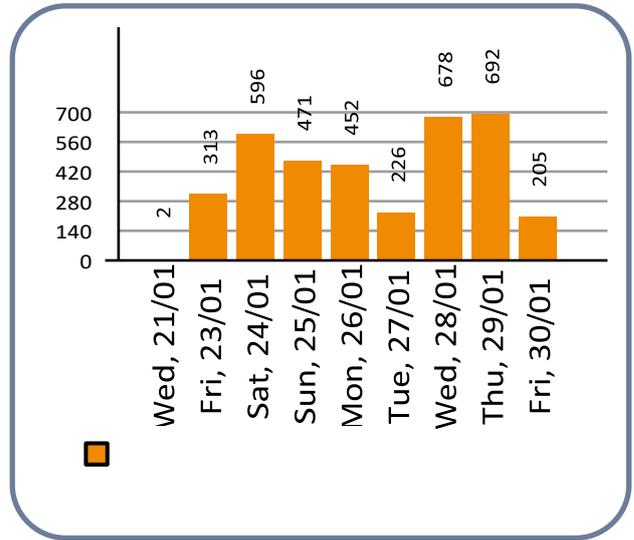
ADT: 409 Vehicles
Speed violations: 49 %



Date	Vehicles	V85	Vd	Vmax
Wed, 21/01	2	28	22	33
Fri, 23/01	313	25	20	37
Sat, 24/01	596	26	20	40
Sun, 25/01	471	25	20	40
Mon, 26/01	452	26	20	41
Tue, 27/01	226	24	20	34
Wed, 28/01	678	25	21	52
Thu, 29/01	692	25	21	41
Fri, 30/01	205	28	22	49

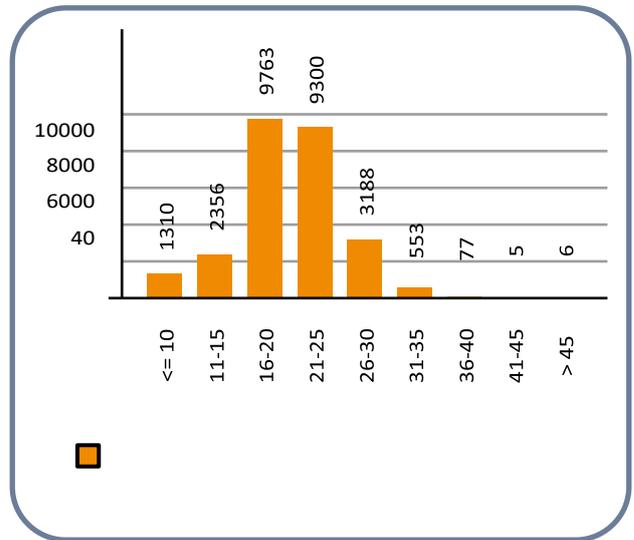


V30 = 18 mph



Number of vehicles: 3636

Time period	Vehicles	V85	Vd	Vmax
00:00 - 09:00	38	21	16	49
06:00 - 20:00	347	26	21	52
15:00 - 19:00	128	25	20	40
19:00 - 00:00	74	19	15	36
00:00 - 00:00	409	25	20	52



APPENDIX F

AGAR TESTING OF WEBSITE

From: James Lungley <james@parishcouncilwebsites.co.uk>

Sent: 04 February 2026 16:55

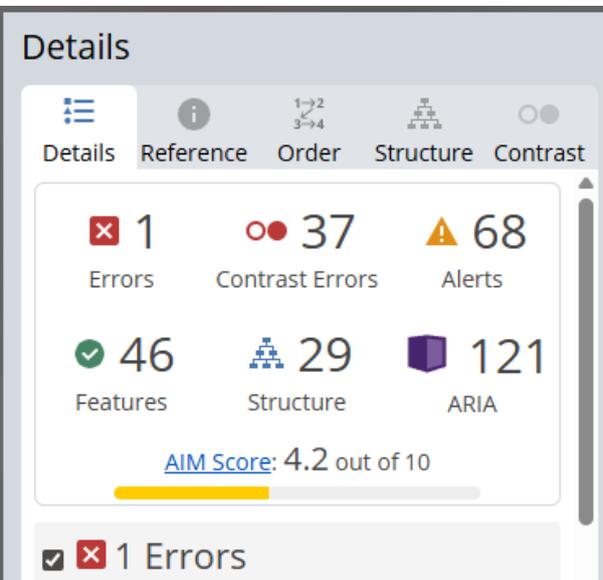
To: clerk@wincham-pc.gov.uk

Cc: WPC.Gov.UK mail <ian.parr@wincham-pc.gov.uk>; Kenton Barker <kenton.barker@wincham-pc.gov.uk>

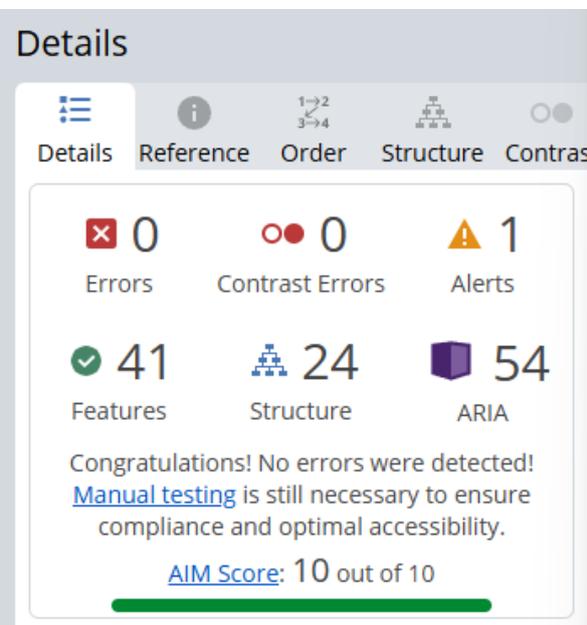
Subject: Re: AGAR compliance

Thank you Naomi - I appreciate that and appreciate that you appreciate it from our side too, it has been a *test*, to say the least.

We're in a good place - I've just made the updates for you on the site, improving your accessibility to what I believe are the levels required. Using the 'WAVE' online checking tool we've gone from an [AIM score](#) of 4.2 out of 10:



To a 10 out of 10:



This wasn't a quick fix. The accessibility improvements have been developed over the last few months and were deployed to the site today.

The work goes beyond simply appeasing automated scanners - there's been extensive manual testing behind the scenes to ensure the site works as expected for real users.

I'm confident this addresses the requirements, but I'd be very happy to be told otherwise if anything is flagged, as that gives us the opportunity to refine and improve things further.

Importantly, all of this has been completed without requiring a new website and with no disruption or downtime to the existing site. We've also removed the accessibility widget (blue icon that was in the bottom left corner of the site), as these can sometimes interfere with users' own assistive technologies, and updated the cookie banner to follow the [GOV.UK](#) approach - presenting it at the top of the page rather than overlaying focusable content.

Please can I ask you to proof over the accessibility statement; <https://wincham-pc.gov.uk/accessibility-statement> which covers the above and the privacy policy; <https://wincham-pc.gov.uk/privacy-policy> which is an update on our previously used template.

If you have any further questions on this, please shout.

Kind regards,

James Lungley

 Parish Council Websites

M: [07941 769 287](tel:07941769287)

W: www.parishcouncilwebsites.co.uk

E: james@parishcouncilwebsites.co.uk

Before printing this email, please think about the environment

Email is not a secure medium and Parish Council Websites disclaims all responsibility and accepts no liability for the consequences of any person acting, or refraining from acting, on such information. Information contained in this email is intended for the use of the addressee only, and is confidential and may also be privileged. If you receive this message in error, please advise us immediately. If you are not the intended recipient(s), please note that any form of distribution, copying or use of this communication or the information in it is strictly prohibited and may be unlawful. Attachments to this email may contain software viruses which may damage your system. Neither Parish Council Websites or its sender accepts responsibility for viruses. It is your responsibility to scan or otherwise check this email and attachments for viruses.

APPENDIX G

Accessibility Statement for Wincham Parish Council

This accessibility statement applies to <https://wincham-pc.gov.uk>.

This website is managed by Wincham Parish Council. We want as many people as possible to be able to use this website.

For example, that means you should be able to:

- change colours, contrast levels and fonts
- zoom in up to 200% without the text spilling off the screen
- navigate most of the website using just a keyboard
- navigate most of the website using speech recognition software
- listen to most of the website using a screen reader (including JAWS, NVDA and VoiceOver)

We have made the website text as simple as possible to understand.

[AbilityNet](#) has guidance on making your device easier to use if you have a disability.

How accessible this website is

While most of this website is accessible, we know some parts are not fully compliant:

- many older PDF documents are not fully accessible to screen readers
 - scanned documents (for example, signed audit notices) cannot be made fully accessible
 - some third-party content or embedded tools may not fully meet WCAG 2.2 AA standards
-

Feedback and contact information

If you need information on this website in a different format such as accessible PDF, large print, audio recording or braille, please contact:

- Email: clerk@wincham-pc.gov.uk

We will consider your request and respond within 15 working days.

Reporting accessibility problems with this website

We are always looking to improve the accessibility of this website. If you find any accessibility problems not listed on this page, or if you think we are not meeting accessibility requirements, please contact:

- Naomi Morris, Clerk to the Council
 - Email: clerk@wincham-pc.gov.uk
-

Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018. If you are not happy with how we respond to your complaint, please contact the [Equality Advisory and Support Service \(EASS\)](#).

Technical information about this website's accessibility

Wincham Parish Council is committed to making its website accessible in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

Compliance status

This website aims to meet the [Web Content Accessibility Guidelines \(WCAG\) 2.2 AA](#) standard. It is broadly compliant overall, with a small number of known issues relating mainly to:

- older and scanned PDF documents
- content produced by third parties or embedded tools

These issues will be addressed where possible. For content that cannot be fully remediated, alternative contact methods are provided.

Disproportionate burden

We are not currently claiming disproportionate burden for any accessibility issues

Content that's not within the scope of the accessibility regulations

PDFs and other documents

Many of our older PDFs and Word documents do not meet accessibility standards – for example, they may not be structured so they are accessible to a screen reader.

The accessibility regulations [do not require us to fix PDFs or other documents published before 23 September 2018](#) if they are not essential to providing our services.

Some documents must legally be signed and published as scanned PDFs (such as the annual audit). These are inherently not fully accessible, but we will provide alternative formats on request.

Any new documents we publish will aim to meet accessibility standards unless this is not possible.

What we are doing to improve accessibility

We carry out regular accessibility reviews and ensure that new content added to this website meets WCAG 2.2 AA standards wherever possible.

Preparation of this accessibility statement

This statement was prepared on 4th February, 2026.

This website was last tested on 4th February, 2026 using self-evaluation, following the Government's accessibility checklist and automated tools such as the [WAVE Web Accessibility Evaluation Tool](#).

We tested a sample of key pages, including the home page, contact page, and pages containing documents.

APPENDIX H

WINCHAM PARISH COUNCIL Website Privacy Policy

This policy explains how personal data is handled in relation to the use of this website.

Wincham Parish Council is committed to protecting your personal data and respecting your privacy. This Privacy Policy explains how we collect, use, store and protect personal data in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Wincham Parish Council is the Data Controller for personal data about individuals.

1.0 Key Definitions

Personal data: Any information relating to an identified or identifiable living individual. This includes names, contact details and any other information that can identify a person directly or indirectly.

Data processing: Any activity involving personal data, including collecting, recording, storing, using, sharing or deleting it.

2.0 How we process personal data

The council processes personal data only where it is lawful, necessary and proportionate to do so. We do not sell or trade personal data.

Personal data may be processed:

- to carry out the council's statutory duties and functions
- to respond to enquiries and correspondence
- to provide council services and information
- where required by law
- where you have given your consent (for example, to receive newsletters)

The council does not use personal data for automated decision-making or profiling.

Where third-party processors are used (for example, website hosting or email systems), they are required to process personal data securely and in accordance with data protection law. Wherever possible, data is processed within the UK or European Economic Area (EEA).

3.0 Information you give to us

This is information about you that you give us by filling in forms on our site or by corresponding with us by phone, email, post or otherwise. It may include your name, address, email address, telephone number and details relevant to your enquiry.

You may provide personal data when you:

- use our website
- contact the council by email, phone or post
- submit forms or requests
- sign up to receive council updates or newsletters
- correspond with councillors or officers

We use this information to:

- respond to enquiries and requests
- carry out council functions
- provide information you have asked for
- keep appropriate records of council business

If you no longer wish us to use your data where consent applies (for example, newsletters), please let us know by using the unsubscribe link (if provided) or emailing us at clerk@wincham-pc.gov.uk.

4.0 Information we collect automatically

With regard to each of your visits to our website we may automatically collect limited technical information such as pages visited, page response times and the length of visits to certain pages. We use this information:

- to administer our site so that it works well when you visit and for internal operations, including troubleshooting, data analysis, testing, research and statistical purposes
- to improve our site to ensure that content is presented in the most effective manner for you and for your computer
- to help keep our website secure

This information is not used to identify you.

5.0 Information we receive from other sources

The council may receive personal data from other organisations where this is lawful and necessary, for example local authorities, government bodies, or contractors working on behalf of the council.

6.0 Lawful basis for processing your information

We process personal data lawfully and fairly in accordance with data protection laws. Under UK GDPR, the council may process personal data where we are:

- **under a legal obligation** – where processing is required by law
- **performing a public task** – where processing is necessary to carry out the council's statutory functions
- **in receipt of your consent** – where you have given clear permission for a specific purpose (for example, newsletters)
- **pursuing legitimate interests** – only in limited circumstances and where those interests do not override your rights

Most council activities rely on legal obligation or public task, not consent.

7.0 Sharing your information

We may share your personal data with third parties where there is a lawful reason to do so, such as:

- contractors and service providers who process data on our instructions (for example, website hosting providers)
- professional advisers where required
- other public bodies where legally necessary
- law enforcement or regulators where required by law
- **Email newsletters (MailPoet):** We use MailPoet, an email newsletter and email delivery service, to manage and send email communications such as newsletters and updates that you have requested or consented to receive.

When you subscribe to receive email communications from us, your name and email address are stored securely within our website and processed by MailPoet solely for the purpose of sending those communications. MailPoet acts as a data processor on our behalf and processes personal data in accordance with our instructions and applicable data protection laws.

You can unsubscribe from our email communications at any time by using the unsubscribe link included in every email or by contacting us at clerk@wincham-pc.gov.uk.

8.0 Where we store your personal data

Personal data is stored securely using appropriate technical and organisational measures. While no system is entirely secure, we take reasonable steps to protect personal data from unauthorised access, loss or misuse.

Transmission of information via the internet is not completely secure. Any transmission is at your own risk. Once we have received your information, we will use appropriate procedures and security features to try to prevent unauthorised access.

9.0 Retention of your personal data

We will retain personal data only for as long as necessary and in accordance with legal requirements and the council's document retention policies. Once data is no longer required, it is securely deleted or destroyed.

10.0 Your rights under data protection law

Individuals who are the subject of personal data held by Wincham Parish Council have the right to:

- request a copy of the personal data we hold about you (a subject access request)
- request correction of inaccurate or incomplete personal data
- request deletion of personal data where appropriate
- object to processing in certain circumstances
- request restriction of processing in certain circumstances
- withdraw consent where consent is the lawful basis

Requests should be made by email to clerk@wincham-pc.gov.uk. We will respond within one month. We may need to verify your identity before providing information.

11.0 Changes to our privacy policy

We keep this privacy policy under regular review and will place any updates on this website.

Last updated: February 2026

12.0 Complaints

We aim to resolve directly any concerns or complaints about how we handle personal data. You also have the right to lodge a complaint with the Information Commissioner's Office (ICO), the UK regulator for data protection.

ICO complaints process: <https://ico.org.uk/make-a-complaint/>

Approved by Council on 24 February 2026 Dated 24 February 2026

Chairman of Wincham Parish Council

Naomi Morris
Parish Clerk



PROCUREMENT / PURCHASE ORDER (PRO FORMA)

1. Council Details

Parish Council: Wincham Parish Council
Billing Address: 22 Churchfields Cheshire WA14 3PJ
Email: clerk@wincham-pc.gov.uk

2. Purchase Order Information

Purchase Order Number: [PO Reference]
Date of Order: [DD/MM/YYYY]
Requested By: Naomi Morris
Authorised By: [Clerk / RFO / Chair – as per Financial Regulations]

3. Supplier Details

Supplier Name: [Supplier Company Name]
Supplier Address: [Supplier Address]
Contact Name: [Supplier Contact]
Telephone / Email: [Supplier Contact Details]

4. Description of Goods / Services

Item No.	Description of Goods / Services	Quantity	Unit Cost (£)	Total Cost (£)
	Subtotal			£
	VAT (if applicable)			£
	Total Order Value			£

5. Procurement & Compliance Information

- **Estimated Total Value:** £[amount]
- **Procurement Method Used:**
 - Direct Purchase (under threshold)
 - Written Quotation(s) obtained
 - Formal Tender Process
- **Number of Quotes Obtained (if applicable):**
[1 / 2 / 3]
- **Financial Regulations Reference:**
[e.g. FR 11 – Contracts]
- **Date of Parish Council meeting and Item number authorising purchase**

• **Budget Availability Confirmed:**

Yes No

6. Delivery / Performance Details

Delivery Address: [Location]

Required Delivery / Completion Date: [Date]

Special Instructions:

[Any relevant details]

7. Payment Terms

- **Agreed Price:** £[amount]
 - **Payment Terms:**
 - On receipt of invoice
 - 30 days from invoice date
 - **Invoice Requirements:**
-

8. Declaration & Authorisation

I confirm that this purchase complies with the Parish Council's Financial Regulations and that sufficient budget provision exists.

Signed (Authorising Officer):

Name: [Name]

Position: [Clerk / RFO / Chair]

Date: [DD/MM/YYYY]

9. Supplier Acceptance (Optional)

Supplier Signature: _____

Date: _____

APPENDIX J



PROCUREMENT / PURCHASE ORDER (PRO FORMA)

1. Council Details

Parish Council:
Billing Address:

Wincham Parish Council
22 Churchfields Cheshire WA14 3PJ

2. Purchase Order Information

Purchase Order Number: [PO Reference]
Date of Order: [DD/MM/YYYY]
Requested By: Naomi Morris
Authorised By: [Clerk / RFO / Chair – as per Financial Regulations]

3. Supplier Details

Supplier Name: [Supplier Company Name]
Supplier Address: [Supplier Address]
Contact Name: [Supplier Contact]
Telephone / Email: [Supplier Contact Details]

4. Description of Goods / Services

Item No.	Description of Goods / Services	Quantity	Unit Cost (£)	Total Cost (£)
	Subtotal			£
	VAT (if applicable)			£
	Total Order Value			£

4. Delivery / Performance Details

Delivery Address: [Location]
Required Delivery / Completion Date: [Date]
Special Instructions:
[Any relevant details]

7. Payment Terms

- **Agreed Price:** £[amount]
 - **Payment Terms:**
 - On receipt of invoice
 - 30 days from invoice date
 - **Invoice Requirements:**
-

9. Supplier Acceptance (Optional)

Supplier Signature: _____
Date: _____

Office Equipment & Miscellaneous Assets

2025	Defibrillator	London Hearts	Wincham CC	£750 (match-funded Cost to WPC)
				£750.00
2016	Stone flower trough	Donated	Rayner's Corner	£1
				£1 (donated)

2017	Noticeboard		Rayner's Corner	£443.90	
	£443.90				
5.2.2019	Wooden plinth	Made by residents	Wincham		
	Displaying commemorative		Community Centre	£150.00	
	£150.00				
	Stone				
2018	Temporary banner for Wincham PC				
	£32.08				
2018	Lockable filing cabinet		Clerk		
	£60.00				
2022	Jubilee Beacon		Held by Councillor		
	£490.00				
2022	PA System		Held by Councillor	£301.99	
	£1 (donated)				
2023	Speed gun		PCSO room		
	£194.48				
2023	Mobile interactive speed sign		on site in Wincham		
	£3758.43				
2026	Heavy duty chain and two padlocks		on site in Wincham	£102.48	£102.48
2024	20 high visibility waistcoats			£37.89	
	£37.89				
2024	2 shield trophies			£73.25	
	£73.25				
2024	Laptop		Held by Clerk	£291.66	£291.66
2024	portable SSD		Held by Clerk	£63.32	£63.32
2024	Seagate harddrive		Held by Clerk	£53.32	£53.32
2025	Various sound amplification equipment		PSCO room	£602.67	
	£602.67				
<u>Linnards Lane</u>					
<u>Playing Fields</u>					
14. 3.1978	Linnards Lane conveyance from		Linnards	£1) £1
(donated)	Playing Fields Osborne & Co.	Lane			

14.3.1978 (donated)	Perimeter railings	unknown	Linnards Lane	£1)	£1
1.2.2014 (donated)	Grit Bin	CW&C Snow Angels	Linnards Lane	£1)	£1
1.7.2014 (donated)	Double bench		Linnards Lane	£1)	£1
1.8.2015 £1 (donated)	& Planters	Donated	Playing Field			
12.11.2018 (donated)	Mosaic public art	Donated	Linnards Lane PF	£1)	
2017 £1000	War Memorial	Donated by Friends Group	Linnards Lane PF	£1)	£1
	2 carved panels incorporated into the War Memorial)
1.5.2014	ROCKING TOY ROCKY BY HAGS ref 8000951		Linnards Lane PF			
1.5.2014	UNIMINI AMRI STEEL ACTIVITY UNIT		Linnards Lane PF	.)	
1.5.2014	LOG TRAIN BY PLAYDALE		Linnards Lane PF			
)
						Total cost of 2015/16
)
						equipment in Linnards Lane
) and Chapel Street was

				£69 00. 19
1.5.2014	CITY TEAM BASKET SWING BY PLAYDALE	Linnards Lane PF		
1.5.2014	PLAY HOUSE VILLA BY PROLUDIC REF:285	Linnards Lane PF		
1.5.2014	STORYTELLING CHAIR & MUSHROOMS	Linnards Lane PF		
1.5.2014	VIPER SWING BY HAGS	Linnards Lane PF		
1.5.2014	CONCRETE STEPPING STONES	Linnards Lane PF		
2023	Earth Anchors Ltd, 3 replacement picnic benches	Linnards Lane PF		£1,842.00
2026	Noticeboard	Linnards Lane P F		
				£1680.00
2019	5 x Traditional 3-seat Recycled Plastic Benches			£1,950.00
2026	Sustainable Furniture Recycled Plastic Bench			£666.66
2019	2x Recycled Plastic Adult Picnic Tables			£820.00
2019	2 large recycled picnic tables from Earth Anchors (one round; one with games)	"		£1,507.20
	£1,507.20			
2019	Children's Roundabout from Yates Playgrounds	Linnards Lane		£9260.00
	£9260.00			
2021	Caloo Base teen shelter			£9500.00
	£9500.00			
2021	Memorial Bench donated by Mr David Lloyd-Jones			£737.50
	(donated)			£1
2022	Memorial Bench donated by Mr Bill Pilling			£500.00
	(donated)			£1
2022	Additional litter bins 2 x £371			£742.00
	£742.00			
2022	Teddy bear-shaped litter bin			£239.21
	£239.21			
2023	Flagpole Express flagpole			£372.90
	£372.90			
2023	Second Teddy bear-shaped litter bin			£305.00
	£305.00			
2023	QUEEN ELIZABETH II FIELDS IN TRUST PLAQUE			£90.79
				£90.79

	Swing (2400mm)		
July 2015	Basket Swing		£2,300.00
2021 (donated)	Memorial Bench donated by Thor	£854.17	£1
2025	Noticeboard		£1680.00
			£1680.00

Total Valuation at 25 February 2025 **£88,330.17**

NB The asset register in February 2025 totalled

£87,871.36

The change in value is because of:

Additional items	Cost	Valuation
Chapel Street Noticeboard		£1680.00
Linnards Lane Playing Field Noticeboard	£1680.00	£1680.00
Picnic table		£680.00
Bench		£666.66
Various sound amplification equipment	PSCO room	£602.67
Heavy duty chain and two padlocks	on site in Wincham	£102.48
		£5,411.81

Removed items

July 2015	Cube Climbing Frame		£4,378.00
2016	Noticeboard	Linnards Lane P F	£575.00
			(£4,953.00)

£88,330.17

NB On 17 March 2021, Wincham Parish Council formally adopted as a policy the approach for the valuation of fixed assets as set out below in the Practitioners' Guide:

- 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.*

A Fixed Asset Register has four main purposes:

- It forms a basis for completion of box 9 in the 'Annual Return';
- It forms a basis for decisions on risk and insurance issues;
- It provides information on the age and potential lifespan of certain items;
- It provides assurance of the continued existence of Council's property.

The Register is adopted by the Council at the end of each financial year but is a working document which Council Officers will update and amend details as necessary.

Scope of Asset Register

In order to ensure transparency and reasonableness, the following items are **included** in the Council's asset register, whether purchased, gifted or otherwise acquired, together with their holding location:

- land and buildings held freehold or on long term lease in the name of the Council;
- community assets;
- vehicles, plant and machinery;
- assets considered portable, attractive or of community significance;
- other assets estimated or known to have a minimum purchase or resale value of one hundred pounds;
- long term investments, shares and loans made by the Council;
- assets held in trust.

The values indicated in the asset register will inform the 'total fixed assets' section of the Annual Return with the exception of assets held on trust.

The following items fall outside the definition for inclusion and are, therefore, **excluded** from the Council's asset register:

- land and buildings held on short term lease or rented;
- land and buildings maintained or serviced but not owned by the Council;
- assets rented by or loaned to the Council;
- stock items intended for resale;
- stationery and other consumable items;
- boundaries of land owned (e.g. fences, hedges and gates);
- floor or land surfaces and drainage;
- plants and trees;
- assets with a purchase or resale value of less than one hundred pounds (other than items listed as for inclusion on the asset register);
- repairs;
- cash, short term investments and other current assets;
- intangible assets (e.g. trademarks, internet domain names, contingent assets, broadcast rights);
- 'negative' assets (e.g. provisions, borrowings, creditors and contingent liabilities).

Valuation of Assets

Once recorded on the asset register, the value of assets must not change from year to year until disposal. Concepts of depreciation and impairment adjustments are not appropriate for local councils (Governance and Accountability for Local Councils: A Practitioner's Guide (England) 2021 para. 5.148)

Assets must be valued by one of the following means based on available information:

- ideally, apply the purchase price (net of VAT if VAT has been reclaimed);
- otherwise, apply the purchase price (gross of VAT if VAT has not been reclaimed or where the VAT status of the purchase is unclear).

Where it is not possible to trace the purchase price of the asset, the insurance valuation should be applied. As a last resort, a nominal value of one pound may be applied. This should also be used for assets gifted to the Council.

Approved by Council on 24 February 2026

Dated 24 February 2026

Chairman of Wincham Parish Council

Naomi Morris

Parish Clerk

APPENDIX L

Committees and Working Parties of Wincham Parish Council as February 2026

Finance Committee

Chairman: Ian Parr

Members: Kenton Barker

Ros Casson

Debs May

Terry Fearn

Quorum 3

Purpose & Responsibilities

To calculate the draft annual Budget and Precept for the Parish Council and to refer back to the full Council for all decisions.

Frequency Always meet in January to set the Precept

Then meet as and when necessary

The Finance Committee will:

1. meet January of each new year with a minimum quorum of 3;
2. be composed of between one third and one half of the full number of existing members of the Council;
3. prepare a draft annual budget and Precept recommendation;
4. any supportive information to be attached to the draft budget and designed to help Council make an informed decision.

Planning Committee

Chairman: Kenton Barker

Members: Ian Parr
Ros Casson
Terry Fearn
Debs May

Quorum 3

Reasons for formation of Committee

Commenting on relevant planning guidelines and legislation and commenting on planning applications.

Frequency Meet as and when necessary

Personnel Committee

Chairman: Debs May
Members: Ian Parr
Ros Casson

Reasons for formation of Committee

To ensure that all matters relating to staff are in line with current legislation.

As the matters discussed are covered by the GPDA, all meetings are closed to the public

Frequency Need to set Salary requirements in April each year.
Then meet as and when necessary

Grounds Maintenance Working Party

Playing Fields (Linnards Lane and Chapel Street)

Chairman: Kenton Barker

Members: Ian Parr
Debs May

Will Shirley

Susie Schmidt

Brenda Yates

Reasons for formation of Group

To oversee the management of the Playing Fields to ensure facilities available for the village to enjoy.

To improve the Playing Fields.

The Grounds Maintenance Working Party is responsible for the management and maintenance of the playing fields and improvements. Investigating and initiating alterations following approval of the Parish Council.

To draw up or review any policies and procedures as necessary for the Playing Fields.

The Grounds Maintenance Working Party is not responsible for the insurance of the fields as this is the responsibility of the Parish Council as a whole.

All the able Parish Councillors partake in the inspections of the playing fields and this is not the responsibility of the Grounds Maintenance Working Party however the issues raised from the inspections may be looked at by the committee.

Frequency Usually meet the week prior to each Parish Council meeting.

Then meet as and when necessary

Key objectives

- To review the annual ROSPA report and recommend courses of action.
 - To update yearly the new maintenance contract in line with the report agreed with the Parish Council.
 - To agree priorities for new equipment and provision within the playing fields.
 - To update and install new signage.
 - To install a Fitness Track
 - Sort the play area in Chapel Street
 - Tree Policy
-

Memorial Gardens Working Party

Chair Debs May

Members Sue Lawson

Carol Parker

Pam and Andy French

Brenda Yates

Susie Schmidt

Pat and Tony Psaila

Reasons for formation of Group

To keep the Linnards Lane Memorial Gardens looking lovely, well kept and safe throughout the year.

Debs May will liaise with the Council, arrange fund raising as needed, arrange purchase/payment approval, update the action list as needed and lead 4/5 meetings a year to plan and agree with the team for the following season.

Advisory - Sue and Brenda will support and advise. Sue happy to provide water from her house/water butts if needed. Sue will arrange for the garden waste bin to be emptied every fortnight. Brenda is tree and hedge expert of the group.

The gardeners - Carol, Pat, Tony, Andy, Pam and Susie will arrange via what's app group to meet regularly to upkeep the garden.

The Wincham Parish Council has ring fenced monies in the budget each year.

Frequency Usually meet the week prior to a Parish Council meeting
– 4/5 times a year.
Then meet as and when necessary

Key objectives

- The border roadside outside the railings.
 - Corner rockery garden
 - The Poppy Bed
 - The herb boxes
 - The rear garden behind the seating
 - Railings
 - The Memorial
 - Flag Pole
 - Hedge/fence
 - Tool Store, Grit Bin, Green Bin and compost bin.
-

Linnards Lane Playing Field Redevelopment Working Party

Chair: Debs May
Project lead Tony Psaila
Members: Kenton Barker
Ian Parr
Ian May
Brenda Yates
Naomi Morris

Reasons for formation of Group

The Scope

The aim is to install additional lighting along the paths of the Linnards Lane Playing Field and to widen and improve the paths around the park.

Frequency Meet prior to each Parish Council meeting.
Then meet as and when necessary

Key objectives

- ❖ We have created a project timeline.
- ❖ Financially 'scope out'/price up the full project

Planning and Preparation

- ❖ Grant applications
- ❖ Sponsorship
- ❖ Project out to tender or contract
- ❖ Agree contractors to complete the work
- ❖ Ensure correct insurances/risk assessments/permissions etc

Implementation

- ❖ New wider paths around the park
 - ❖ New down lighting around the park
-

Earles Lane/Pickmere Lake Working Party

Chair: Debs May

Members:

Ian Parr	Susie Schmidt	Terry Fearn
Amos Wright	Colin Carthy	
Ron Leighton	Marion Leighton	Diana Wiggins
	Kenton Barker	Lynn Gibbon
Angela Johnson	Phil Marshall	Brenda Yates
Andrew Wright		

Reasons for formation of Group

To discuss ways to improve the parking issues / anti-social behaviour/drink/drugs that residents face in Earles Lane from the hordes of visitors that come to the lake at sunny periods

To improve the safety on the water – Pickmere Lake

To work together with Pickmere, Marston and Ashton-by Budworth Parish Councils

Frequency A sub group will meet with the Police Commissioner
– every other month.

Then meet as and when necessary

Key objectives

- ❖ To work with the Police And Police Commissioner
 - ❖ To work with CWaC departments and Marbury Councillors
 - ❖ To implement signage as needed
-

IT Working Party

Chairman: Ian Parr

Members Kenton Barker

Terry Fearn

Reasons for formation of Group

To implement processes, policies and systems that comply with data protection, privacy and accessibility regulations and that allow the Parish Council to effectively perform its functions.

To ensure that the Parish Clerk has the correct IT equipment to fulfil her role

To keep the website up to date

To ensure that all Parish Councillors have the correct wincham-pc.gov.uk email addresses.

Frequency Meet as and when necessary

**Working Party for the induction process
for new Councillors**

Chair: Debs May

Members Will Shirley
Naomi Morris

Reasons for formation of Group

To come up with a comprehensive welcome package for new councillor.

To explore how Wincham Parish Council can be welcoming and accommodating to potential Councillors with visible or non-visible disabilities.

To regularly review the policy and process and ensure it is fit for purpose and has current legislation.

Frequency Meet as and when necessary

Resilience and Environmental Strategy Working Party

Chair: Ian Parr

Members Debs May
Kenton Barker
Ros Casson
Brenda Yates

Reasons for formation of Group

To have a continuing involvement in all Parish Council activities and initiatives to work towards sustainability, including:

- a) Looking inwards at what the Parish Council can achieve itself and*
- b) Looking outwards at encouraging others also to consider the environment and their impact*

Frequency Meet as and when necessary

Key objectives

- ❖ Consider a Disaster Plan
- ❖ Consider flood issues
- ❖ Consider sustainability in all that the WPC does and buys

Road Safety Working Party

Chair: Terry Fearn
Members: Val Hollis
Ian Coop

Reasons for formation of Group

The Terms of Reference (ToR) for Wincham Parish Council Road Safety Working Party defines its purpose, duties, powers, reporting structure, and membership. Its role is advisory and it has no delegated decision-making authority. The Key functions of this Working Party include identifying and prioritising local safety issues, liaising with authorities, gathering community feedback, developing recommendations for the Parish Council, and potentially overseeing initiatives like Community Speed Watch. The Road Safety Working Party is accountable to the Parish Council and the Council retains final decision-making power on all issues.

1. Purpose:

- To identify, assess, and recommend actions to improve road safety within the parish.
- To enhance the safety and well-being of all road users through informed decisions by the Parish Council.

2. Responsibilities:

- **Identify & Prioritise Issues:** To identify and prioritise specific road safety issues in Higher and Lower Wincham relating to issues such as speeding, pedestrian safety, signage, parking, HGV traffic and lighting.
- **Gather Evidence:** To collect and collate complaints, feedback, and relevant information on highway safety matters.
- **Develop Proposals:** To develop and propose solutions and recommendations to the Parish Council.
- **Liaise with Authorities:** To liaise with relevant bodies, such as the local council or police, to facilitate improvements.
- **Community Engagement:** To coordinate with community stakeholders to gather feedback and input.
- **Oversee Projects:** To oversee specific initiatives, (for example managing a Community Speed Watch program,)ensuring members receive appropriate training.

• 3. Powers

- This Working Party has no independent decision-making powers and no power to order goods or services on behalf of the Council.
- This Working Party is an advisory body and its recommendations are subject to approval by the full Parish Council.

• Reporting Structure:

- This Working Group reports to the Parish Council and provides regular updates on its progress and recommendations.

• Membership & Leadership:

- Membership of this Working Party will comprise Parish Councillors and local residents may be invited to join the group.
- The Chair of this group will be a parish councillor.
- The Parish Council can disband this working group at any time.

• Meeting Arrangements:

- Meetings to be held informally but minuted.

Water Issues Working Party

Chair Ros Casson

Members Emma Birch United Utilities

Debs May

Nicola Kleiser

Ralph Carter

Catherine Hardy

Reasons for formation of Group

The village has a history of poor water pressure.

The working party was set up with United Utilities to tackle the issues and at long last to have our issues taken seriously.

United Utilities to implement a number of new water projects to improve the pressure in the village.

Frequency Meet the week prior to each Parish Council meeting.

Then meet as and when necessary

Key objectives

- ❖ To act as a go-between between the resident and UU and aims to ensure good flow of communication and sorting of issues in a timely manner.
- ❖ Communicate any leaks or low pressure problems effectively
- ❖ Arrange for key households to be monitored in the village.

Administration and Governance Working Party

Chair Ian Parr

Members

Kenton Barker

Val Hollis

Naomi Morris

Reasons for formation of Group

To ensure that the Parish Council has the correct policy, processes and procedures in place.

To ensure that the legal framework of the Council is adhered.

To ensure that all policies are updated in a timely fashion.

To review the format, wording and contents of the former Wincham Parish Council Governance and Administration document.

Frequency Meet as and when necessary

Events Working Party

Chair	Debs May
Members	Sam Bethell Susie Schmidt Karen Purdie

Reasons for formation of Group

To organise and arrange the events that the Parish Council hosts and arranges for the village. To organise and arrange the events that the Parish Council hosts and arranges for the village.

Frequency Meet as and when necessary

Events include but are not limited to;

- ❖ Unsung Heroes
- ❖ Young Sung Heroes
- ❖ Afternoon Tea
- ❖ Easter
- ❖ Government or Royal events (Jubilee/D-Day etc)
- ❖ Halloween
- ❖ Front Garden Competition
- ❖ Scarecrow
- ❖ Remembrance Sunday
- ❖ December events
 - ❖ Lantern Parade
 - ❖ Santa visit
 - ❖ Tree Lighting
 - ❖ Light up to Brighten up

Communications Working Party

Chair	Terry Fearn
Members	Kenton Barker Ian Parr Debs May Ros Casson Susie Schmidt Will Shirley Val Hollis Naomi Morris

Reasons for formation of Group

The Communications Working Party will be formed to enhance communication between the council and residents, and ensure effective information dissemination.

This Terms of Reference (ToR) outlines its purpose, scope, membership, and operating procedures. It clarifies the Working Party's role in establishing and maintaining communication channels, promoting transparency, and fostering community engagement.

Key Components of a Communications Working Party Terms of Reference:

1. Purpose:

- To improve communication between the Parish Council and residents whilst directing non-Parish Council information to the appropriate agencies (eg Police)
- To explore and implement methods for gathering feedback from residents, such as online surveys , community consultations councillor surgeries.
- To ensure transparency, accessibility and consistency of information.
- To promote council initiatives and activities.
- To facilitate community engagement and feedback.

2. Scope:

- Defining the specific areas of communication the WP will review (e.g., website, social media, newsletters, public notices).
- Specifying which communication channels are within the WP responsibility.
- Determining the frequency and format of communication (including how, when and whether to respond to residents communication.)
- Identifying any areas that are explicitly excluded from the WP remit. (eg. Quality of content)

3. Membership:

- Listing the members of the Communications Working Party, including Parish Councillors and potentially co-opted members (e.g., from the local community).
- Establishing a quorum for meetings (the minimum number of members required to conduct business).

4. Operating Procedures:

- Defining meeting frequency, location, and format (e.g., regular meetings, ad-hoc meetings).
- Outlining the process for agenda preparation, meeting minutes, and record-keeping.
- Describing how decisions will be made and documented.
- Specifying the channels for reporting back to the full Parish Council.
- Establishing procedures for handling confidential or sensitive information.

5. Reporting:

- Describing how the WP will report its activities and progress to the Parish Council.
- Specifying the frequency and format of reports (e.g., written reports, presentations).
- Outlining how the group will seek approval for communication strategies and materials from the Parish Council.

6. Review:

- Establishing a process for reviewing and updating the Terms of Reference.
- Identifying who is responsible for conducting the review

APPENDIX M

WINCHAM PARISH COUNCIL

PUBLICATION SCHEME

1. This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

2. This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

3. The scheme commits an authority to:

- Proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- Specify the information which is held by the authority and falls within the classifications below.
- Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme
- Produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- Review and update on a regular basis the information the authority makes available under this scheme.
- Produce a schedule of any fees charged for access to information which is made proactively available.
- Make this publication scheme available to the public.
- Publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

4. Classes of Information

Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

Lists and Registers

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The Services We Offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

5. The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other such language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

6. Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

-
- photocopying
 - postage and packaging
 - the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

7. Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Approved by Council on 24 February 2026

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Chairman of Wincham Parish Council

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Clerk of Wincham Parish Council

Dated 24 February 2026.

Wincham Parish Council

IT Policy

1. Introduction

Wincham Parish Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members and employees.

2. Scope

This policy applies to all individuals who use Wincham Parish Council's IT resources, including computers, networks, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email

Wincham Parish Council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

4. Device and software usage

A laptop, software, and applications will be provided to the Clerk by Wincham Parish Council for work-related tasks. Unauthorised installation of software on Council owned devices, including personal software, is strictly prohibited. Councillors use their own devices to access their Parish Council email accounts and must ensure that those devices are regularly updated with all available Operating System and relevant application security patches. Running an anti-virus application is strongly advised.

5. Data management and security

All sensitive and confidential Wincham Parish Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Email communication

Email accounts provided by Wincham Parish Council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

7. Password and account security

Wincham Parish Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

8. Email monitoring

Wincham Parish Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

9. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements and in line with the Parish Council's published Document Retention Scheme. Regularly review and delete unnecessary emails to maintain an organised inbox.

10. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches immediately.

11. Training and awareness

Wincham Parish Council will use training and resources from our training provider (CHALC) to educate users about IT security best practices, privacy concerns, and technology updates. All employees and Councillors will receive training on email security and best practices.

12. Health and Safety (Occupational Health)

The Council is committed to providing a safe working environment and will, so far as is reasonably practicable, protect employees and councillors from risks associated with using IT equipment (including DSE, laptops, and mobile devices).

All users are expected to take regular breaks from screen-based work to prevent eye strain and fatigue.

Users working from home must ensure their workstation is safe and ergonomically suitable.

Any health concerns, such as repetitive strain injury (RSI) or headaches suspected to be related to IT equipment use, must be reported to the Clerk.

13. Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

14. Policy review

This policy will be reviewed periodically to ensure its relevance and effectiveness. Updates may be made between scheduled reviews to address emerging technology trends and security measures.

15. Contacts

For IT-related enquiries or assistance, users should contact the Parish Clerk in the first instance.

Approved by Council on 24 February 2026

Chairman of Wincham Parish Council

Clerk of Wincham Parish Council

Dated

24 February 2026

APPENDIX O



Northwich Town Council & Wincham Parish Council Service Level Agreement Grounds Maintenance Contract

THIS CONTRACT BETWEEN **NORTHWICH TOWN COUNCIL** (THE TOWN COUNCIL) AND **WINCHAM PARISH COUNCIL** (THE PARISH COUNCIL) SETS OUT THE OBLIGATIONS OF EACH PARTY IN RELATION TO THE CONTRACT AND IS MADE THIS DAY 1ST APRIL 2026

COMMENCEMENT

This contract commences 1st April 2026

PAYMENT

The annual contract is **£6278.00** exclusive of vat

Chapel Street/Linnards Lane grass cutting weekly visits - 28 visits at £125 per visit

Total Costs

£3500.00

Chapel Street and Linnards Lane play inspections 12 visits at £95.00 per visit

Total Costs

£1140.00

Chapel Street and Linnards Lane Litter bins emptied, and Litter pick 52 visits at £47.25 per visit

Total Costs

£2457

Total Cost

£7097.00

Contract

Payments shall be made each month in arrears. The Town Council shall provide the Parish Council with an invoice.

Additional works shall be agreed by the Parish Council and charged at a rate of £38.50. per hour per operative exclusive of VAT.

Payments shall be made by the Parish Council by either cheque or BACS transfer.

OBLIGATIONS OF THE TOWN COUNCIL

The Town Council shall undertake the duties as detailed in Annex A (the specification).

The Town Council shall supply a report to the Clerk indicating the work undertaken on that month and the dates of its activity for the purposes of contract monitoring.

The Town Council shall dispose of all waste generated during its undertaking of the work detailed in Annex A.

The Town Council shall be responsible for the health and safety of all its employees on site and for the visiting public in relation to the duties undertaken by the contractor.

The Town Council shall hold public liability insurance to a minimum value of £10,000,000.
(Copy Attached)

TERMINATION

This contract shall continue until it is terminated by either party. This contract may be terminated by either party giving three months' written notice of its intention to terminate.

Clerk to Wincham Parish
Council

C. Shaw
Chris Shaw
Northwich Town Council

Annex A – Specification

Chapel Street Playing Field	
Grass cutting	Grass cutting (hand mowing, strimming, as required) to all areas April – September 28 cuts
Litter Pick/Litterbin Empty	Every week
Play Inspection	Every month

Linnards Lane Playing Field	
Grass cutting	Grass cutting (hand mowing, strimming, Rotary mowing as required) to all areas April – September 28 cuts
Litter Pick/Litterbin Empty	Every week
Play Inspection	Every month

APPENDIX Q

**Wincham Parish Council
Equality and Diversity Policy**

1. Introduction

1. Wincham Parish Council is committed to providing and promoting equal opportunities, eliminating discrimination and encouraging diversity in the Community.
2. Wincham Parish Council aims to create a culture that respects and values each other's differences and which promotes dignity, equality and diversity.
3. An up-to-date copy of this Policy shall be maintained on the Wincham Parish Council's website.

2. Purpose

1. Wincham Parish Council recognises that supporting equality is of primary importance. This policy will help Councillors and employees of the Council to develop sound and effective policies that impact on the local community, whilst ensuring that the Council meets its duty under the Equality Act 2010.

3. Scope

1. This policy applies to all employees, volunteers, contractors and elected members of Wincham Parish Council.

2. It is the responsibility of every employee and Councillor of Wincham Parish Council to ensure that they do not discriminate in any way. All employees and Councillors have a duty to uphold equal opportunities principles. Any breach of this policy will be dealt with appropriately.

4. **Equality Act 2010**

1. The Equality Act 2010 applies to public bodies and others carrying out public functions. It supports good decision-making by ensuring public bodies consider how different people will be affected by the activities, policies and services provided.
2. The Equality Act 2010 places a Public Sector Duty on Wincham Parish Council to work to:
 1. Eliminate discrimination, harassment, victimisation and any other conduct prohibited under the Act
 2. Advance equality of opportunity between persons who share a protected characteristic and persons who don't share it
 3. Foster good relations between persons who share a relevant protected characteristic and persons who don't share it
3. No individual will be discriminated against. This includes, but is not limited to the following characteristics (known as protected characteristics under the Act)
 1. Age
 2. Disability
 3. Gender
 4. Marital status and civil partnerships
 5. Pregnancy and maternity
 6. Race
 7. Religion and beliefs
 8. Sexual orientation
 9. Ethnic origin
 10. Nationality

5. **Equality Commitments**

1. Wincham Parish Council supports for the principles and practices of the Equality Act 2010 and recognises that it is the duty of all Councillors and employees to accept their personal responsibility for fostering a fully integrated community at work by respecting and adhering to the principles of equality for all.
2. Wincham Parish Council will actively promote equality throughout the organisation through the application of policies which will ensure that individuals receive treatment that is fair and equitable and consistent with their relevant aptitudes, potential, skills, experiences and abilities.
3. Wincham Parish Council is committed to:
 1. Promoting equality opportunity for all persons
 2. Promoting a good and harmonious environment in which all persons are treated with respect and valued
 3. Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation
 4. Fulfilling its legal obligations under the Equality Act 2010

6. **Policy Review**

1. Wincham Parish Council will review this Policy as is necessary and appropriate, and at a minimum on an annual basis.

Approved by Council on 24 February 2026

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Chairman of Wincham Parish Council

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Clerk of Wincham Parish Council

Dated

24 February 2026

APPENDIX R

Wincham Parish Council Social Media Policy

This policy was last updated on: **24 February 2026**

1. **Introduction**

The objective of this policy is to provide Councillor and staff an overview of Social Media and outline the Council's position on various aspects of their use. In addition, it includes guidelines on Officer and Councillor responsibilities when using such channels of communication.

2. **Definition of Social Media**

Social media is a term for websites based on user participation and user-generated content. They include

social networking sites and other sites that are centred on user interaction. Social media has the following characteristics:

- Covers a wide variety of formats, including text, video, photographs, audio
- Allows messages to flow between many different types of device; PCs, phone and tablets (e.g. iPad)
- Involves different levels of engagement by participants who can create, comment or just view information
- Speeds and broadens the flow of information
- Provides one-to-one, one-to-many and many-to-many communications
- Lets communication take place in real time or intermittently

Examples of popular social media tools include: Twitter, Facebook, Wikipedia, You Tube, Pinterest, Snip.It, LinkedIn and Google Plus. Groupings of interest are a natural feature of the development of such systems with people with similar interests being attracted to share information.

3. **Pitfalls**

Whilst these are very useful to share information quickly with other people, there are some pitfalls to be aware of:

- The information in most cases is shared in the public domain and can be reviewed by anyone in the world. You do not even need to register in many cases to view the content. Registering is only required should you wish to participate and post to the site.
- Groups on specific themes can set up easily and posts then edited by the owners of that group to reflect their single interest, ensuring theirs is the only voice heard. There is no guarantee of truth and ill informed comment and gossip is as likely to be found there as useful information.
- The nature of these tools is that information is shared immediately and it is all too easy to respond instantaneously which can result in unintentionally inflaming a situation. Information can then be shared with other sites and be spread far beyond the intended audience. Friends of Friends may not be our Friends.

It is also very easy to spend a lot of time viewing and responding to messages that would outweigh the value gained in the first place.

4. **Purpose of the Policy**

Social media provides the Council with the opportunity to communicate to a wide audience instantaneously on a range of subjects relating to its activities, providing updates, news, information and retweeting relevant information from other sources. It also provides an opportunity to communicate with the younger age group, the business community and hopefully the harder to reach groups. The Council will make use of approved social media tools to quickly disseminate information but carefully control its use in order to minimise the risks as stated above. In the first instance this will include only Facebook.

5. **Aims and Objectives**

Social media can be used by the Council as an effective and measurable way to achieve resident engagement and attract publicity. The aim of this Policy is to ensure:

- Engagement with individuals and communities and successful promotion of Council-based services through the use of social media
- Engagement with individuals and communities and successful promotion of Council-based services through the use of social media
- A consistent approach is adopted and maintained in the use of social media
- That Council information remains secure and is not compromised through the use of social media
- That users operate within existing policies, guidelines and relevant legislation
- That the Council's reputation is upheld and improved rather than adversely affected
- That communication by use of social media is effective, timely, appropriate, useful, engages with a wider audience and utilities cross-promotion of other Council communication tools (e.g. website, quarterly newsletter etc.)

Social media activity isn't something that stands alone, to be effective it needs to integrate as part of the general communications mix. Any planned campaigns, promotions and activities can be plugged in to social media platforms to increase reach and exposure. Refer to the Council's Communication Policy.

6. **Policy Statement**

It is acknowledged that there is considerable potential for using social media which can provide significant advantages. The responsible, corporate use of social media is actively encouraged. The following applies equally to Officers and Members. This policy provides a structured approach to using social media and will ensure that it is effective, lawful and does not compromise Council information or computer systems/networks. Users must ensure that they use social media sensibly and responsibly, and ensure that its use will not adversely affect the Council or its business, nor be damaging to the Council's reputation and credibility or otherwise violate any Council policies. The following guidelines will apply to online participation and set out the standards of behaviour expected as a representative of Wincham Parish Council:

- Be aware of and recognise your responsibilities identified in the Social Media Policy
- Remember that you are personally responsible for the content you publish on any form of social media
- Never give out personal details of others such as home address and phone numbers
- Ensure the you handle any personal or sensitive information in line with the Data Protection Act

- Use a disclaimer. When using social media for personal purposes, you must not imply you are speaking for the Council. Avoid use of the Council email address, logos or other Council identification. Make it clear that what you say is representative of your personal views only. Where possible, you should include a standard disclaimer, such as: “Statements and opinions here are my own and don’t necessarily represent the Council’s policies or opinions”
- Know your obligations: you must comply with other Council policies when using social media. For example, you should be careful not to breach Council confidentiality and propriety information policies.
- Show respect to all. You should be respectful of the authority and employees. Derogatory comments are always wrong
- Use of the Parish Council’s Facebook account must always reflect the Council’s position/decisions on a matter and in no circumstances must it be used to express personal opinion, particularly when used by a Councillor. If unsure, say nothing

Councillors are at liberty to set up accounts using any of the tools available but should ensure they are clearly identified as personal and do not in any way imply that they reflect the Council’s view. Councillors should at all times present a professional image and not disclose anything of a confidential nature. Comments of a derogatory, proprietary or libellous nature should not be made and care should be taken to avoid guesswork, exaggeration and colourful language

7. Responsibilities

The Designated Member for the time being is designated ‘Council’ owner of the Council Social Media channels agreed by the Council. Councillors and Office Staff officially appointed by the Council may assist the Designated Member to disseminate information. However all must ensure they follow this policy. No account details may be changed without the permission of the Designated Member or the Clerk. Individual Councillors are at liberty to set up their own accounts but they should ensure they comply with this policy and ensure the ‘personal view’ disclaimer is used.

8. Guidance for Councillors – social media and meetings

The Council encourages Councillors to keep residents informed of Wincham issues and the use of social media can help with this, especially during official Council meetings. Below are some extra guidelines for Councillors to consider for the use of social media during meetings:

- Handheld devices and laptops are permitted (indeed encouraged) for use during meetings to allow environmentally friendly and effective communication. The use of such devices is intended to improve communication during meetings – not to interrupt or distract anyone taking part. Ensure the volume on all electronic devices is turned to ‘mute’
- Councillors’ tweets/blogs during Council meetings should refer to the discussions which are taking place at the meeting – tweeting/blogging about other subjects will show the public and other attendees at the meeting that you are not engaging properly in the meeting
- Councillors have a responsibility to take Council business seriously and it is not appropriate for members to use social media to tease or insult other members. Wincham residents expect debate and to be informed about Council business, not witness petty arguments
- Remember that if you break the law using social media (for example by posting something defamatory), you will be personally responsible

9. Facebook Strategy

Social networks are rapidly growing in popularity and are used by all ages in society. The most popular social networks are web based, commercial, and not purposely designed for Parish Council use. They include sites like Facebook, MySpace, Bebo, and Xanga. For individuals, social networking sites provide tremendous opportunities for staying in touch with friends and family. For the Council the sites provide a modern alternative means to communicate with residents of the Parish. Facebook, for example, offers a rich platform allowing you to share unlimited content, including images and videos.

Example activity:

- Share articles / blog posts / expertise
- Start discussions and ask questions to encourage interaction
- Create surveys to encourage participation from visitors
- Upload images and videos
- Generic news – what’s happening in the area

One of the hallmarks of online networking is the ability to “friend” others – creating a group of others that share interests and personal news. Care should be exercised when accepting invitations to friend others within personal social networking sites. Friends will gain access to the Council’s network of contacts on the site.

Good practise guidelines for the use of Facebook by the Council as a body or Councillors as individuals are:

- As a Parish Council, we have a professional image to uphold and how we conduct ourselves online impacts this image
- Remember that people classified as “friends” have the ability to download and share your information with others
- Post only what you want the world to see. It is not like posting something to your website or blog and then realizing that a story or photo should be taken down. On a social networking site, basically once you post something it may continue to be available, even after it is removed from the site
- Do not disclose confidential matters or criticise Council policies or personnel

- Set your profile's security and privacy settings carefully. At a minimum, all privacy settings should be set to "only friends". "Friends of friends" and "Networks and Friends" open the content to large group of unknown people
- All activity on the Council Facebook page must follow the Council's agreed statement of purpose and outcomes for the use of the networking tool
- Do not post images that include young people without parental permission
- Pay close attention to the site's security settings and allow only approved personnel full access to the site
- Only add statements approved by either Full Council, the Designated Member or the Parish Clerk.
- Do not use commentary deemed to be defamatory, obscene, proprietary, or libellous. Exercise caution with regards to exaggeration, colourful languages, guesswork, obscenity, copyrighted materials, legal conclusions, and derogatory remarks or characterisations
- Weigh whether a particular posting puts your effectiveness at Wincham Parish Council at risk
- To reduce security risks, do not install any external applications that work with the social networking site. Examples of these sites are calendar programs and games.
- Maintain updated antivirus and malware protection to avoid infections of spyware and adware that social networking sites might place on your computer
- Be careful not to fall for phishing scams that arrive via email or on your wall, providing a link for you to click, leading to a fake login page
- If you find information on the social networking site that falls under the mandatory reporting guidelines then you must report it as required by law

Please stay informed and cautious in the use of all new networking technologies.

10. Other Social Media

At this stage it is not intended to use any other form of social media for official use by Wincham Parish Council. However this could be open to review in the future. Councillors are entitled to use any form of social media they wish to but must abide by this policy at all times when so doing.

Approved by Council on 24 February 2026

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Chairman of Wincham Parish Council

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Clerk of Wincham Parish Council

Dated

24 February 2026

APPENDIX S

WINCHAM PARISH COUNCIL

GENERAL DATA

PROTECTION

REGULATION

SUBJECT ACCESS

POLICY

Confirmed by the Council on 24 February 2026

This policy was adopted by Wincham Parish Council ("the Council") in order to comply with the requirements of the General Data Protection Regulations (GDPR), in force on 25 May 2018

Data subjects have the right to access personal data held on them by the Council. Details are set out in the Privacy Notice on the Council's website. This policy is in place to ensure that internal procedures on handling of SARs are accurate and complied with and includes:

- (1) Responsibilities (who, what)
- (2) Timing
- (3) Changes to data
- (4) Handling requests for rectification, erasure or restriction of processing.

The Council will ensure that personal data is easily accessible at all times in order to ensure a timely response to SARs and that personal data on specific data subjects can be easily filtered.

1. Upon receipt of a SAR

The data subject will be informed who at the Council to contact, the Data Controller (the Clerk to the Parish Council).

The identity of the data subject will be verified and if needed, any further evidence on the identity of the data subject may be requested.

The access request will be verified; is it sufficiently substantiated? Is it clear to the data controller what personal data is requested? If not, additional information will be requested.

Requests will be verified as to them being unfounded or excessive (in particular because of their repetitive character); if so, the Council may refuse to act on the

request or charge a reasonable fee.

Receipt of the SAR will be promptly acknowledged, and the data subject will be informed of any costs involved in the processing of the SAR.

Whether the Council processes the data requested will be verified. If the Council does not process any data, the data subject will be informed accordingly. At all times the internal SAR policy will be followed, and progress may be monitored.

Data will not be changed as a result of the SAR. Routine changes as part of the processing activities concerned may be permitted, including if the information is requested in a different form from which it is held by the Council.

The data requested will be verified to establish if it involves data on other data subjects. This data will be filtered before the requested data is supplied to the data subject; if data cannot be filtered, other data subjects will be contacted to give consent to the supply of their data as part of the SAR.

2. Responding to a SAR

- (a) The Council will respond to a SAR within one month after receipt of the request:
- (i) If more time is needed to respond to complex requests, an extension of another two months is permissible, and this will be communicated to the data subject in a timely manner within the first month;
 - (ii) if the council cannot provide the information requested, it will inform the data subject on this decision without delay and at the latest within one month of receipt of the request.

If a SAR is submitted in electronic form, any personal data will be preferably provided by electronic means as well.

If data on the data subject is processed, the Council will ensure as a minimum the following information in the SAR response:

- (i) the purposes of the processing;
 - (ii) the categories of personal data concerned;
 - (iii) the recipients or categories of recipients to whom personal data has been or will be disclosed, in particular in third countries or international organisations, including any appropriate safeguards for transfer of data, such as Binding Corporate Rules or EU model clauses;
 - (iv) where possible, the envisaged period for which personal data will be stored, or, if not possible, the criteria used to determine that period;
 - (v) the existence of the right to request rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
 - (vi) the right to lodge a complaint with the Information Commissioners Office (“ICO”);
 - (vii) if the data has not been collected from the data subject: the source of such data;
 - (viii) the existence of any automated decision-making, including profiling and any meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.
- (d) Provide a copy of the personal data undergoing processing.

[Implementing the](#)

[Subject Access](#)

[Requests Policy -](#)

[Checklist What must](#)

[any Councillor or](#)

[representative of](#)

[Wincham Parish](#)

[Council do?](#)

1. Upon receipt of a subject access request you must forward it immediately to the Clerk to the Parish Council; the Clerk will be responsible for the following stages:

- Correctly identify whether a request has been made under the Data Protection legislation

- Make a full exhaustive search of the records to which they have access.
 - Provide all the personal data that has been requested unless an exemption can be applied.
 - Respond within one calendar month after accepting the request as valid.
2. Undertake the provision free of charge to the requestor unless the legislation permits reasonable fees to be charged

How must I do it?

1. Notify the Clerk to the Parish Council upon receipt of a request. The Clerk will be responsible for the following stages:
 2. The Council must ensure a request has been received in writing where a data subject is asking for sufficiently well-defined personal data held by the council relating to the data subject. The Clerk must clarify with the requestor what personal data they need. They must supply their address and valid evidence to prove their identity. The council accepts the following forms of identification (* These documents must be dated in the past 12 months, +These documents must be dated in the past 3 months):
 - Current UK/EEA Passport
 - UK Photocard Driving Licence (Full or Provisional)
 - Firearms Licence / Shotgun Certificate
 - EEA National Identity Card
 - Full UK Paper Driving Licence
 - State Benefits Entitlement Document*
 - State Pension Entitlement Document*
 - HMRC Tax Credit Document*
 - Local Authority Benefit Document*
 - State/Local Authority Educational Grant Document*
 - HMRC Tax Notification Document
 - Disabled Driver's Pass
 - Financial Statement issued by bank, building society or credit card company+
 - Judiciary Document such as a Notice of Hearing, Summons or Court Order
 - Utility bill for supply of gas, electric, water or telephone landline+
 - Most recent Mortgage Statement
 - Most recent council Tax Bill/Demand or Statement
 - Tenancy Agreement
 - Building Society Passbook which shows a transaction in the last 3 months and your address
 3. Depending on the degree to which personal data is organised and structured, the Clerk should search emails Word documents, spreadsheets, databases, systems, paper records in relevant filing systems etc. which your area is responsible for or owns.
 4. The Council must not withhold personal data because it believes it will be misunderstood; instead, an explanation should be provided with the personal data. The personal data should be supplied in an "intelligible form", which includes giving an explanation of any codes, acronyms and complex terms. The personal data must be supplied in a permanent form except where the person agrees or where it is impossible or would involve undue effort. The Council may be able to agree with the requester that they will view the personal data on screen or inspect files at premises where Council work is done. Personal data held electronically will be supplied in a commonly-used electronic format unless another format is specifically requested. Data held in paper records will be supplied as photocopies.
 5. The Clerk must redact any exempt personal data from the released documents and explain why that personal data is being withheld. When a requestor is not satisfied with a response to a SAR, the council must manage this as a complaint.
3. The right to appeal to an Internal Review Process

A requestor can appeal to the Wincham Parish Internal Review Process if they believe their request has not been handled within the stated time frame or if they have any further reason to complain. The right to appeal to the Wincham Parish Internal Review Process is in addition and does not affect the right to lodge a complaint with the Information Commissioner's Office (see below). In first instance, the appeal for an Internal Review by Wincham Parish Council shall be addressed to the Clerk (see Contact Details below) and the Clerk shall be responsible for communicating the request in a timely manner to Wincham Parish Council and the Council shall hold an Internal Review Process involving either the Chairman or Vice Chairman and 2 other Councillors. Such Internal Review should be completed within the period of one month from the request for an Internal Review having been received by the Clerk.

The right to lodge a complaint with the Information Commissioner's Office.

A requestor can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Contact Details

Please contact us if you have any questions or to exercise all relevant rights, queries or complaints at: Wincham

Parish
Council c/o
The Parish
Clerk,

22
Churchfield
s, Cheshire
WA14 3PJ.

clerk@wincham-pc.gov.uk

Approved by Council on 24 February 2026

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.....
Chairman of Wincham Parish Council

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.....
Clerk of Wincham Parish Council

Dated
24 February 2026

APPENDIX T

Quotation for installing brackets and securing the Jet Stone in its cabinet onto the Community Centre wall.

Hi Naomi

Yes to do the jet stone job would be £120

Many thanks Jason

Sent from [Outlook for iOS](#)

From: clerk@wincham-pc.gov.uk <clerk@wincham-pc.gov.uk>
Sent: Friday, February 13, 2026 3:25:09 PM
To: 'Jason Eden'
Cc: 'Debs Wincham' <debs.may@wincham-pc.gov.uk>
Subject: RE: Signs in Linnards Lane Park

Hi Jason,

Thanks so much. Can I just check that's a quote for sorting out the Jet Stone?

Best wishes,

Naomi

From: Jason Eden

Sent: 13 February 2026 12:50

To: clerk@wincham-pc.gov.uk

Cc: 'Debs Wincham' <debs.may@wincham-pc.gov.uk>

Subject: Re: Signs in Linnards Lane Park

Hi Naomi

To do the jets one job would be £120

Kind regards jason

Cheshire West & Chester Council



Scrutiny Bulletin

APPENDIX U

Cheshire West and Chester Councils Quarterly Scrutiny Newsletter
Winter 2025/2026

Welcome to this edition of the quarterly scrutiny newsletter for Cheshire West and Chester Council. Its purpose is to help keep residents, Councillors, and Officers and key stakeholders in Cheshire West and Chester on the work of the Councils' scrutiny function. Each edition will feature highlight the work of the scrutiny committees, comments from the Scrutiny Chairs, and a preview of upcoming Task Groups and Spotlight Reviews.

Stay engaged with our special features, interviews with scrutiny members, and opportunities for you to voice your opinions. We're here to keep you connected with the decisions that the Council makes.

Updates from the Scrutiny Chairs

The Places Overview and Scrutiny Committee, of which I am Chair, plays a crucial role in holding to account services that impact all the boroughs residents and visitors. The responsibilities of the committee are varied and involve holding to account the Cabinet Members who oversee Highways and Transport, Environment and Communities, and the Economy and Housing, and we have strong working relationships with Officers and Cabinet Members across these functions which enable us to act as the critical friend that scrutiny needs to be.



Over the last eight months, the Scrutiny Committee has been exceptionally busy progressing several in-depth reviews and taking part in a number of site visits. This included a Task Group on the Community Safety Partnership and Neighbourhood Nuisances scrutinising litter and graffiti with a view to improving the areas where residents live. Over the next four months, the scrutiny committee will be focused on bringing these reviews to completion, agreeing recommendations, and preparing final reports for Cabinet consideration.

A particular highlight for me, as Chair of this Scrutiny Committee, is the annual review we undertake of the Community Safety Partnership. As an ex-police officer, the opportunity to scrutinise how the Council is working collaboratively with partners such as Cheshire Police to keep our residents safe and well is invaluable.

Being on a committee with a focus on Place, which is anything that impacts the physical make-up of our borough such as its highways, environment, and infrastructure, offers Members the opportunity to get out and see the excellent work frontline staff are undertaking. The Committee has undertaken a walk around Chester with the Police and Community Safety Wardens and several Councillors visited Canalside Depot in Ellesmere Port recently and got to see several vehicles making up the new Street Care fleet. I use my role as Chair to request items from Cabinet Members that I know residents are particularly concerned about such as the condition of our highways and pavements and the maintenance of the borough's green spaces. Also being a Ward Councillor and a

Town Councillor for Northwich means that residents often come to me with their concerns and highlight key issues they come across living and working in the Town and Borough. I can share these with the Committee who represent wards across the whole geographic footprint of the borough so that we might together identify which topics should be scrutinised at committee meetings or as part of our Scrutiny Reviews.

Being Chair of a scrutiny committee provides real variety for me as when I sit at the committee, I am approaching items as a scrutineer and taking a non-political approach. Working collaboratively with colleagues across all political parties is key to developing effective and impactful recommendations. Finally, I would like to thank the Committee for their hard work and commitment throughout this municipal year, and for the collaborative way we have worked together to scrutinise important issues and deliver our work programme.

Councillor Sam Naylor

Chair of Places Overview and Scrutiny Committee



Scrutiny Review of Neighbourhood Nuisances

Hands-on insight, smarter solutions, and a shared commitment to neighbourhood pride.

The Places Overview and Scrutiny Committee has completed a review into neighbourhood nuisances such as littering, graffiti, and fly-tipping—issues residents consistently raise as their priorities. A highlight of the review was Scrutiny Councillors stepping out of the meeting room and seeing operations first hand, visiting the Canalside Depot in Ellesmere Port to see frontline teams in action. This insight and firsthand experience provides Scrutiny Members with a deeper understanding of the challenges service areas experience and allows them to understand how services actually work.



The Scrutiny Committee learnt about some recent improvements including the electric sweepers for narrow streets, QR codes on bins for easy reporting, and data dashboards to target problem areas. Enforcement remains a challenge, but hotspot monitoring, fixed penalty notices, and multi-agency operations like Operation Flycatcher are making a difference. Volunteers play a vital role, and the Council aims to celebrate their contributions and expand community involvement through initiatives like the "Your Streets" programme.

Key recommendations from the scrutiny review included better resident feedback, more CCTV in fly-tipping hotspots, wider use of QR codes, and improved engagement with third parties. The Task Group was also keen to recommend that Councillors should be encouraged to act as local champions in their wards, connecting residents with resources and supporting volunteer efforts.

Read the full report: <http://www.cheshirewestandchester.gov.uk/scrutiny>

Scrutiny Review of the Community Safety Partnership

Safer communities and targeted interventions.

The Places Overview and Scrutiny Committee carried out the annual review of the Community Safety Partnership (CSP). For 2025-26 the chosen topic was Serious Violence and Knife Crime. This topic also addressed a Notice of Motion which was raised at Full Council in December 2024 by Councillor Jimmy Shannon.



The first meeting of the Task Group took place via Microsoft Teams where Officers provided Scrutiny Members an insight into the Serious Violence Duty in Cheshire and focused on addressing the knife crime motion.

The second session of the Task Group focused on Chester City Centre, the Task Group Members were invited by Cheshire Police and CSP Officers to observe a live Police sniffer dog operation before being taken on a brief tour of the city's crime hotspot areas which finished at the CCTV control room.



Scrutiny on the Road

Visit to Victoria Infirmary Hospital, Northwich

Scrutiny Councillors enjoyed a visit to the Victoria Infirmary Hospital and were impressed by the facility and services offered, including orthopaedic services and theatres where cataract operations were undertaken. Councillors learnt that the hospital took pressure off the Leighton main Hospital as it housed a minor injuries Emergency Department (ED) and ran well-planned services like phlebotomy and outpatient services. Councillors commented on how well future-proofed the new operating theatres were and how in the future more services could be offered there. One issue that was raised to Hospital staff by the Scrutiny Councillors was the limited availability of parking at the hospital site.

Visit to North West Ambulance Service Cheshire & Merseyside Office, Liverpool

Scrutiny Councillors visited the North West Ambulance Service headquarters in Speke to see first-hand the vital work carried out there, including meeting senior staff and frontline call handlers who manage emergency and urgent care responses across the region. Scrutiny Councillors found this visit extremely valuable as they were able to speak with Senior Ambulance Service staff about the daily challenges they face. Councillors spent time with 999 call handlers and engaged in conversations regarding how they respond and advise patients when they call. As well as this, Councillors saw how new electronic hospital handover boards were used to document live ambulance handover times at regional hospitals and were pleased to observe the minimal wait times shown at the Countess of Chester Hospital. Control room staff also played first-hand the improvements in handovers at the Countess of Chester Emergency Department (ED). Members were able to see that the information around improvements in handovers that had been presented to them in recent reports was clearly reflected in real practice.

Countess of Chester Women & Childrens



Scrutiny Members from the People and Health Overview and Scrutiny Committees recently **Hospital** visited the Women and Children's Hospital at the Countess of Chester Hospital site. The building made a strong impression, having been co-designed with input from local families to prioritise natural light, warmth, and a sense of space. A key feature and improvement of the new facility is the provision of single inpatient rooms, most of which include en-suite bathrooms. This improvement will significantly enhance privacy for patients and their families and is expected to greatly improve the overall hospital experience. During a recent update to the Health Overview and Scrutiny Committee, the Countess of Chester team also highlighted the range of additional services provided within the hospital, including gynaecological services

Seren Lodge, Countess of Chester Hospital

A number of Scrutiny Members attended the opening of the new Seren Lodge which is a £7.5m specialist mother and baby unit which will support perinatal mental health for mothers, babies and families. The hospital aims to provide a calm environment which supports mothers who are suffering from poor maternal mental health difficulties. Scrutiny Members were very impressed with the unit as it is the first specialist centre of its kind in the region. They learnt that as soon as the opening event had taken place a mother and baby were moving straight in.

The Health and People Overview and Scrutiny Committees benefit from their site visits as they allow them to understand first hand service pressures and see and appreciate for themselves the working environments in which they are operating including: Patient flow through the emergency departments; Staffing pressures and working conditions and space constraints, layout issues, and environmental

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challenges. The Scrutiny Councillors have also been able to witness some of the new positive developments which have taken place including the new Seran Lodge, Chester's Maternity Ward and Victoria Infirmary Site. In the coming weeks Health and People Scrutiny Committee Members are visiting emergency departments at Mid Cheshire Hospital/Leighton and the Countess of Chester Hospital.

Adult Social Care - Care Quality Commission Inspection

The People Overview and Scrutiny Committee had requested to undertake a scrutiny exercise on the findings from the recent Care Quality Commission (CQC) assurance visit concerning Adult Social Care. The CQC is the independent regulator of health and adult social care, and the Council's Adult Social Care services were inspected in February 2025 with the findings released in August 2025.

A Scrutiny Task Group learnt that Inspectors found the service to be good overall, with many areas performing well. However, there was some room for improvement identified in the judgement and the Scrutiny Task Group agreed several recommendations. In concluding discussions, Scrutiny Members proposed several topics for the People Overview and Scrutiny Committee to scrutinise further. It was also noted that some of the findings from the assurance visit would automatically be picked up in the regular reports to scrutiny: including the Market Oversight Report, Annual Local Safeguarding Adult Board Report and the Adult Safeguarding Performance Report.

A summary of scrutiny's ongoing and pending reviews

Cheshire West and Chester Council's four scrutiny committees (Cheshire West and Chester; Places; People and Health) are currently undertaking in depth reviews of the following:

New Model for ICT

Annual Scrutiny Review of Council Companies 2025-2026
Women's Health

Review of Hospital Discharge
Access to Mental Health Services

Children in Care Annual Scrutiny Exercises

Local Safeguarding Adults Board and Safeguarding Children's Partnership Annual Reports 2025-2026
Child Trafficking (County Lines)

Online Safety Act & Social Media in Schools
River Pollution Phase 2

Care Quality Commission Adult Social Care Inspector

Scrutiny committee agendas look-ahead

In their upcoming meetings the Council's four scrutiny committees will be considering the following topics:



APPENDIX W

COMPARATIVE QUOTES FOR GRASS CUTTING AND PARK MAINTENANCE 2026/27

1. Jason Eden

Linnards Lane £600/ cut; Chapel Street £100/cut.

2. Northwich Town Council

Chapel Street/Linnards Lane grass cutting together weekly visits - 28 visits at £125 per visit

NTC SLA



Northwich Town Council & Wincham Parish Council

Service Level Agreement Grounds Maintenance Contract

THIS CONTRACT BETWEEN **NORTHWICH TOWN COUNCIL** (THE TOWN COUNCIL)
AND **WINCHAM PARISH COUNCIL** (THE PARISH COUNCIL) SETS OUT THE OBLIGATIONS OF EACH
PARTY IN RELATION TO THE CONTRACT AND IS MADE THIS DAY 1ST APRIL 2026



COMMENCEMENT

This contract commences 1st April 2026

PAYMENT

The annual contract is **£6278.00** exclusive of vat

Chapel Street/Linnards Lane grass cutting weekly visits - 28 visits at £125 per visit

**Total
Costs** **£**
3500.00

Chapel Street and Linnards Lane play inspections 12 visits at £95.00 per visit

**Total
Costs** **£**
1140.00

Chapel Street and Linnards Lane Litter bins emptied, and Litter pick 52 visits at £47.25 per visit

**Total
Costs**
£2457

**Total
Cost** **Contract**
£7097.00

Payments shall be made each month in arrears. The Town Council shall provide the Parish Council with an invoice.

Additional works shall be agreed by the Parish Council and charged at a rate of £38.50. per hour per operative exclusive of VAT.

Payments shall be made by the Parish Council by either cheque or BACS transfer.

OBLIGATIONS OF THE TOWN COUNCIL

The Town Council shall undertake the duties as detailed in Annex A (the specification).

The Town Council shall supply a report to the Clerk indicating the work undertaken on that month and the dates of its activity for the purposes of contract monitoring.



The Town Council shall dispose of all waste generated during its undertaking of the work detailed in Annex A.

The Town Council shall be responsible for the health and safety of all its employees on site and for the visiting public in relation to the duties undertaken by the contractor.

The Town Council shall hold public liability insurance to a minimum value of £10,000,000.
(Copy Attached)

TERMINATION

This contract shall continue until it is terminated by either party. This contract may be terminated by either party giving three months' written notice of its intention to terminate.

Clerk to Wincham Parish
Council

C. Shaw
Chris Shaw
Northwich Town Council

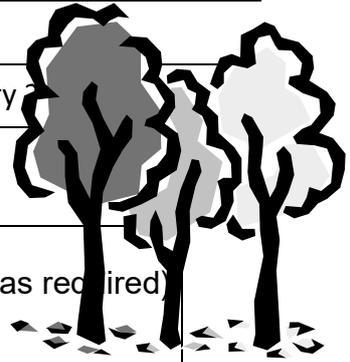
Annex A – Specification

Chapel Street Playing Field

APPENDIX X
ALLAN JAMES –
For Quality
 Wincham Parish Council
Tree Surgery & Fencing

Document No: WPC/LLPFDP-03

26 Hewitt Grove
 Wincham Issue: Draft 0.5
 NORTHWICH
 Cheshire Date: 15 February 2026
 CW9 6EL
 Tel: 01565 733193



Grass cutting	Grass cutting (hand mowing, strimming, as required) to all areas April – September 28 cuts
Litter Pick/Litterbin Empty	Every week
Play Inspection	Every month

Linnards Lane Playing Field	
Grass cutting	Grass cutting (hand mowing, strimming, Rotary mowing as required) to all areas April – September 28 cuts
Litter Pick/Litterbin Empty	Every week
Play Inspection	Every month

Date: 5 January 2026

FAO: Naomi Morris
 Wincham Parish Council

ESTIMATE

Re: Linnards Lane Playing Fields

Trees requiring Crown reduction

Proposed work in accordance with the latest Tree Condition Survey dated 30th December 2025

<u>Tree No:</u>	<u>Species</u>	<u>Recommendation</u>	
T19	Plum	Overall crown reduction by 1M for Clearance over footpath	35.00



26 Hewitt Grove
 Wincham Issue: Draft 0.5
 NORTHWICH
 Cheshire Date: 15 February 2026
 CW9 6EL
 Tel: 01565 733193



T20	Apple	Overall crown reduction for clearance over footpath and neighbours gutter	35.00
T26	Pear	Overall reduction to contain and shape	<u>35.00</u>

TOTAL ESTIMATE: £ **105.00**

Assuring you of our prompt attention at all times

Fully Insured £5,000,000
 Council Approved

Date: 5 January 2026

FAO: Naomi Morris
 Wincham Parish Council

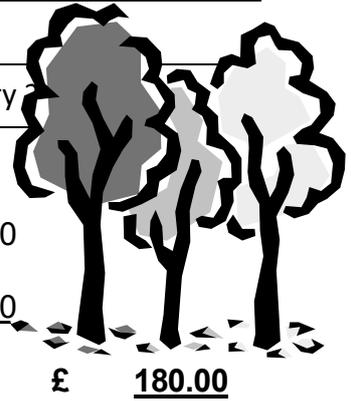
ESTIMATE

Re: Linnards Lane Playing Fields

Trees requiring Crown lifting for public safety and vehicle clearance

Proposed work in accordance with the latest Tree Condition Survey dated 30th December 2025.

<u>Tree No:</u>	<u>Species</u>	<u>Recommendation</u>	
T8	S. Birch	Crown lift to 6ft for safety	15.00
T9	S. Birch	Crown lift to 6ft for safety	15.00
T10	S. Birch	Crown lift to 6ft for safety	15.00
T27	Oak	Light lift for safety	55.00



T33	Damson	Crown lift and thin
T38	C Apple	Crown lift & thin

TOTAL ESTIMATE:

Assuring you of our prompt attention at all times
 Fully Insured £5,000,000
 Council Approved

Date: 5 January 2026

FAO: Naomi Morris
 Wincham Parish Council

ESTIMATE

Re: Linnards Lane Playing Fields

Trees requiring Thinning

Proposed work in accordance with the latest Tree Condition Survey dated 30th December 2025

<u>Tree No:</u>	<u>Species</u>	<u>Recommendation</u>	
T2	M. Ash	10% thin – Light deprivation	65.00
T14	Apple	Crown thin by 10%	65.00
T16`	Rowan	Crown thin	45.00
T18	S. Birch	Crown thin by 20%	95.00
T24	Rowan	Thin by 10%	<u>25.00</u>



TOTAL ESTIMATE:

Assuring you of our prompt attention at all times

Fully Insured £5,000,000
 Council Approved

Date: 5 January 2026

FAO: Naomi Morris
 Wincham Parish Council

ESTIMATE

Re: Linnards Lane Playing Fields

Miscellaneous Tree Work

Proposed work in accordance with the latest Tree Condition Survey dated 30th December 2025

<u>Tree No:</u>	<u>Species</u>	<u>Recommendation</u>	
T6	Hawthorn	Contain and shape	25.00
T7	Holly	Overall reduction to shape and contain	35.00
T15	Apple	Remove epicormics growth	10.00
T21	Apple	Under stress due to damage to trunk. Light formative pruning	25.00
T39	Crab Apple	Overall prune to contain back from Fence. Removal of two lower laterals And reduce top	45.00
T42	Apple	Prune to contain	15.00



Goat Willow Sapling

Behind bungalow – getting out of hand
Cut back from fence

35.00

TOTAL ESTIMATE:

£ 190.00

Assuring you of our prompt attention at all times

Fully Insured £5,000,000
Council Approved

Date: 5 January 2026

FAO: Naomi Morris
Wincham Parish Council

ESTIMATE

Re: Linnards Lane Playing Fields

Trees requiring Reduction to reduce excess leverage

Proposed work in accordance with the latest Tree Condition Survey dated 30th December 2025

<u>Tree No:</u>	<u>Species</u>	<u>Recommendation</u>	
T5	Oak	Reduce large bough hanging over Throne seat and bottom lower laterals Extending toward roundabout.	115.00
T23	Sycamore	Weight reduction on park side to Reduce leverage on root.	115.00
T25	Prunus	Crown reduce to reduce leverage On main fork	35.00

TOTAL ESTIMATE:

£ 265.00

Working together makes us stronger

ALLAN JAMES –
For Quality
Tree Surgery & Fencing
Wincham Parish Council

Document No: WPC/LLPFDP-03

26 Hewitt Grove
Wincham Issue: Draft 0.5
NORTHWICH
Cheshire Date: 15 February 2026
CW9 6EL
Tel: 01565 733193



Assuring you of our prompt attention at all times

Fully Insured £5,000,000
Council Approved

Date: 5 January 2026

FAO: Naomi Morris
Wincham Parish Council

ESTIMATE

Re: Chapel Street Playing Fields – Tree work

Proposed work in accordance with the latest Tree Condition Survey carried out on 30th December 2026.

<u>Tree Tag No.</u>	<u>Recommendation</u>
T58	Remove lateral branch overhanging seat. Sever Ivy and reduce back from Play area, to contain.

TOTAL ESTIMATE: £210.00

Assuring you of our prompt attention at all times

Working together makes us stronger

ALLAN JAMES
For Quality
Tree Surgery & Fencing



Document No: WPC/LLPFDP-03

26 Hewitt Grove
Wincham

Issue: Draft 0.5

NORTHWICH
Cheshire
CW9 6EL

Date: 15 February 2026

Tel: 01565 733193

Fully Insured £5,000,000
Council Approved



Date: 5 January 2026

FAO: Naomi Morris
RE: Wincham Parish Council

ESTIMATE

Re: Chapel Street – Loral Hedges

For the cutting back of the inside sides of the play area, running along the front and side boundary.

Plus reducing the top on both sides of the Loral (To contain and help reduce light deprivation) and the cutting back of the outside, on the road side boundary to clear Post box, noticeboard and pavement

TOTAL ESTIMATE: £395.00

Assuring you of our prompt attention at all times
Fully Insured £5,000,000



Council Approved

Date: 5 January 2026

FAO: Naomi Morris
 Wincham Parish Council

ESTIMATE

Re: Linnards Lane Playing Fields

Trees requiring deadwood removal

Proposed work in accordance with the latest Tree Condition Survey dated 30th December 2025

<u>Tree No:</u>	<u>Species</u>	<u>Recommendation</u>	
T1	Oak	Dead wood and crown lift lower Laterals to clear lamp post	125.00
T4	Lime	Dead wood and thin by 15%	105.00
T11	Beech	dead wood and remove two lower Laterals extending over neighbours	<u>65.00</u>
TOTAL ESTIMATE:			£ <u>295.00</u>

Assuring you of our prompt attention at all times
 Fully Insured £5,000,000
 Council Approved

APPENDIX Y



Contractor Quote Assessment

Company	Quote Assessment Weighting	Contractor 1	Contractor 2	Contractor 3	Contractor 4
Technical Compliance	1 to 10				
Price (Ex VAT)	1 to 10				
VAT					
Total Price					
Relevant Experience	Years of trading				
Guarantee - Warranty	Typically, 2-5 years				
Health & Safety	100% Compliant				
Environmental	100% Compliant				
Indemnity + Insurance £10M	100% Compliant				
Programme	For comparison				
Lead Time	For comparison				

Health and Safety

The Contractor shall identify all the Health and Safety requirements applicable to this project. This shall cover, but not limited to, the following:



- Visiting Supervisor/Inspections
- Construction plan
- Risk Assessments
- Method Statements
- Emergency access provision? To double up as access for the works
- Temporary Works for access to be maintained
- Security

CDM site requirements shall cover, but not limited to, the following:

- Materials lay down area/protection
- Herras fencing
- Safety signage to fencing
- Welfare self-contained
- Toilet self-contained, plus emptying

The Contractor shall advise the WPC of any public access restrictions required during the implementation of the works.

Environmental

The Contractor shall comply with all the necessary Environmental Requirements necessary for the scope of work including Waste Acceptance Criteria (WAC) testing for generated material if exported.

APPENDIX Z





Document No: WPC/LLPFDP-03

Issue: Draft 0.5

Date: 15 February 2026

Wincham Linnards Lane Playing Field Development Project

Specification for the Resurfacing and Widening of the Existing Path



Prepared by

Tony Psaila

for

Wincham Parish Council

ISSUE RECORD

Issue	Date	Revision History
0.1	26 June 2025	First draft issue for internal review.
0.2	19 August 2025	Amended to include the temporary removal and replacement of park benches and waste bins
0.3	2 nd December 2025	Contract and implementation dates amended
0.4	16 th January 2026	Introduction amended for "Find Tender" submission
0.5	15 February 2026	Path scope redefined to cover the chicane at the entrance

DISTRIBUTION (for review and comment)

Kenton Barker (Chair of the WPC)

Naomi Morris (WPC Clerk)

Ian Parr (Vice Chair of the WPC)

Debs May (WPC Councillor)

Brenda Yates (Resident)

Ann-Marie McGarr (Resident)

Ian May (Resident)

TECHNICAL SPECIFICATION SUMMARY

The Wincham Parish Council (WPC) wish to upgrade the Linnards Lane Playing Field. The plan includes the resurfacing and widening of the existing path.

This WPC is looking for this project to be completed in the spring of 2026.

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Introduction

Background

The Wincham Parish Council (WPC) wish to upgrade the Linnards Lane Playing Field. The plan includes the resurfacing and widening of the existing path.

This WPC is looking for this project to be completed in the spring of 2026.

The WPC has a Project Strategy with a number of key steps in order to ensure that the correct level of planning and preparation goes into the plan. Part of this is to ensure that the funding, scope of work, Quality and Health and Safety (H&S) is adequately controlled and managed.

Scope of Work

This specification is for the resurfacing and widening of the existing path which runs along the northern part of the playing field from the Birch Grove entrance to the Ashgate Lane entrance and then turns south towards the Linnards Lane entrance to the playing field.

Widen and resurface existing path to modern standard

The existing path is estimated to be 216 metres in length. The scope of this project is for the refurbishment of the whole path which runs along the northern part of the playing field from the Birch Grove entrance to the Ashgate Lane entrance and then turns south towards the Linnards Lane entrance to the playing field. The path refurbishment is to stop at the edge of the paving blocks at the Linnards Lane end of the pathway. The project includes installing a new chicane-style barrier at the Ashgate entrance to match what is already at the Linnards Lane entrance to the playing field. See Figure 1 which provides an aerial view of the playing field.

The requirement is for the refurbished path to be accessible to people with limited mobility, wheelchair users and people with sensory impairments.

The path width shall be such that there is room for two wheelchairs, or two people, side by side. Any gradient steeper than 1:20 is considered a ramp and therefore the path should be adjusted accordingly.

The Construction Contractor shall temporarily remove any existing park benches and waste bins away from the area of work and subsequently replace them in suitable locations, to be agreed with WPC.

The Construction Contractor shall remove the vegetation and topsoil to widen the path to 2.5 metre width (the topsoil is to be stockpiled on site for later use). The Contractor shall break out a trench adjacent to the existing path to create the wider path. The arisings shall be taken off site by the Contractor who shall comply with all the necessary Environmental Requirements necessary for the scope of work including Waste Acceptance Criteria (WAC) testing for generated material if exported.

The path and any ramps should have a slight cross-fall to shed water. However, cambers present difficulties for both wheelchair users and people with visual impairments. Therefore, this is to be minimize.

Surfaces should be well constructed and should give firm, non-slip, level access. Concrete edging is to be provided along the whole length of the path.

On completion of the path works the Contractor shall make good all of the grass areas that have been damaged to an acceptable state to be agreed with the WPC or their representative.

Health and Safety

The Contractor shall identify all the Health and Safety requirements applicable to this project. This shall cover, but not limited to, the following:

- Visiting Supervisor/Inspections
- Construction plan
- Risk Assessments
- Method Statements
- Emergency access provision? To double up as access for the works
- Temporary Works for access to be maintained
- Security

CDM site requirements shall cover, but not limited to, the following:

- Materials lay down area/protection

- Herras fencing
- Safety signage to fencing
- Welfare self-contained
- Toilet self-contained, plus emptying

The Contractor shall advise the WPC of any public access restrictions required during the implementation of the works.

Environmental

The Contractor shall comply with all the necessary Environmental Requirements necessary for the scope of work including Waste Acceptance Criteria (WAC) testing for generated material if exported.

Quality Requirements

The Contractor shall identify all the necessary Quality requirements.

Programme

The Contractor shall provide a proposed programme of works. This WPC is looking for this project to be completed in the spring of 2026.

technical specification Summary

The Wincham Parish Council (WPC) wish to upgrade the Linnards Lane Playing Field. The plan includes the resurfacing and widening of the existing path.

This WPC is looking for this project to be completed in the spring of 2026.

The WPC has a Project Strategy with a number of key steps in order to ensure that the correct level of planning and preparation goes into the plan. Part of this is to ensure that the funding, scope of work, Quality and Health and Safety (H&S) is adequately controlled and managed.

Figures & Drawings

Fig 1 – Aerial View of the current Playing Field



Report 1

February 2026

Report to Full Council on Training or on Events Attended by Councillors or the Clerk on behalf of Wincham Parish Council

Training attended: Procurement

Naomi Morris

Date: 29 January 2026

RECOMMENDATIONS AND POINTS TO NOTE REFERRED TO FULL COUNCIL FOR CONSIDERATION

1. All Councillors are recommended to read the full Summary below because of the potential for Councillors to be asked to justify what the Council has done, but here are the main points.

2. Contracts of £30,000 or more are covered by the Procurement Act 2024 and must have a UK7 Notice posted on Find-a-Tender when the contract has been agreed. The course mentioned that contracts covering multiple years or which are allowed to run year-on-year could mean the cumulative total of all the years is the size of the contract. The example of a grass-cutting contract running for multiple years was given. Councils cannot artificially split contracts in order to avoid Procurement provisions, but can consider separating distinct parts of a contract (eg splitting grass cutting from emptying bins or checking equipment for safety).

3. The Procurement Act 2024 assumes payment terms of 30 days and (for contracts of £30,000+) this will over-ride anything the Council puts in their paperwork. It is for the Council to arrange to comply with the 30 day payment terms.

4. There are already cases of parish councils being investigated for non-compliance of the new Procurement rules and it is expected there will be more. Councillors should be cautious to protect themselves.

SUMMARY

1. Contracts for less than £30,000 are not covered by the Procurement Act 2024. These are only governed by what is in a council's Financial Regulations.

2. Contracts of £30,000 or more are covered by the Act and must have a UK7 Notice posted on Find-a-Tender when the contract has been agreed. Contracts covering multiple years or which are allowed to run year-on-year could mean the

cumulative total of all the years is the size of the contract. The example of a grass-cutting contract running for multiple years was given. Councils cannot artificially split contracts in order to avoid Procurement provisions, but can consider separating distinct parts of a contract (eg splitting grass cutting from emptying bins or checking equipment for safety).

3. Any pre-contract investigations made to gauge the likely cost of a contract must not advantage a party that might then submit a bid or quote.

4. UK4 and UK7 Notices are the notices applicable on Find-a-Tender for contracts less than the threshold (“Threshold”) £200,000 (goods and services) and £5M (works).

5. Any contract likely to exceed £30,000 (inclusive of VAT) to be advertised on Find-a-Tender must not be advertised or made available elsewhere first, but once the posting has been made on Find-a-Tender, there is no compulsory “standstill” period before other adverts can be posted unless the contract is over the Threshold, although you can choose to include a standstill provision.

6. It is up to the council and its Financial Regs whether to insist on a tender process or to invite quotes on Find-a-Tender.

7. All councils should have evidence that they have formally considered whether they are making it unnecessarily difficult for small or medium sized contractors (eg is the process too bureaucratic or the specification too onerous). Councils must be able to show they have behaved proportionately for the size and nature of the contract.

8. A detailed analysis of the criteria which will be used to judge quotes or tenders must be given at the time the UK4 Notice is posted. This should include a breakdown of weighting for each of the factors that will be included in judging (eg Price 60%; Relevant experience 20%; Health and Safety 10%; Timing 10%. This was an example, but all councils should post details of their particular set of factors and must then stick to the weightings given). It is recommended that councils keep evidence of how they have prior-tested their criteria with extreme dummy numbers to check it is a formula which will deliver what they want. The tests and the posted criteria should be given to the auditor, along with a formal page recording quotes/tenders and the mathematics used to score the options.

9. Councils should also formally consider any question of conflicts of interest before awarding a contract.

10. If a potential contractor asks a question or clarification, the answer must be sent to all known potential quoters/tenderers.

11. The full Specification must be ready and formally agreed by Council before being posted on Find-a-Tender. The Spec must be explicit about what is deliverable by whom and define quality and performance standards and identify and allocate risks (eg if an unexpected pipe is found under a path, who carries the extra expense?). A clear Spec also makes it easier to compare like-for-like contracts. There is some help under Crown Commercial on the Government website. Councils must spend time checking and stress-testing their Specification and then formally adopt it by full Council, before posting on the Find-a-Tender platform.

12. The Act does not give a timescale for potential contractors to respond for contracts below the Threshold and so the Council must decide and put it in their Associated Tender Documents.

13. The Procurement Act 2024 assumes payment terms of 30 days and this will override anything the Council puts in their paperwork. It is for the Council to arrange to comply with the 30 day payment terms.

14. There are already cases of parish councils being investigated for non-compliance of the new Procurement rules and it is expected there will be more. Councillors should be cautious to protect themselves.

15. A NALC guide to Procurement will soon be issued.

Report 2

Working Party Reports to Full Council

**MINUTES OF THE MEETING OF WINCHAM PARISH COUNCIL LINNARDS LANE
DEVELOPMENT WORKING PARTY**

HELD ON 10 February 2026

AT 19:30 AT 36 Shores Green Drive

Present: Parish Councillors: Ian Parr
Debs May
Parish Clerk: Naomi Morris
Residents: Brenda Yates
Tony Psaila

The meeting was chaired by Tony Psaila

Apologies from: Kenton Barker

Ian May

RECOMMENDATIONS AND POINTS TO NOTE REFERRED TO FULL COUNCIL FOR DECISION

- 1. Path Lighting – Awaiting a response from HMS-NW in relation to their approach to CWaC over the new lighting.**
- 2. Path Refurbishment – Agreed to put the plans to be posted on Find-Tender to full Council.**
- 3. Purchase Order – Agreed that a format would be useful.**
- 4. Grants –Approaches to Spacehive continue.**

Report 3 PCSO Report January/February 2026

Community Events

Held

- Coffee mornings attended. To offer advice and reassurance. Engage with local communities.
 - Police Surgeries held.
 - Parish Council Meetings attended when on duty.
 - Local contact with Weavervale Housing re any issues raised.
 - Local events attended when on duty.
 - Residents voice carried out.
 - School presentations conducted.
-

- Road safety carried out regarding parking outside schools.

Upcoming

- School monitoring to be conducted.
- Warm Hubs and Coffee mornings to be attended to offer reassurance and safety advice.
- Partnership working with Weavervale Housing trust – contacting vulnerable adults within the ward.
- Speed monitoring / enforcement within the ward.

PCSO SURGERIES

- Barnton Library 11/1/26 @ 4-5pm
- Barnton Library 3/3/26 @ 2-3pm
- Wincham Community Centre 19/2/26 @ 6-7pm
- Wincham Community Centre 19/3/26 @ 9-10am
- Comberbach Memorial Hall 27/2/26 @ 9-10am
- Comberbach Memorial Hall 28/3/26 @ 12-1pm

Everyone is welcome to come along to say hello and discuss any local issues or concerns.

I am aware that not everyone will be able to attend these surgeries, if you wish to raise any concerns please complete the Residents Voice Survey on the Cheshire Police Website, search for Residents Voice Northwich, and when completing the survey, the Policing area is Marbury.

Monthly Update JANUARY/ FEBUARY - MARBURY WARD

ASB – Anti Social Behaviour

Barnton

- No reports received.

Little Leigh

- No reports received.

Comberbach

- No reports received.

Marbury with Anderton

- No reports received.

Great Budworth

- No reports received.

Marston

- No reports received.

Whitley

- No reports received.

Antrobus

- No reports received.

Wincham

- Report of interactive sign being knocked over by unknown persons on Linnards lane – No CCTV at location. No further incidents.

Burglary

Barnton

- No reports received.

Little Leigh

- No reports received.

Comberbach

- No reports received.

Marbury with Anderton

- No reports received.

Great Budworth

- No reports received.

Marston

- No report received.

Whitley

- No reports received.

Antrobus

- No reports received.

Wincham

- No reports received.

Theft

Barnton

- Report of shoplifting at the Co-op Stores Lydyett Lane – CCTV of offender and enquiries ongoing.

Report of Shoplifting at Spar garage Runcorn Road – CCTV of offender – persons arrested and dealt with accordingly.

- Report of drive off at Woodlands garage – persons arrested and dealt with accordingly.

Little Leigh

- No reports received.

Comberbach

- No reports received.

Marbury with Anderton

- No reports received.

Great Budworth

- No reports received.

Marston

- No reports received.

Whitley

- No reports received.

Antrobus

- No reports received.

Wincham

- No reports received.

Road Safety

Barnton

- Report of vehicle swerving on Runcorn Road. Vehicle details passed for obs.

Little Leigh

- School parking patrols have been conducted during drop off/ pick up times. School mentioned they will put article in local newsletter regarding parking and safety around school.
- Report of male being knocked off motorbike – enquiries ongoing.

Comberbach

- Parking outside School conducted – some drivers advised regarding safety to other road users.

Marbury with Anderton

- Speed monitoring conducted on New Road , no offences captured.

Great Budworth

- No reports received.

Marston

- No reports received.

Whitley

- Attended Whitley School during opening hours after concerns about drivers driving through village at speed due to temporary traffic lights being in situ. No offences captured whilst at the location, no further reports.

Antrobus

- RTC reported by the Birch and Bottle, wing mirror knocked off oncoming vehicle.

Wincham

- PC Vinton has sent numerous emails to Roads Policing.
- Operation regarding HGVs entering Chapel Street to be arranged in near future.
- Parking has been monitored with in the community.

PLEASE NOTE I WILL BE FINISHING MY ROLE AS PCSO FOR MARBURY AT THE END OF MARCH.

I WILL BE TAKING ANNUAL BETWEEN NOW AND THEN.

IT HAS BEEN A PLEASURE WORKING WITH EVERYONE AND I WISH YOU EVERY HAPPINESS IN WHAT YOU DO.

PC VINTON IS VERY COMMITTED TO HIS NEW ROLE AND I KNOW HE WILL DO HIS BEST TO TRY AND RESOLVE ANY ISSUES OR CONCERNS YOU MAY HAVE.

Regards

PCSO 20322 Diana WIGGINS

Cheshire Constabulary | Northwich Local Policing Unit | Chester Way | Northwich | CW9 5EP

Email: Diana.Wiggins@cheshire.police.uk



**Cheshire
Constabulary**

Wincham Parish Council Grounds Maintenance Working Party Meeting 2 February 2026

Actions and recommendations to the Parish Council

Present: Ian Parr, Susie Schmidt, Brenda Yates Apologies: Kenton Barker, Debs May, Will Shirley

*CS Chapel Street Play Area
Northwich Town Council*

LL Linnards Lane Playing Field

NTC

*PROW Public Right of Way
Forest*

WW Wincham Wood

MF Mersey

Note – items shown in grey are completed or discarded and will not appear on the next Actions List.

	Issue		First raised	Action	For next PC agenda	Contract or	Action by
8	Hedges/Fences	LL					
	New hedge by building site	LL	Sept 23	Review need for further weeding as and when	-	-	-
17	Park rules/Signs/ Notice boards				-		
	Park rules			Circulate re-draft in GMWP, then to PC for approval – is that correct? 5 signs needed? Material and size to be decided.	-		Debs c/f
	Do not climb	LL		We didn't discuss this. Naomi wants to know if these are the right ones please; if so, she will order. https://www.amazon.co.uk/dp/B01AGIFR26?ref=ppx_hzsearch_conn_dt_b_fed_as_in_title_1&th=1			Debs
	All other signs			Debs has sent location details to Naomi and Naomi has asked Jason Eden to quote.	-		-

	Notice board	LL		PC has accepted Jason's quotation to install Linnards Lane Playing Field notice board.		Jason Eden	Naomi
	MUGA						
	MUGA lines	LL	Pre Jun 23	Ian has taken photos of surface for company to suggest any recommended work (prior to line painting) and reasons for this. Awaiting response.	-	Leisure Surfaces	c/f
47	Equipment maintenance						
	Cleaning of equipment	LL CS	June 2023	<p>NTC were asked to quote again for cleaning of play equipment, to exclude the bare wood items such as story chair and train.</p> <p>Their original quote for LL and for CS (see below) gives figures for 1)moss treatment 2) cleaning of all play equipment and 3) cleaning of play surfaces.</p> <p>Their revised quote is identical but for some reason omits</p> <p>3) cleaning of play surfaces.</p> <p>Please ask NTC to review section 2)</p> <p>Cleaning of all play equipment to exclude cleaning of the bare wood items such as the story chair and train.</p>	-	NTC	Naomi – we have the quotes below but need a review please see left re 'to exclude all bare wood
				<p>Need reminder of whether Jason's quote for the above includes cleaning of hard surfaces plus method?</p> <p>When we have NTC's revised quote, we will ask the PC to choose.</p>	-	Jason	Brenda
	Infant climbing frame	LL	June 2025	See photo in NTC report 29/5/25 –Ian, Debs and Brenda plus the NTC inspector present at LL in January checked the frame and agreed that all bolts are in place. It is still listed as missing in the January report – please ask NTC to delete it from their reports.	-	NTC	Naomi

	Story chair	LL	May 2025				-
	Basket swing	CS	May 2025	NTC to continue monitoring – leave on this list.	-	NTC	NTC
	Snake rope	LL	May 2025	NTC to check and monitor chain and shackle wear – leave on this list. Ian has checked it – no chain wear	-	NTC	NTC
	Bird deterrents over swings		June 2025	PC has approved purchase of: 1 x Early Grow Plastic Fence Guard 5m B&Q £8.95 1 x Unibond No More Nails B&Q £6 The plan is to install guards on one set of swings to compare with cable tie effectiveness on the other. Cable ties to be glued in place. Ian will ask Debs who is buying materials	-		Ian/Debs
	Field maintenance including mowing	LL CS	Nov 2025	Quotation received from Jason for 'Chapel Street and Linnards Lane: grass cutting and strimming based on 28 weekly visits per year' Recommend PC accept quotation from NTC	YES		Naomi
				Note re Procurement Act – Ian believes this doesn't apply to grass cutting contract as quotations are requested annually and each contract is for one year.			FAO Naomi
48	Wet pour						
	Edges of Wet pour	CS	May 2025	Review as time goes on – grass is filling gaps	-		-
49	Trees						
	Tree survey and quotation for recommended works	LL CS	Nov 25	Ask Alan James for further info re T12 'Med/High risk – monitor' – what is the risk? What action should be taken ?	-		Brenda

				Ask Alan James when is the best time to survey the trees? Can it be done earlier than in the past in order to avoid a last minute rush to complete works before the end of winter?			Brenda
				A detailed list of recommended actions as supplied in the works estimate is useful. However, please ask Alan for one estimate to cover all works in order to give a clear picture for audit purposes.		Alan James	Naomi
				Recommend PC accept the estimates received from Alan James, requesting all works to be completed as soon as possible	YES		Naomi
	Memorial trees requested by residents	LL	Summer 24	Tree planted by Alan James. Pleased with tree and with service from Ornate Trees.	-		-
	Linda's tree	LL	Mar 25	Reinstall memorial plaque and repair frame (Rowans by Ashgate)	-		Ian c/f
	Leaning fruit tree Mem Gdn	LL	Jun 2025	Crown has been reduced: stake when ground is softer	-		Brenda c/f Ian May/Ian Parr
	Loose tree frame by Willows	LL	2025	Add two stakes to secure and prolong its life when ground is softer	-		Brenda c/f Ian May/Ian Parr
	Royal oak tree plaque	LL	Oct 2025	Ian has plaque to assess whether it can be repaired (both plate and wooden backing).			Ian c/f
	51 Chicanes	LL					
			May 2025	Please let LLD WP chair know that PC would like the Ashgate Lane chicane included in the proposed path works	-		Naomi
				NTC quotation 3340 – please ask them to requote as 2 separate items		NTC	Naomi

53	Safety reports						
		LL		'Bushes – swing missing chains' in NTC safety report. Please ask NTC to install either a new bush or a new shackle as appropriate	-	NTC	Naomi
56	Benches						
	Memorial bench	LL	Sept 2025	Naomi's update: Northwich TC have confirmed there will be flag stones the length of the bench and the Parish Council approved their quote.	-	-	-
	New memorial bench plaque	LL		Please check it matches policy ie same as Linda Moss plaque. If request is for more than just text, refer to PC for approval.	YES?		Naomi
				Please ask Jason to quote for same.			Naomi
	Bench by bus stop		Sept 2025	This is at Rayner's Corner by the school. Needs cleaning – request quote from Jason.	-	Jason	Naomi
	Picnic bench by Ashgate	LL		NTC still have the missing leg, which Ian gave to them on the field – please ask NTC to reattach		NTC	Naomi
57	Miscellaneous						
	Finger post at Rayner's Corner		Oct 2025	PC has been approached by a local company asking if their volunteers can do some work – this job is a possibility if they have the skills and permission from CWaC	-	-	-
	Public Rights of Way Issues			Ian will draw up a separate table for future use			Ian
	<i>On hold – to be revisited</i>						
8	<i>Hedge behind bungalows</i>	LL		<i>PC approved plan to remove fence behind bungalows, replace, then hedge. Defer topic to winter 2025/26. Unclear re PC obligation to maintain fence.</i>	-		-

47		CS	Oct 24	Need to discuss and clarify plans for play area, as mentioned in the planning application. Naomi has sent rec delivery letter to Zak requesting contact. No response; assume fence stays where it is.	-	Zak McCrombie	-
	Items for next meeting						
	Date of next meetings			Mon 2 Mar Tues 7 Apr Monday May 4 th (Bank Holiday)			

Notes

For all future works:

WP should give written specifications so that we know how work will be carried out and can hold contractors to account for quality of work.

JET WASHING PLAY EQUIPMENT.

1. Including all the equipment:



Quote no: 2174.

14th April 2025

Dear Naomi

Many thanks for your enquiry, taking the time to discuss your requirements and for inviting Northwich Town Council to provide you with a quotation to carry out works on behalf of Wincham Parish Council

Please find our quotation as follows:

Linnards Lane

Moss treatment prior to jet washing	£141.00
Cleaning of all play equipment	£295.00
Cleaning of play surfacing	£295.00

Chapel Street

Moss treatment prior to jet washing	£141.00
Cleaning of all play equipment	£147.50
Cleaning of play surfacing	£147.50

Total Cost **£1167.00**

I hope that the above meets with your approval and I await your instruction; should this quotation be acceptable, we would be able to start at your earliest convenience and upon receipt of a written instruction. I trust that we have interpreted your requirements correctly, however should you require any additional Information or would like to discuss the above further then please do not hesitate to contact me.

Please note that all prices are subject to VAT at the ruling rate (20%), a variance in the specification and the availability of access. All prices are held for a period of thirty days from the date of quotation and all measurements given are approximate only, minimum distances apply.

Yours sincerely

Chris Shaw
Chief Officer

2. Excluding the wooden items such as the Storytelling Chair and Train:



Quote no: 3289

31st October 2025

Dear Naomi

Many thanks for your enquiry, taking the time to discuss your requirements and for inviting Northwich Town Council to provide you with a quotation to carry out works on behalf of Wincham Parish Council

Please find our quotation as follows:

Linnards Lane

Moss treatment prior to jet washing	£141.00
Cleaning of all play equipment	£295.00

Chapel Street

Moss treatment prior to jet washing	£141.00
Cleaning of all play equipment	£147.50

Total Cost

£724.50

I hope that the above meets with your approval and I await your instruction; should this quotation be acceptable, we would be able to start at your earliest convenience and upon receipt of a written instruction. I trust that we have interpreted your requirements correctly, however, should you require any additional Information or would like to discuss the above further then please do not hesitate to contact me.

Please note that all prices are subject to VAT at the ruling rate (20%), a variance in the specification and the availability of access. All prices are held for a period of thirty days from the date of quotation and all measurements given are approximate only, minimum distances apply.

Yours sincerely

Chris Shaw

Chief Officer

3.

From: Jason Eden <jasonmeden@hotmail.co.uk>
Sent: 29 October 2025 13:30
To: clerk@wincham-pc.gov.uk
Subject: Re: Jet washing play equipment

Hi Naomi yes no problem I'll get a water bowers with a pressure washer on, just water
It would be £1100
Thanks Jason

REMOVING EXISTING NOTICEBOARD AND INSTALLING A NEW NOTICEBOARD

From: Jason Eden <jasonmeden@hotmail.co.uk>
Sent: 30 October 2025 16:00
To: clerk@wincham-pc.gov.uk

Hi Naomi

To erect and put new noticeboard

Would be £350, all waste taken away

thanks Jason

2.



Quote no: 3273

10th October 2025

Dear Naomi

Many thanks for your enquiry, taking the time to discuss your requirements and for inviting Northwich Town Council to provide you with a quotation to carry out works on behalf of Wincham Parish Council

Please find our quotation as follows:

Remove existing Notice board and Install New same location

Total Cost **£295.00**

I hope that the above meets with your approval and I await your instruction; should this quotation be acceptable, we would be able to start at your earliest convenience and upon receipt of a written instruction. I trust that we have interpreted your requirements correctly, however, should you require any additional Information or would like to discuss the above further then please do not hesitate to contact me.

Please note that all prices are subject to VAT at the ruling rate (20%), a variance in the specification and the availability of access. All prices are held for a period of thirty days from the date of quotation and all measurements given are approximate only, minimum distances apply.

Yours sincerely

Paul Davis

Contracts and Public Realm Manager

INSTALLING A NEW PARK BENCH

1.

Installation costs: quote from Northwich TC:

Attend site and install bench supplied at Linnards Lane

Into grass exclusive of VAT £110.00

2. Flag Base (including providing the flags) exclusive of VAT £295.00

EXTRACT FROM THE JUNE PARISH COUNCIL MEETING CONCERNING FENCING THE PLAY AREA.

8. II. requests from three residents that the children's play area be fenced off with no dogs allowed inside because young children are scared by the presence of dogs;

The Grounds Maintenance Working Party recently discussed fencing the play area and it would cost tens of thousands of pounds.

The Playing Field is fenced around the perimeter and the Parish Council has agreed to install chicanes on two more of the entrances for the safety of children.

The park is there for everyone and banning dogs would preclude parents with dogs from using the park or else dogs might be tied up just outside the play area and that could cause stressed dogs.

It was noted that a medium-height fence would not stop an angry dog.

Quote no: 3296

4th November 2025

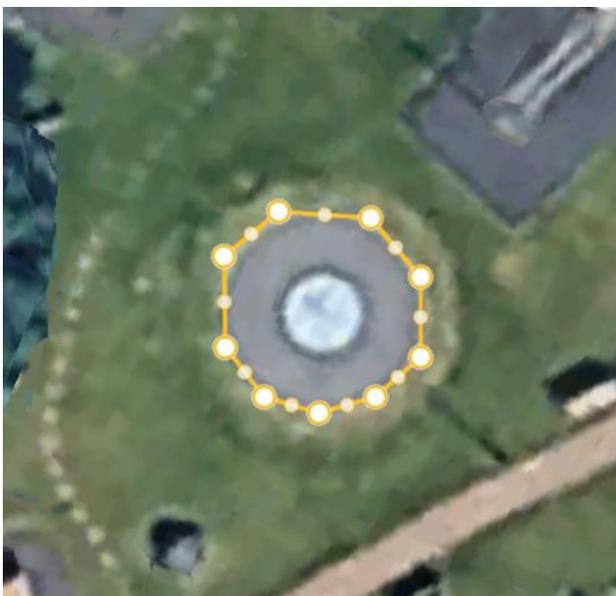
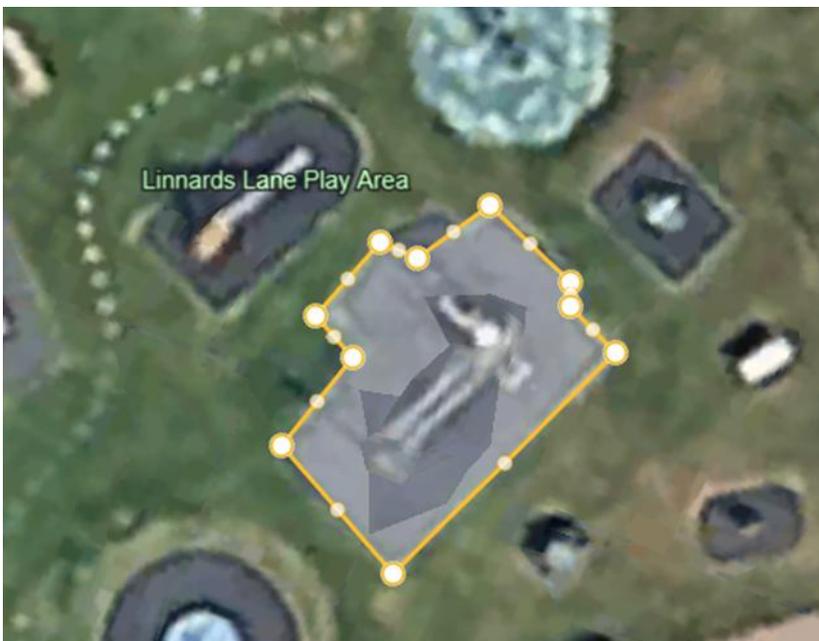
Dear Naomi

Many thanks for your enquiry, taking the time to discuss your requirements and for inviting Northwich Town Council to provide you with a quotation to carry out works on behalf of Wincham Parish Council

Please find our quotation as follows:

Linnards Lane

Supply and overlay Notts Sports play carpet to 2 areas



Total Cost

£5200.00

I hope that the above meets with your approval and I await your instruction; should this quotation be acceptable, we would be able to start at your earliest convenience and upon receipt of a written instruction. I trust that we have interpreted your requirements correctly, however, should you require any additional Information or would like to discuss the above further then please do not hesitate to contact me.

Please note that all prices are subject to VAT at the ruling rate (20%), a variance in the specification and the availability of access. All prices are held for a period of thirty days from the date of quotation and all measurements given are approximate only, minimum distances apply.

Yours sincerely

Chris Shaw

Chief Officer

Hi,

Northwich have quoted for laying carpet over the wetpour for the large climbing frame and roundabout at Linnards Lane. The idea would be that Wincham could tackle the shrinking wetpour, equipment island by island. Their quote is attached.

I presume another option would be going to a supplier, direct. Northwich haven't given us the name of their supplier, but I found these online:

https://www.pentagonplay.co.uk/products/surfacing-and-landscaping/saferturf?srsIid=AfmBOorh0w4Zd91medNHZkrvcPDoAgG_3Qyggxck1gzi7rcTPUtYT-Nj

They call their product "fun turf", but it appears to be carpet

<https://www.everyday-play.co.uk/play-carpet/>

Northwich TC say the carpet they would fit would be guaranteed for seven years.

One difference between Wincham and Northwich is the ability to wash equipment. If the carpet becomes badly soiled by dog faeces, Northwich can easily jet wash. From a health and safety perspective, Wincham PC would need a plan. I receive regular complaints about dog mess, but at least it decays down into the soil or is washed off the wetpour. Would carpet be the same?

Best wishes,

Naomi

Report 5

Feb 2026

Report to Full Council on Training or on Events Attended by Councillors or the Clerk on behalf of Wincham Parish Council

Attendee: Ian Parr

Training/Event attended: A Councillor & Clerk's Introduction to AI

Date: Jan 26, 2026

RECOMMENDATIONS AND POINTS TO NOTE REFERRED TO FULL COUNCIL FOR CONSIDERATION

- 1. AI tools should not be used without an AI policy in place**
- 2. Be wary of "free" publicly available AI tools – these may not have adequate data protections**
- 3. AI tools may be useful to Wincham PC but care needs to be taken in adopting them**
- 4. Genuinely useful and secure AI Systems are going to cost money**

SUMMARY

AI can potentially have benefits in productivity for Councils. There are several types of AI system aligned with specific kinds of task e.g. automation, speech recognition, language generation etc. Examples of general AI systems include Chat GPT, Google Gemini & Microsoft Copilot. There are Council dedicated systems such as Cloudy IT Govassist. Trainer stressed the importance of providing good input prompts in generating useful and accurate responses from AI and also the importance of fact checking any responses generated by AI. Governance matters in ensuring that AI is

used safely, ethically & with transparency, so Councils should have an AI User Policy to cover topics such as reviewing AI outputs, managing data privacy, and securely storing AI-generated content. Councils must inform the public when AI is used and ensure that decision making is human led, with AI used as a supportive tool. AI can also be a useful tool to help with inclusion and accessibility.

Report 6

Marbury Ward Interim Update - February 2026

Just a short update this month. We are opting to provide a more comprehensive update every other month from March, to reduce repetition. We will however flag anything that is time sensitive in the intervening months. We are a week later than normal this month, just because we wanted to get sight of the budget papers before we updated our Parishes.

For February there are a number of consultations running and the deadline for submission to the **National Planning Framework is 10th March**. This is of great importance to our rural communities. We will circulate our submission before the end of the month, so feel free to extract anything you agree with for your own submission.

The other big issue is **Local Authority Finances** - as much as we welcome the 3-year settlement, it also raises several questions as the budget formula/allocation has also changed. Ultimately, we are still facing a funding gap, rising Adults and Children's Social Care costs and pressure on bought-in services / Council owned companies due to increased wages and eNI (Employers National Insurance) Costs.

Despite the high increases in Central Government taxation, this is clearly not cascading down to Local Authorities, so there is an assumption that increased Council tax, Police and Fire precepts will be used to help bridge the gap. This is of great concern to us, with wider rising costs, energy prices and general pressure on our local economy. Rest-assured we will be raising this at Full Council but ultimately it is the Labour Group In Administration in CWaC, with a Labour Government, so we are expecting the full 4.99% increase to be voted through yet again.

Regards

Cllr's Lynn Gibbon, Phil Marshall, Norman Wright

LIVE CONSULTATIONS

Planning Policy Consultations

What it's about: Various planning policy related consultations (e.g., Local Plan or other planning policy matters).

- Planning policy shapes future development, land use, housing, employment space and environmental protection.
- It influences how towns and villages like those in the borough develop over the next decade.

Deadline: Various, see link

[Consultation Link:](#)

February 2026 – Interim Update - Marbury

This may be of interest it is not on the CWaC website

Peak Cluster Project is holding its first public consultation from January 12 to February 27, 2026, to gather feedback on a major Carbon Capture, Usage, and Storage (CCUS) infrastructure proposal starting in Derbyshire and Staffordshire through to the sea in the Wirral. Key Details of the Peak Cluster Consultation (2026)

Purpose: To decarbonise the cement industry with a pipeline 121miles long passing through Cheshire East and West with a proposed spur into the LSEP works in Northwich. There is an interactive map.

[Consultation Link:](#)

Consultation: National Planning Policy Framework – Proposed Reforms and Other Changes to the Planning System

[Consultations Link](#)

Deadline for responses: 11:45pm, 10 March 2026 (extended from December 2025 start)

What the consultation is about

- Seeks views on a revised version of the National Planning Policy Framework (NPPF) -the central Government policy that guides planning decisions and local plan preparation across England.
- Also invites comments on other wider planning system changes, including proposals on:
 - Data centres and on-site energy generation policy
 - Standardised inputs for viability assessments (how affordable housing and community benefits are calculated)
 - Reforming site size thresholds for policy application and possibly other development standards.
- A draft NPPF text and a detailed list of consultation questions have been published alongside this consultation for commenters to review before responding.

Why rural parishes and communities should engage

Rural areas like those in Cheshire West & Chester have particular planning sensitivities that make this consultation especially important:

1. Influences Local Planning Policy Direction

- The NPPF sets the national planning rules that local plans must follow. Any revision can change how housing needs are calculated, how much development is encouraged and what protections exist for the countryside.

February 2026 – Interim Update - Marbury

- Rural communities could see changes in growth expectations for villages, how parishes approach neighbourhood planning and how local land designations (like green belt or areas of outstanding natural beauty) are treated.

2. Affordable Housing & Viability Assessments

- Standardised inputs into viability assessments could change how local authorities negotiate community benefits (e.g., affordable homes, local infrastructure) on development sites.
- In rural areas where development is more marginal, this could significantly affect the amount and type of affordable housing delivered.

3. Infrastructure and Energy Generation Policy

- Policies on onsite energy generation (e.g., renewable energy in new developments) directly affect rural parishes where energy infrastructure, farm diversification and sustainability ambitions intersect.

4. Thresholds for Planning Policy Application

- Changes to thresholds for applying certain policies can affect small-scale development - which is often the lifeblood of rural growth. A new threshold could mean valuable affordable or community-focused schemes are treated differently by planning policy.

5. Ensuring Local Voice and Rural Reality Are Heard

- National policies frequently carry unintended consequences if rural circumstances aren't properly accounted for - such as infrastructure capacity, transport links, environmental constraints and housing need locally.
- Participation allows rural parishes to put evidence forward that one-size-fits-all planning changes do not always work in practice.

How to submit a response

You can respond online directly via the consultation page using the UK Government's feedback portal.

Alternatively, responses can be emailed to:

PlanningPolicyConsultation@communities.gov.uk or posted to the Planning Policy Consultation Team (contact details on the consultation page).

February 2026 – Interim Update - Marbury

Financial update

The increases proposed below are presented with concern as they are mainly caused by increases in National Insurance, reduced funding from central government and an overhang from savings budgeted in previous years - to present balanced budget.

(This does not include the precept increases proposed by your Parish Councils)

Cheshire West and Chester Council for 2026/27 (Band D)

This proposal has yet to be agreed - will be debated and agreed at Budget Council Feb 26th

As it stands - Key Details for 2026/27:

- **Proposed Increase:** 4.99% total (2.99% core + 2% adult social care).
- **Total Band D Cost:** Projected at £2,076.79, an increase of £98.70 for the year.
- **Context:** The increase aims to address a £150 million funding gap over four years and requires £33 million in planned savings.

Cheshire Police Precept 2026/2027 (Band D) •

Total Annual Cost: £295.44 per year.

- **Increase:** An extra **£18.50 per year** (approx. 36p a week) for a Band D property.
- **Details:** This represents a 6.7% hike, which was approved after the Police and Crime Commissioner secured special permission to exceed the typical £15 cap to save 30 PCSO roles.

Cheshire Fire and Rescue Service Precept 2026/2027 (Band D) •

Total Annual Cost: Now just over £100

- **26_27 Increase:** An extra **£5.00 per year**.
- **Details:** The Fire Authority approved this increase on February 11, 2026, to manage budget pressures and fund investments in fire stations and equipment.

Summary for Band D Property (2026/27)

- **Police:** +£18.50
- **Fire:** +£5.00
- **Total Increase: £23.50 per year** (plus the increases from CWaC)

[< next Full Report: March 2026, post Budget Council >](#)

February 2026 – Interim Update – Marbury

National Planning Policy Framework

Consultation Response

December 2025 to March 2026 Draft NPPF

***Submission from Cheshire West and Chester Marbury Ward Councillors
Cllr Lynn Gibbon, Cllr Phil Marshall, Cllr Norman Wright***

Executive Summary

This submission represents the views of Cheshire West and Chester Marbury Ward Councillors in response to the Draft National Planning Policy Framework (December 2025). It reflects concerns regarding rural sustainability, Green Belt protection, agricultural land preservation, rail-led development and the long-term resilience of rural communities and economies. While the Framework contains welcome improvements in clarity and plan-led decision-making, several policies risk enabling inappropriate development on Green Belt and productive agricultural land, particularly around rural railway stations such as Northwich, Greenbank and Hartford.

Local Context: Cheshire West and Chester

Cheshire West and Chester is characterised by extensive Green Belt, high-quality agricultural land, a dispersed settlement pattern and a strong rural economy. Many communities depend on farming, agri-food industries, tourism and small enterprises. Rail stations in the borough often function primarily as commuter nodes rather than service hubs. Surrounding land is frequently rural in character and sensitive to development pressure.

Responses to Consultation Questions

Questions 1-10: Plan-Making and Strategy

Q1-2: Partly Agree - National consistency is welcome, but local rural flexibility must be retained.

Q3-4: Partly Agree - Technical guidance is useful but must not override local evidence.

Q5: Strongly Agree - Clearer weighting improves transparency.

Q6-8: Partly Agree/Disagree - Strategic planning is valuable but must not shift urban pressures into rural CWAC. Q9: Strongly Agree - Local Plans are essential for rural protection.

Q10: Prefer 10 years - Excessively long plan periods reduce adaptability.

Questions 11-20: Evidence, Viability and Soundness

Q11-13: Partly Agree - Proportionality is welcome, but agricultural and landscape evidence remains essential. Q14-16: Strongly/Partly Agree - Infrastructure funding certainty is critical for rural areas.

Q17-18: Disagree/Partly Agree - Local environmental standards must be retained.

Q19-20: Partly Agree - Delivery realism should not undermine rural safeguards.

Questions 21-30: Decision-Making and Developer Contributions

Q21-24: Strongly Agree - Proportionate and transparent decision-making is essential.

Q25-28: Partly Agree - Viability must not erode rural affordable housing.

Q29-30: Strongly Agree - Model conditions improve

consistency.

Questions 31-37: Enforcement and Spatial Strategy

Q31-32: Strongly Agree - Strong enforcement protects countryside.

Q33: Partly Agree - Article 4 remains vital for villages.

Q34-35: Strongly/Partly Agree - Clear settlement hierarchy is essential.

Q36-37: Partly/Strongly Agree - Settlement-led growth is preferable to countryside expansion.

Questions 38-40: Development Outside Settlements and Around Stations

Q38: Partly Agree - Rail proximity alone does not justify development.

Northwich: Pressure on Green Belt and farmland.

Greenbank: Poor service integration.

Hartford: Infrastructure and land constraints.

Q39: Partly Agree - Categories must distinguish rural from urban stations.

Q40: Disagree - Station presence should be a supporting, not determining, factor. Feasible access to stations needs to be considered from Rural communities, in relation to peak and off-peak requirements for access to work/amenities.

Question 41: Neighbourhood Plans

Partly Agree - Neighbourhood plans should contribute positively but remain proportionate for small rural communities.

Key Policy Recommendations

1. Introduce integrated sustainability tests for rural station development.
2. Differentiate rural halts from service-centre stations.
3. Strengthen protection for best and most versatile agricultural land.
4. Require cumulative Green Belt impact assessments.
5. Prioritise food security and rural economic resilience.
6. Maintain strong local plan authority.

Conclusion

Marbury Ward Conservative Councilors support sustainable, plan-led growth and clean energy delivery. However, the Draft NPPF must be strengthened to prevent inappropriate development in rural and Green Belt locations, inappropriate development exploiting grey-belt definition, assessment of transport links need to be realistic particularly when looking at access to rail service, homes to school transport obligations, and access to amenities for all ages. Overall risks agricultural productivity, landscape character and village/community identity and wellbeing, needs to be protected.



Report 7

Report for Village Communication Reports to Full Council February 2026

1 - Wincham Word - Edition 1 - this covers February, March and April.

Has been written, printed and delivered to all households and businesses.

2 - Wincham Facebook

1654 followers

Age profile

35-44 26.7%

45-54 23.4%

55-64 19.3%

Other 30.6%

68% women and 31% men

24,906 views in last 28 days

- comments, concerns and articles - between 13 January 2026 to 16 February 2026

- **Marston Parish Council updates**
 - **Potholes**
 - **Pickmere and Wincham Methodist Church**
 - **Ashwood Park Lunch club**
 - **Forest Church**
 - **Northwich Aikido Club**
 - **Stretton Young Farmers Tractor Run**
 - **Pickmere Parish Council yellow lines**
 - **Garden Waste subs**
 - **Road Diversions**
 - **Tabley Waterless bridge repairs**
 - **Council speed sign**
 - **Witton Albion fixtures**
 - **Missing keys**
 - **Police Surgery**
-

- Wincham Word update
- Witton Albion social club
- The law on livestock
- CWaC road works messages
- Half term clubs

3 - Other issues raised

- Sink holes and pot holes
- Tabley road issues
- Litter issues
- Lost and found items
- Reporting dangerous driving
- Cat yowling
- Dog fouling
- Policing

3. Wincham Website – over the last 30 days, 159 people have accessed the website and looked at, in total, 367 pages: 53.1% of visitors used a desktop; 45.8% accessed the site via a mobile telephone; 0.8% used a tablet and 0.3% used another kind of device (such as a kindle or fire stick).

Report 8

Working Party Reports to Full Council

RSWP progress report February 2026

A progress report on behalf of the RSWP; no formal WP meetings were held in January / February

Interactive Speed Sign

The interactive speed sign commenced deployment on January 13 2026 with the approved site on Linnards Lane. The sign stayed in place for 1 week facing down Linnards Lane towards the A556. One week later the sign was reversed to face toward Pickmere Lane. This manoeuvre was only possible as we have approval to change the screen direction at the same site which is not possible at all of our approved sites.

There appeared to be an immediate impact on driving speeds with vehicles slowing as they approached the sign.

Summary data was collected from both directions and appears to support the initial view that speeds were slowing. This summary data has been shared with Cheshire Police.

Feedback from residents has been positive.

The second deployment was on Pickmere Lane (junction with Orchard Close) on Friday 30 January 2026. This followed a review with Cheshire Police Traffic Management who checked and approved the existing and newly selected sites. Once again the sign appears to have had an immediate effect of slowing vehicles. Summary data has been collected and again appears to support our initial view.

The third deployment was on Chapel Street on Friday 6 February 2026 with the sign facing toward New Warrington Road. The site was selected as we understand that we will soon not be able to gather data there due to demolition work. A second site has already been approved which we will return to at some point. Summary data has been collected but has not yet been evaluated.

A fourth site has just commenced operation on Church Street on 13 February 2026 and data is being collected.

HGV TRAFFIC

Cheshire Police have written to companies on Wincham Lane & Chapel Street to remind them of their responsibilities in regard of HGV traffic.

We await further feedback from Cheshire Police as to the next steps.

PCSO support

Our PCSO supporting Wincham leaves at the end of March. We await further feedback from Cheshire Police as to how this may affect us as they have provided support for speed checks and managing parking issues.

Terry Fearn

Report 9

REPORT OF WINCHAM PARISH COUNCIL MEMORIAL GARDENS WORKING PARTY

- **No meeting was held during December.**
-

- The team regularly communicate via what's app group and also whilst working on the garden.
- Members of the WP are - Carol Parker, Pam and Andy French, Brenda Yates, Susie Schmidt, Pat and Tony Psaila, Bill Pilling, Jackie, Annette Carthy and Debs May

- **Ongoing actions:**
- Risk Assessment to be finalised
- Signs - memorial, dog fouling, scooter
- Asking Jason to put them up
- Can we buy a dustpan and brush?
- Pat and Tony will sort this from B&Q and give Debs the receipt.
- Grit store
- Overmere the winter Debs to put up some messages and in WW telling residents that they can help them selves to grit when needed.
- New base/floor for the Memorial Garden
- Team starting to put together a quote and action plan
- Tap
- Debs has asked Mike from UU. Pending the pipe work in the village

- **Regular activities:**
- Quarterly update in Wincham Word written by Brenda Yates
- Regular tidying sessions by the Working Party

- **Next meeting**
March/early Spring

Report 10

Report for Events Working Party for Full Council February 2026

No actual meeting was held in January but there were activities

There will be a meeting on Thursday, 19 February

Member of the WP - Debs May, Susie Schmidt, Sam Bethell, Karen Purdie and Barbara Duncalf

Actions completed

- Tub2pub - Susie handed in the empty tubs tonThe Lodge - Greene Kings local pub to raise money for Macmillan Cancer Support.
-

Future plans to discuss at the Full Parish Meeting

- **Defibrillation training**
- **Cheshire Roll of Honour event**
- **Garden Competition 2026**
- **Unsung Heroes**
-

Potential Regular Yearly Events Overview

January/February

March/April

- **Easter**

May/June/July/August

- **Unsung Heroes**
- **Afternoon tea**
- **Garden Competition - agree to do every 2 years - next competition 2026**
- **Cheshire Show**
- **Scarecrow competition**
- **Summer Fayre**

September/October/November

- **Halloween**
- **Remembrance Service future**
- **Reprint of War Heroes book in 2028**

December

- **Chapel Street lights**
 - **First Fri/Sat in December**
 - **Tree lighting and Lantern Parade**
 - **First Sunday in December**
 - **Santa in the village**
 - **Hopefully 2nd Sunday in December**
 - **Light up to Brighten up**
 - **Judging from 2nd to 3rd Sunday in December**
-

- **Categories to be confirmed**
- **Tub collection**

Others

- **Business Breakfast - This is on hold**

General actions



