

April 2026

## APPENDIX A

### A APPLICATIONS

*None so far*

### B APPROVALS

*None so far*

### C REFUSALS

*None so far*

### D APPEALS

*None so far*

### E ENFORCEMENT

*None so far*

### G OTHER PLANNING MATTERS

April 2026

## APPENDIX B

- |   |         |           |       |        |
|---|---------|-----------|-------|--------|
| 1. Northwich Town Council:                    |         |           |       |        |
| i. Invoice 9228 dated 16/3/2026               | £295.00 |           |       |        |
| VAT   | £59.00  | £354.00   |       |        |
| Less credit note                              |         | (£354.00) | £0.00 |        |
| <br>  |         |           |       |        |
| 2. ChALC - Freedom of Information lecture x 3 |         |           |       | £90.00 |
| View Business Centre                          |         |           |       |        |
| Combermere                                    |         |           |       |        |
| Whitchurch                                    |         |           |       |        |
| Shropshire                                    |         |           |       |        |
| SY13 4AL                                      |         |           |       |        |
| <br>  |         |           |       |        |
| 3. Debs May – reimbursements:                 |         |           |       |        |
| a. bird deterrents                            | £23.95  |           |       |        |

b. park posts

£61.19

£85.14

4. Naomi Morris, Clerk:

i.	WFH allowance April @ £26/month	£26.00		
ii.	salary for April 2026: 40 hours @ £15.08	£603.20		
iii.	3 hours overtime (agreed in March)	£45.24	£674.44	
iv.	Less refund from cancelled snowdrop order		(£46.89)	£627.55

**TOTAL EXPENDITURE**

**£802.69**

**APPENDIX C**

**April 2026**

**Correspondence**

1. Email about witnessing an owner do picking up after his dog and asking the Council to do more against dog fouling.
2. Email asking when Wincham School is on holiday.
3. Email asking about GP services.
4. Email from Cheshire Against HS2.
5. Email asking how to contact the local MP and who that is.
6. Email saying the Parish Council is neglecting the Chapel Street playing field where equipment was paid for by residents.
7. Email asking if some of the homes at Ashwood Park that are within Marston could move into Wincham.
8. Email asking for the play equipment at Linnards Lane to be fenced and made a no-dog-area.
9. Email asking if there could be a sign giving an age limit for use of the play equipment.
10. Email complaining about the white van parked on Linnards Lane, near Rayner's Corner.
11. Email saying the bus on 23 March was 20 minutes late.
12. Email complaining about speeding, especially along Linnards Lane and saying it was like living in a city.
13. Email complaining about HGVs along Chapel Street.
14. Email from a disabled resident asking for outdoor gym equipment.
15. Email from a resident complaining that the bus service has been suspended through Wincham for six weeks by order of Cheshire West and Chester Council.

APPENDIX D

**Sent:** 16 March 2026 16:22

**To:** clerk@pickmereparishcouncil.gov.uk

**Subject:** HS2 - Another Fine Mess for the North (MCAHS2)

Dear Councillors,

In October 2023, the then Prime Minister Rishi Sunak, announced the cancellation of HS2 north of Birmingham. Your constituents living along the HS2 Phase 2b route, breathed a sigh of relief. The stress they had endured for more than a decade, while national plans, consultations, additional provisions, petitioning and other uncertainties involving railway transport, was finally lifted.

But that announcement was hastily followed by a General Election which once again plunged your constituents, and presumably your Council, into further uncertainty. Is safeguarding lifted or isn't it? The resurgence of Northern Powerhouse Rail (NPR) must not be allowed to muddy the waters. Given the current rate of progress, it will be the 2040's before NPR is constructed. Meanwhile it is unconscionable to subject residents along the route of the cancelled HS2 Phase 2b, to another two decades of stress and uncertainty whilst HS2 Ltd fuffs around with plans for NPR.

The removal of the blight of safeguarding for the unneeded land between Millington and Crewe must be actioned. Removal of safeguarding and the release of empty properties are the only things that can salvage anything from this mess, which has been devastating for too many and for too long.

For the sake of your residents and local communities, we implore you to help us to get safeguarding lifted. Council taxes are about to rise but this would demonstrate a modicum of positive action to sweeten the pill.

Mid Cheshire Against HS2 has vast experience of the entire project and we are more than happy to share our expertise and advice with you to support your efforts. If this would be useful, please contact us by email on [mcahs2@yahoo.co.uk](mailto:mcahs2@yahoo.co.uk) or just reply to this email.

Many thanks.

Mid Cheshire Against HS2

APPENDIX E

WINCHAM PARISH COUNCIL

Clerk: Mrs N Morris 22, Churchfields, Bowdon, Cheshire. WA14 3PJ.

THIS FORM IS TO BE COMPLETED BY ALL APPLICANTS REQUESTING A DONATION FROM WINCHAM  
PARISH COUNCIL

1. NAME Witton Albion Brass Band (Colin Carthy)

.....

2. ADDRESS Witton Albion Football Club

.....  
.....

3. REGISTERED CHARITY NUMBER (IF APPLICABLE)

.....

4. TELEPHONE NUMBER 07795 834792 or 01565 734285

.....

5. E MAIL colin@danearc.co.uk

.....

6. SIZE OF DONATION REQUESTED £575

.....

7. PLEASE GIVE DETAILS OF WHY A REQUEST FOR A DONATION IS BEING MADE AND HOW A  
DONATION WOULD BE USED Rebranding former Roberts Bakery Brass Band to Witton  
Albion.....

.....  
.....

8. PLEASE EXPLAIN HOW THE RESIDENTS OF WINCHAM WOULD BENEFIT FROM THE DONATION (IF  
APPLICABLE) Since late 2025, Roberts Bakery Band has been rehearsing at the U Lock It Stadium,  
following its relocation from the Roberts Bakery premises due to a business restructuring. Witton  
Albion Football Club has been incredibly generous and is fully aligned with the band's  
commitment to making a positive impact in the local community of Wincham and its surrounding  
parishes.....

9. PLEASE CONFIRM THAT THIS REQUEST FORM WILL BE SUBMITTED TOGETHER WITH A  
QUOTATION DETAILING HOW THE FUNDS WILL BE SPENT.

YES/NO

10. IF THE ANSWER TO QUESTION 9 IS "NO", PLEASE GIVE REASONS

Quote to follow £575 for the provision of uniform tops. These are branded  
shirts.....

11. PLEASE CONFIRM THAT RECEIPTS (OR COPIES) WILL BE FORWARDED IN DUE COURSE TO  
WINCHAM PARISH COUNCIL TO ACCOUNT FOR HOW ANY DONATION RECEIVED HAS BEEN USED.

YES/NO

12. IF THE ANSWER TO QUESTION 11 IS "NO", PLEASE GIVE REASONS

Receipt to be provided.....

13. ANY OTHER COMMENTS YOU WISH TO MAKE

Happy to call over & meet at the next Parish meeting if that's possible.....  
.....

***Please return this form to the above e mail or postal address.***

***Please note that all requests for donations will be considered at full Parish Council Meetings, held once a month, except for August and December.***

## APPENDIX F

### **WINCHAM PARISH COUNCIL PERSISTENT AND VEXATIOUS COMMUNICATIONS AND COMPLAINTS POLICY**

#### **Introduction**

After consultation with the Cheshire Association of Local Councils, this is the policy of Wincham Parish Council on persistent, vexatious or abusive complaints, demands and/or repeated requests for information, excluding valid Freedom of Information or other statutorily-protected requests and explains how such communications will be handled.

Dealing with persistent and vexatious communications and complaints from a minority of individuals takes up disproportionate Council resources and can result in unacceptable stress for the Clerk and Councillors.

It is important that the use of this procedure does not prevent people from accessing services to which they have a statutory entitlement and it is designed to ensure that the rights of service-users are protected, whilst ensuring that scarce resources are used fairly and effectively and that the Clerk and Councillors receive a reasonable degree of protection from the stress that can be caused by persistent or vexatious communications and complaints.

This procedure is not designed to address violent or threatening behaviour requiring an urgent response.

#### **1. Defining persistent and vexatious communications or complaints**

Persistent or Vexatious complaints or communications can be characterised by the following:

- behaviour which is obsessive, persistent, harassing, prolific, repetitious;
- displaying an insistence on pursuing unmeritorious issues and/or unrealistic outcomes beyond all reason;
- displaying an insistence upon pursuing unmeritorious complaints or issues in an unreasonable manner;
- repeated and/or frequent requests for information not covered by the Freedom of Information Act 2000 or other statutory right.

## **2. Using the procedure**

- If the Clerk or Councillors identify behaviour that they think exhibits these characteristics and which they believe may be persistent or vexatious, the Full Council may agree to form a Complaints Committee consisting of the Chair or Vice Chair and two Members of the Council;
- If the Complaints Committee agrees with the initial assessment, they will prepare a brief statement as to why the Committee considers the complaint or communications to be persistent or vexatious, including its effect upon the Clerk, Councillors and/or the village. This should be accompanied by a list of communications over the last 3 months via email, telephone, letter or social media, including information about to whom the communications were addressed, how many people/organisations it was copied to on each occasion, and a one-line description of each piece of communications. Data protection concerns and duties will be observed.

## **3. Handling communications and complaints that have been assessed as persistent or vexatious**

- If the Complaints Committee agree that the complainant has been assessed as persistent or vexatious, the first step will be for the Chair or Vice Chair to write to the correspondent advising them that their complaints and/or communications have been determined to be persistent or vexatious and giving the reason for that decision.

The letter should state that any future correspondence will be passed directly to the Complaints Committee which will consider whether it raises any substantive new issues.

The correspondent should be advised that if no substantive new issue is raised, any future communications will not receive a response.

The correspondent should be advised that the decision will be reviewed in six months from the date of the letter advising them that their complaint/ communications has been determined to be persistent or vexatious.

There is no route of appeal against the decision that a complaint or communications is persistent or vexatious.

- Any future communications should be passed to the Complaints Committee for consideration. If they decide that it raises no genuinely new and substantive issues, no response is required. If they consider it appropriate, they may acknowledge the first 2 or 3 pieces of correspondence, referring the correspondent to the letter advising them of the decision that their communications have been determined to be persistent or vexatious. After that, no response or acknowledgement should be sent.

- If future correspondence does raise significant new issues, an appropriate response should be sent. It may be appropriate for the response to be routed via the Chair or Vice Chair in order to prevent the renewal of 'scattergun' correspondence.

## **4. Reviewing the decision**

- Six months after the correspondent has been advised that their complaints and/or communications are persistent or vexatious, that decision should be reviewed. The Complaints Committee should meet to consider whether there has been any improvement in the vexatious behaviour over that time. The Chair or Vice Chair should write to the correspondent advising them of the outcome of the review.

If the behaviour has improved, future communications can be treated in the normal way.

If there has not been a significant improvement, the correspondence will continue to be treated as persistent or vexatious and will be reviewed every six months.

## **5. Further advice and guidance**

- Defining complaints and/or communications as persistent or vexatious is a very serious step and only undertaken as a last resort. For that reason, it is essential that the decision to hold communications or complaints as persistent or vexatious is evidence-based and reviewed regularly.

- Any concerns about a particular correspondent should be discussed with the Chair or Vice Chair in the first instance.

In connection with this policy Wincham Parish Council is also committed to its Data Protection Policy.

Approved by Council on 21 April 2026

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Chairman of Wincham Parish Council

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Clerk of Wincham Parish Council

Dated

21 April 2026

Appendix G

# Freedom of Information Act 2000

## Guide to Information provided by Parish/Community Councils under the model publication scheme

This template guide is written for the use of Parish and Community Councils.

It gives examples of the kind of information the Information Commissioner's Office (ICO) would expect you to provide in order to meet your commitment under the model publication scheme, introduced through the Freedom of Information Act 2000 (FOIA). In 2008, the ICO introduced a generic model publication scheme, for adoption by all public authorities that are subject to FOIA.

The model publication scheme commits you to 'produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public'.

The [model publication scheme](#) is available on the ICO website. Further details are available in ICO guidance: [Using the definition documents](#).

You must adopt the model scheme in full, unedited and promoted alongside the guide to information. You do not need to tell the ICO that you have adopted the scheme; we will assume they have done so unless we hear otherwise.

You are in breach of FOIA if you have not adopted the model scheme or are not publishing in accordance with it.

### **Information included in the guide to information**

The template lists the information that the ICO thinks you are likely to hold and should make proactively available within each class.

When completed, this will provide a list of all the information you will routinely make available, explain how it can be accessed and whether or not a charge will be made for it. You must:

- complete the relevant columns in the template guide;
- state how an applicant can obtain the specific information and if there is a cost involved;
- ensure the public can access the completed guide and the information listed in it.

The ICO expects you to make the information in this template guide available unless:

- you do not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited by another statute (eg UK GDPR);
- the information is readily and publicly available from an external website; such information may have been provided by you or on your behalf. You must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

If the information is only held by another public authority, you should provide details of where to obtain it.

This guidance is not meant to give an exhaustive or definitive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and you should look to provide as much information as possible on a routine basis, which must include all information that is required by statute.

This guidance now incorporates those key principles, which were not already included, from the Department for Levelling Up, Housing and Communities (DLUHC, originally known as the Department for Communities and Local Government [DCLG]), [Transparency Code for Smaller Authorities](#). The aligning of this document with this Code provides a harmonised approach to data transparency for you and avoids unnecessary duplication

## **Publishing datasets for re-use**

As a public authority, you must publish under your publication scheme any dataset you hold that has been requested, together with any updated versions, unless you are satisfied that it is not appropriate to do so. So far as reasonably practicable, you must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and you are the only owner, you must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The [2018 section 45 Code of Practice](#) recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has

published [guidance on Datasets \(section 11, 19 & 45\)](#). This explains what is meant by “not appropriate” and “capable of re-use”.

## **Fees and Charging**

Information available through your publication scheme should be readily available at a low cost or at no cost to the public. If you do charge for this information, the ICO expects the charges to be justifiable, clear and kept to a minimum.

You can charge for activities such as printing, photocopying and postage as well as information that you are legally authorised to charge for. You must inform anyone requesting information of any charge before you provide the information. You must ask for payment before providing the information. Guidance on the ICO website provides more details about [charging for information in a publication scheme](#).

If you charge a fee for licensing the re-use of datasets, you should state in the guide to information how this is calculated and whether the charge is made under the Re-use Fees Regulations or under other legislation. You cannot charge a re-use fee if they make the datasets available for re-use under the [Open Government Licence](#).

## **Model Publication Scheme**

The table below identifies the specific information the ICO expects you to publish under each of the seven classes of information set out in the [model publication scheme](#).

# Information available from (*insert name of Parish or Community Council*) under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as ‘not held’ in the table.

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b></p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>	(hard copy or website)	
<p>List of Council members and their responsibilities as well a list of Council Committees</p> <p>Details of any representation on local public bodies</p>		
<p>Postal and email address</p> <p>Contact details for Parish Clerk and Council members</p> <p>Where possible, provide named contacts including contact phone numbers and email addresses</p>		
<p>Location of main Council office and accessibility details</p>		
<p>Staffing structure</p>		

<p><b>Class 2 – What we spend and how we spend it</b></p> <p>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	(hard copy or website)	
Statement of accounts and internal audit report in the format included in the Annual Return form		
Finalised budget		
Precept		
Borrowing Approval letter		
All items of expenditure above £100		
Financial Standing Orders and Regulations		
Grants given and received		
List of current contracts awarded and value of contract		
Members’ allowances and expenses		
<p><b>Class 3 – What our priorities are and how we are doing</b></p>	(hard copy or website)	

<p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>		
<p>Annual governance statement in format included in the Annual Return form</p>		
<p>Parish Plan</p>		
<p>Annual Report to Parish or Community Meeting</p>		
<p>Quality status</p>		
<p>Local charters drawn up in accordance with DLUHC's guidelines</p>		
<p>Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health &amp; Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant</p>		
<p><b>Class 4 – How we make decisions</b></p> <p>(Decision making processes and records of decisions)</p>	<p>(hard copy or website)</p>	

Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)		
Agendas of meetings (as above)		
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure		
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure		
Responses to consultation papers		
Responses to planning applications		
Bye-laws		
<p><b>Class 5 – Our policies and procedures</b></p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> <li>• Procedural standing orders</li> </ul>		

<ul style="list-style-type: none"> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>		
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies and details of current vacancies</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>		
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>		
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only.</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)</p>		

Assets register, including details of public land and building assets		
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice		
Register of members' interests		
Register of gifts and hospitality		
<p><b>Class 7 – The services we offer</b></p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	
Allotments		
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting		
Bus shelters		
Markets		
Public conveniences		
Agency agreements		

Services for which we are entitled to recover a fee and details of those fees (eg burial fees)		
<b>Additional Information</b>		
Information not itemised in the lists above		

## Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred

# Information available from Wincham Parish Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b> (See below for photocopying and postage costs which Wincham Parish Council reserves the right to charge for hard copies)
<p><b>Class 1 - Who we are and what we do</b></p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>	(hard copy or website)	
List of Council members and their responsibilities as well a list of Council Committees	<a href="https://wincham-pc.gov.uk/">https://wincham-pc.gov.uk/</a>	

<p>Details of any representation on local public bodies</p>	<p>Currently none, but would be on</p> <p><a href="https://wincham-pc.gov.uk/">https://wincham-pc.gov.uk/</a></p>	
<p>Postal and email address</p> <p>Contact details for Parish Clerk and Council members</p> <p>Where possible, provide named contacts including contact phone numbers and email addresses</p>	<p>c/o</p> <p>Wincham Parish Council Clerk</p> <p>22 Churchfields</p> <p>Cheshire</p> <p>WA14 3PJ</p> <p><a href="mailto:clerk@wincham-pc.gov.uk">clerk@wincham-pc.gov.uk</a></p> <p>Contact details for Council members are to be found on the Parish Council website</p> <p><a href="https://wincham-pc.gov.uk/">https://wincham-pc.gov.uk/</a></p>	
<p>Location of main Council office and accessibility details</p>	<p>The Parish Council does not have an office. Correspondence should be sent to:</p> <p>Wincham Parish Council Clerk</p> <p>22 Churchfields</p> <p>Cheshire</p> <p>WA14 3PJ</p> <p><a href="mailto:clerk@wincham-pc.gov.uk">clerk@wincham-pc.gov.uk</a></p>	
<p>Staffing structure</p>	<p>There is one part-time employee, the clerk.</p>	

<p><b>Class 2 – What we spend and how we spend it</b></p> <p>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	<p>(hard copy or website)</p> <p>The Annual Return, the precept calculations and bank reconciliations for the last financial year and several previous years are all on the website.</p> <p><a href="https://wincham-pc.gov.uk/">https://wincham-pc.gov.uk/</a></p> <p>Hard copies of the accounts and other documents may be requested from</p> <p>Wincham Parish Council Clerk</p> <p>22 Churchfields</p> <p>Cheshire</p> <p>WA14 3PJ</p> <p><a href="mailto:clerk@wincham-pc.gov.uk">clerk@wincham-pc.gov.uk</a></p>	
<p>Statement of accounts and internal audit report in the format included in the Annual Return form</p>	<p><a href="https://wincham-pc.gov.uk/">https://wincham-pc.gov.uk/</a></p>	
<p>Finalised budget</p>	<p>Resolved by full Council and recorded in the Minutes for each January</p> <p><a href="https://wincham-pc.gov.uk/">https://wincham-pc.gov.uk/</a></p>	
<p>Precept</p>	<p>Resolved by full Council and recorded in the Minutes for each January</p>	

	<a href="https://wincham-pc.gov.uk/">https://wincham-pc.gov.uk/</a>	
Borrowing Approval letter	Not applicable	
All items of expenditure above £100	All expenditure is listed within the Minutes of Parish Council Meetings and is posted on <a href="https://wincham-pc.gov.uk/">https://wincham-pc.gov.uk/</a>	
Financial Standing Orders and Regulations	Reviewed each financial year and approval is shown in the Parish Council Minutes <a href="https://wincham-pc.gov.uk/">https://wincham-pc.gov.uk/</a>	
Grants given and received	Recorded in the Parish Council Minutes <a href="https://wincham-pc.gov.uk/">https://wincham-pc.gov.uk/</a>	
List of current contracts awarded and value of contract	Contracts are all agreed by full Council resolution and recorded in the Minutes <a href="https://wincham-pc.gov.uk/">https://wincham-pc.gov.uk/</a>	
Members' allowances and expenses	All expenditure is recorded in the Minutes <a href="https://wincham-pc.gov.uk/">https://wincham-pc.gov.uk/</a>  There are no Members' allowances for Wincham Parish Council Members.	

	They are all volunteers.	
<p><b>Class 3 – What our priorities are and how we are doing</b></p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	(hard copy or website)	
Annual governance statement in format included in the Annual Return form	<a href="https://wincham-pc.gov.uk/">https://wincham-pc.gov.uk/</a>	
Parish Plan	Not applicable	
Annual Report to Parish or Community Meeting	<a href="https://wincham-pc.gov.uk/">https://wincham-pc.gov.uk/</a> in the Minutes of the Annual Assembly	
Quality status	Not applicable	
Local charters drawn up in accordance with DLUHC's guidelines	Not applicable	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Not applicable	

<p><b>Class 4 – How we make decisions</b></p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	<p>(hard copy or website)</p>	
<p>Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)</p>	<p><a href="https://wincham-pc.gov.uk/">https://wincham-pc.gov.uk/</a></p>	
<p>Agendas of meetings (as above)</p>	<p><a href="https://wincham-pc.gov.uk/">https://wincham-pc.gov.uk/</a></p>	
<p>Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure</p>	<p><a href="https://wincham-pc.gov.uk/">https://wincham-pc.gov.uk/</a></p>	
<p>Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure</p>	<p><a href="https://wincham-pc.gov.uk/">https://wincham-pc.gov.uk/</a></p>	
<p>Responses to consultation papers</p>	<p>Please contact the clerk if you have queries about consultation papers:  Wincham Parish Council  Clerk  22 Churchfields  Cheshire  WA14 3PJ</p>	

	<a href="mailto:clerk@wincham-pc.gov.uk">clerk@wincham-pc.gov.uk</a>	
Responses to planning applications	Included within the Minutes of the relevant Parish Council or Planning Committee Meeting  <a href="https://wincham-pc.gov.uk/">https://wincham-pc.gov.uk/</a>	
Bye-laws	Please contact the clerk if you have queries about bye-laws made by Wincham Parish Council:  Wincham Parish Council Clerk  22 Churchfields  Cheshire  WA14 3PJ  <a href="mailto:clerk@wincham-pc.gov.uk">clerk@wincham-pc.gov.uk</a>	
<b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)	
Policies and procedures for the conduct of Council business:  <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> </ul>	<a href="https://wincham-pc.gov.uk/">https://wincham-pc.gov.uk/</a>	

<ul style="list-style-type: none"> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>		
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies and details of current vacancies</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	<a href="https://wincham-pc.gov.uk/">https://wincham-pc.gov.uk/</a>	
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	<a href="https://wincham-pc.gov.uk/">https://wincham-pc.gov.uk/</a> No CCTV usage	
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only.</p>	(hard copy or website; some information may only be available by inspection)	
<p>Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)</p>	Please contact the clerk with any queries: Wincham Parish Council Clerk 22 Churchfields Cheshire	

	<p>WA14 3PJ</p> <p><a href="mailto:clerk@wincham-pc.gov.uk">clerk@wincham-pc.gov.uk</a></p>	
<p>Assets register, including details of public land and building assets</p>	<p><a href="https://wincham-pc.gov.uk/">https://wincham-pc.gov.uk/</a></p>	
<p>Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice</p>	<p>Please contact the clerk with any queries:</p> <p>Wincham Parish Council Clerk</p> <p>22 Churchfields</p> <p>Cheshire</p> <p>WA14 3PJ</p> <p><a href="mailto:clerk@wincham-pc.gov.uk">clerk@wincham-pc.gov.uk</a></p>	
<p>Register of members' interests</p>	<p>Please see records held by Cheshire West and Chester Council</p>	
<p>Register of gifts and hospitality</p>	<p>Any gifts or hospitality will be declared in monthly Parish Council meetings and Minuted.</p> <p><a href="https://wincham-pc.gov.uk/">https://wincham-pc.gov.uk/</a></p>	
<p><b>Class 7 – The services we offer</b></p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	

Current information only		
Allotments	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	<p>Please contact the clerk with any queries relating to the Linnards Lane Playing Field (owned by Wincham Parish Council) or Chapel Street Playing Field (not owned by Wincham Parish Council):</p> <p>Wincham Parish Council Clerk</p> <p>22 Churchfields</p> <p>Cheshire</p> <p>WA14 3PJ</p> <p><a href="mailto:clerk@wincham-pc.gov.uk">clerk@wincham-pc.gov.uk</a></p>	
Seating, litter bins, clocks, memorials and lighting	<p>Please contact the clerk with any queries:</p> <p>Wincham Parish Council Clerk</p> <p>22 Churchfields</p> <p>Cheshire</p> <p>WA14 3PJ</p> <p><a href="mailto:clerk@wincham-pc.gov.uk">clerk@wincham-pc.gov.uk</a></p> <p>There are no clocks.</p>	
Bus shelters	Not applicable	

Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Not applicable	
<b>Additional Information</b>		
Information not itemised in the lists above		

## Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying	Actual cost*
	Photocopying	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class*
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)

<b>Other</b>		

\* the actual cost incurred

Approved by Council on 21 April 2026

-----  
Chairman of Wincham Parish Council

-----  
Clerk of Wincham Parish Council

Dated 21 April 2026

APPENDIX I

Clerk's overtime

The reason for this part two was to discuss the details of the email the Personnel Committee sent to you on 27 Feb 2026, as included at the bottom.

We actually discussed three items.

1 - to pay your retrospectively for the 3 hours for the Communications Working Party on 29 Jan 2026. (Including some travel time). All agreed to pay £15.08 x 3 = £45.24

2 - councillors to discuss the appropriate payment (including back pay) in relation to the clerk to attending and supporting the Linnards Lane Development Working Party. It was agreed to pay an ABCD (above the call of duty payment) of one months wages to Naomi to thank her for all the time so far that she has put into this project. 40 hours @ £15.08 = £603.20

3 - what should we agree re Naomi attending extra WP etc. It was agreed that each month a list would be created of the extra meetings that Naomi has attended and she will be paid retrospectively.

We propose for payment in April

Communications Working party - 24 March 2026 - 3 hours

United Utilities Working Party - 30 March 2026 - 2.5 hours

LLD Working Party - 30 March 2026 - 3 hours

New Councillor Working Party - 8 April 2026 - 2.5 hours

As far as we are aware these are the extra WP meetings and comes to a total of 11 hours = £15.08 x 11 = £165.88.

If there are other WP meetings, that I am not aware of or that I have missed off, please do let me know.

We do hope that these new arrangements meet with your approval. We trust that you know how much you are valued by all the councillors and once again we apologise wholeheartedly re our oversight on these extra ABCD hours that you have done and will continue to do.

Please can these be placed in the relevant place in the Agenda for the April WPC meeting.

Thanks and take care

Debs

Chair of Personnel Committee

## **APPENDIX J**

### **Committees and Working Parties of Wincham Parish Council as April 2026**

#### **Finance Committee**

**Chairman:** Ian Parr

**Members:** Kenton Barker

Ros Casson

Debs May

#### **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  
Debs May  
Val Hollins  
Will Shirley  
Susie Schmidt

**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
-

**Chair** Debs May  
**Members** Sue Lawson  
Carol Parker  
Pam and Andy French  
Brenda Yates  
Susie Schmidt  
Pat and Tony Psaila  
Annette Carthy  
Bill Pilling

### **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 Development Working Party**

**Chair:** Debs May  
**Project lead** Tony Psaila  
**Members:** Kenton Barker  
Ian Parr  
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	
	Colin Carthy	
Ron Leighton	Marion Leighton	
	Kenton Barker	Lynn Gibbon
	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

**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  
Val Hollis

**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

---

## Road Safety Working Party

**Chair:**

**Members:** Val Hollis  
Ian Parr

### 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.

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### **Water Issues Working Party**

<b>Chair</b>	Ros Casson
<b>Members</b>	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**

<b>Chair</b>	Ian Parr
<b>Members</b>	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

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### **Communications Working Party**

**Chair**  
**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

QUOTATION TO INSTALL DO NOT CLIMB SIGNS

**From:** Jason Eden <jasonmeden@hotmail.co.uk>

**Sent:** 13 April 2026 16:32

**To:** clerk@wincham-pc.gov.uk

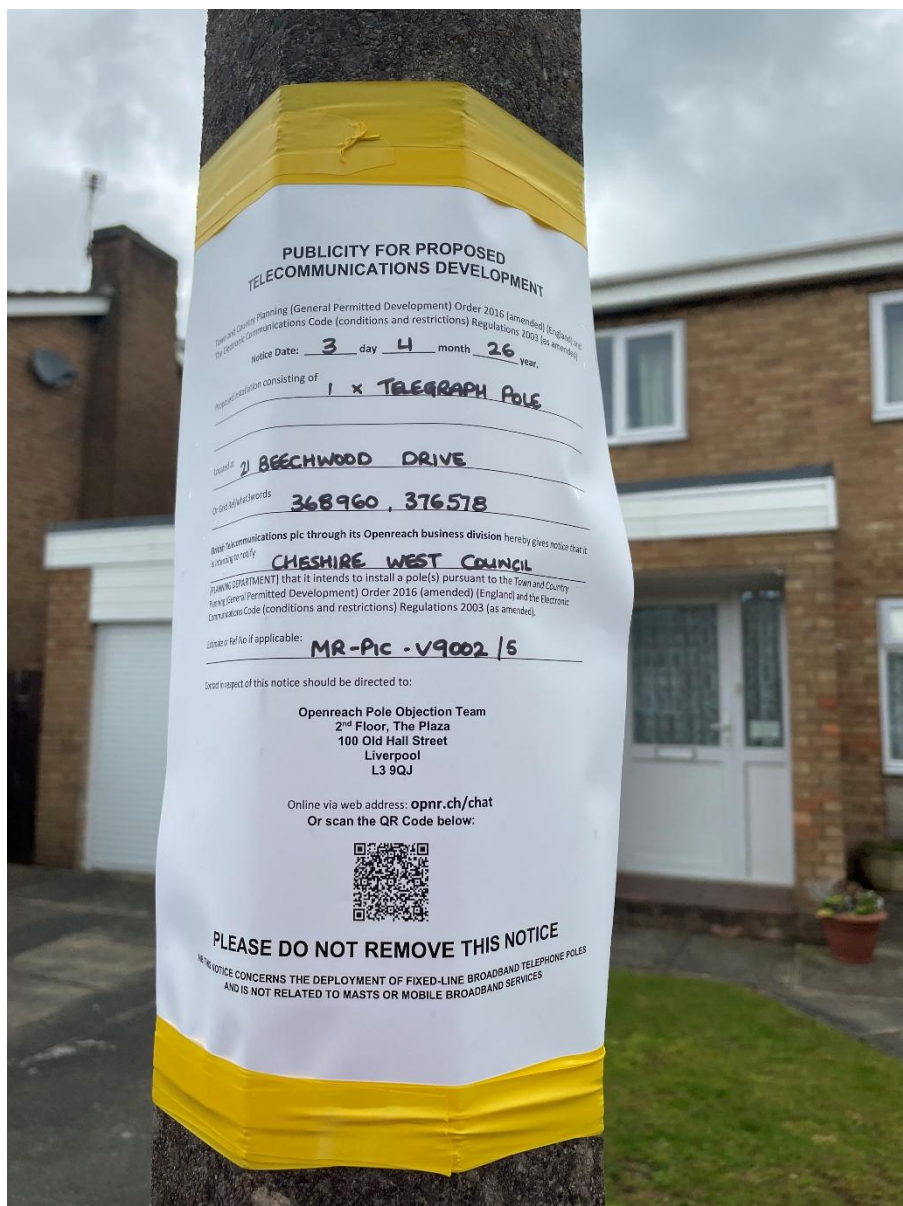
**Subject:** Re: Do not climb signs

Good afternoon Naomi

No invoices to put in as yet, to put the sign on would be £30 kind regards jason

APPENDIX L

Openreach Notice



**Note from the Linnards Lane Development Working Party to read and consider at Parish Council meeting - April 2026 and then discuss at the May 2026 meeting**

Over two years ago the Wincham Fitness Trail Working Party started to apply for grants to help fund the Fitness Trail, the pathways and the lighting in Linnards Lane Park.

One of these grants was to Spacehive and this was to cover

- Eight pieces of 'All-Inclusive', all ability exercise equipment
- Full instructions on how to use the equipment, safely and effectively
- Equipment installed on a suitable safety surface
- Ground level lighting - hopefully solar powered to improved visibility

The Spacehive grant was successful and we received 60+ backers who pledged money and their support for the grant. These pledges helped the WP achieve the Spacehive Grant.

We also received a number of grants including Manchester Airport, section 106 monies and also Bruce Wake (donated for a hand held cycle).

In March 2026, a concern was raised that as the project had been going on for so long, that we didn't know the current views of the residents of Wincham. A QR coded resident consultation was created and asked the residents if they wanted a fitness track, wider and lit paths, equipment on the Fitness track.

Currently we have about 2000+ residents in Wincham and approx 250+ residents replied on the QR code consultation that was produced. We did receive some messages via email and also the QR code consultation we used only allowed a maximum of 250 replies. The results of the QR code consultation were discussed at the June 2026 Parish Council meeting and below were are the minutes taken from this discussion.

***“21. Having considered the results of the QR Code Consultation, the Fitness and Well-Being Track Project Working Party requested the Parish Council considered the following actions:***

***i. installing lighting along the path to the Birch Grove entrance. Funds for this have been raised and respondents to the QR Consultation supported it***  
*Resolved that lighting be installed along the path to the Birch Grove entrance*

*Proposed: Cllr Smith*

*Seconded: Cllr Parr*

***ii. discontinuing the plan to install a fitness and well-being track at this stage, since it was not supported in the Consultation;***

*Resolved that the plan to install a fitness and well-being track be discontinued for the moment since it was not supported in the QR Consultation*

*Proposed: Cllr Smith*

*Seconded: Cllr Schmidt*

***iii. upgrading the paths within the park, as previously discussed. This was supported by 95% of respondents. Some grant funding has already been raised, but the remainder would have been included with the grant***

**applications for the track. Further grants will not now be available for what will be seen as maintenance. The balance of the cost will fall to be paid from the Parish Council reserves**

*Resolved that the paths in the Linnards Lane Playing Field be upgraded using funding already obtained and augmented by funds from the Parish Council. The Linnards Lane Playing Field is the major asset of the Parish Council and the paths allow access and should be in a fit state for use by all residents*

*Proposed: Cllr Casson*

*Seconded: Cllr Schmidt*

**iv. installing such outdoor gym equipment as is covered by grant funds already obtained for this purpose. The alternative would be to return this grant money. The Spacehive grant was for both lighting and gym equipment; returning some of these funds could lead to the full grant being cancelled, leaving the Parish Council without funds for the additional lighting;**

*Resolved that outdoor gym equipment be installed on the Playing Field*

*Proposed: Cllr Parr*

*Seconded: Cllr May*

**v. marking out the 5-aside football pitch**

*Resolved that the 5-aside football pitch be marked out on the Playing Field*

*Proposed: Cllr Parr*

*Seconded: Cllr Casson*

**vi. renaming the working party the Linnards Lane Development Working Party will be left to the working party to agree"**

The newly named LLDWP then proceeded to approach all the grant suppliers and see if they wish their grant to be returned or if it could be used for the updated plans.

Manchester Airport requested their funds be returned.

Bruce Wake said that whilst they wanted the monies to be used for equipment, it could be used for widening the paths as this would help wheelchair users.

Spacehive - members of the WP contacted them numerous times over the months to try and get an answer re the funds.

Then in September 2026, Recommendations from the Linnards Lane Development Working Party were considered, including:

a) installing solar lighting

It was noted that the solar lamp posts would be on a sensor, meaning they only activated when someone approached, reducing light pollution.

*Proposed: Cllr Parr*

*Seconded: Cllr Barker*

b) installing outdoor gym equipment from the Great Outdoor Gym Equipment

Whilst it was noted at this time that 64% of the 250 QR replies stated that they didn't want a fitness track with equipment.

The question wasn't asked - don't we want all ability all equipment in Linnards Lane Park? At present, there is no provision for adults in the Playing Field. This new outdoor gym equipment would also be the only provision specifically for those using wheelchairs in the Playing Field. It is important to note that we had received full grant funding already (approx £16,000) and so the installation of this equipment would not cost the residents from their precept.

Resolved that the Parish Council will not buy any outdoor gym equipment and will return all the grant money given for that purpose

Proposed: Cllr Fearn

Seconded: Cllr Casson

Passed by majority with five votes in favour, one vote against and one abstention.

Since October the LLDWP have been liaising with Spacehive re the grant. The LLDWP have asked - as we are going ahead with the lighting but not the equipment so can we return some of the money? Spacehive don't seem to have had to handle these kind of questions before. The 60+ backers who gave us their money are protected by data protection. Once the grant WP was delivered into the WPC bank account, the backers bank information was deleted by Spacehive! When we applied for the grant it was for lighting and exercise equipment and the backers residents were not asked if they wanted to fund the lights, or equipment or both. Returning the money is very difficult as Spacehive do not appear to have the processes to do this. It certainly would be a great shame to return all the money as the Working party worked very hard to secure the grant and some of it is to pay for the lights - which are much much needed in the park.

Whilst all this has been going on Naomi has received an email from a resident. I will give you a copy of her email. Sue has lived in the village over 32 years and is a wheelchair user. She read in the last Wincham Word that the council are trying to return the Spacehive grant and she specifically asks that we do not do this. She has been speaking with some colleagues in Age Concern and they are backing her request as well. She asks that we use the money that we have already been awarded and place some equipment on the redundant part of the field. She again raises the fact that there is nothing suitable for adults or mobility challenged people on the field currently. Sue feels it will increase the profile of the Parish Council and show clear Equality and diversity measures are being undertaken.

*"Good Afternoon,*

*I read in the Wincham Word last week that the Council is proposing trying to return the Spacehive grant we received specifically to fund 4 pieces of gym equipment for the field at Linnards lane*

*Can I make a proposal that rather than trying to send the grant back, which will prove very difficult due to the fact that a lot of donations are anonymous, We in fact fund the purchase and installation of the equipment using the redundant part of the field already earmarked for this.*

*There is nothing on the playing field that is suitable for use by Adults whereas children are extensively catered for.*

*The equipment can be used by anyone and would also cover any age, mobility level or any other issues. As a wheelchair user I would enjoy using the equipment getting fresh air and exercise together. I feel there will be benefits for all in terms of physical and mental wellbeing*

*I feel the equipment will start to be used immediately and the more it was used the more people would come to the field to use it. It will be fully accessible and not cause any obstruction to the rest of the area.*

*The installation can be evaluated after a few months and may encourage a section of our village that is not currently catered for at all. That is Adults in the village*

*It will increase the profile of the Parish Council and show clear Equality and diversity measures being taken*

*I hope you will look at this proposal with interest*

*I have the support of Age UK in this matter also.*

*Mrs Susan Tebb*

*Resident for 32 years"*

Please excuse this long preamble but the LLDWP would like the Parish Council to note and consider all the above points mentioned. We do not suggest discussing it tonight but instead, ask that the Parish Councillors consider all that has been said and we will raise it for consideration at the next Parish Council. If in the meantime, before 19 May (next WPC meeting), you have any questions, you would like to talk to the LLDWP, or attend the next LLWDP meeting, please do so. This will help the discussion in May allow us all to make fully informed decisions.

## **APPENDIX N**

### **Report on the proposed Solar Lighting (from the Linnards Lane Development Working Party)**

#### 1. Technical issues

There are two technical issues that have been raised regarding the proposed design both of which can be easily resolved. One is to do with the temperature of the light emitted, which they suggest should be reduced. The other is to do with environmental aspects.

Both are simple to resolve as lighting temperature adjustment is a feature of the proposed solar lamppost. The environmental aspect they can address as they have the details available to send to CWaC.

#### 2. Adoption by CWaC

The Working Party were initially told that CWaC only adopts their standard powered lighting solutions, not solar lighting.

After speaking direct to the officer at CWaC, it transpires that CWaC will consider adopting solar lighting, but the initial rejection was made because we do not have an arrangement between the WPC and CWaC for the maintenance. So, it looks like we need to establish what this will entail and how much it is likely to cost for CWaC to adopt the new lighting scheme. Further enquiries will be made and then the findings reported back to full Council.

## **APPENDIX O**

### **Jason Eden's quotes 4 April 2026:**

**To supply metal disks and engrave with different numbers and fit to the items**

**Would be £350**

**And to scrap all moss and weeds of the basketball court and around the outside of it would be £100**

## **APPENDIX P**

## RESERVED AND UNRESERVED FUNDS

The following allocation of funds as at 31/3/2026 is for discussion and approval as at 21/4/2026:

Balance of funds brought forward from 2024/25:	£98,105.78
Balance of funds brought forward from 2025/26:	£101,571.52
Less:	
1. Binding allocations:	
1. Memorial Garden Fund	£595.12
2. Children's Entertainment Fund	£472.13
3. Grants and donations for Linnards Lane:	
i. S106 moneys	£14,170.03
ii. Spacehive	£8,827.48
iii. SWAP Fund	£5,000.00
iv. Bruce Wake Fund	£2,000.00
v. Unitary Cllrs	£2,000.00
	-----
	£31,997.51
Less funds paid	(£708.00)
	-----
	£31,289.51
	-----
	(£32,356.76)
	-----
	£69,214.76
Non-binding allocations:	
i. Election Fund	£4,803.00
ii. Linnards Lane Regeneration project	£16000.00
iii. Funds for restoring wet pour	£20,000.00
	(40,803.00)
	-----
Unallocated funds carried forward	£28,411.76

IT IS RECOMMENDED BY CHALC THAT COUNCILS TRY TO HOLD A RESERVE OF AT LEAST 6 MONTHS' RUNNING COSTS AND PREFERABLY UP TO ONE YEAR.

## APPENDIX Q

# WINCHAM PARISH COUNCIL

# BANK RECONCILIATION

## BALANCES AS AT 4 JULY 2025

**PRECEPT 25/26: £37,627.32**

Current Account as at 4.7.2025	£200.00
Business Reserve Account 1 as at 4.7.2025	£118,484.75
Business Reserve Account 2 as at 4.7.2025	£12,471.19
	-----
Total Bank Funds	£131,155.94
Unpresented cheques	(£2,090.25)
<b>REVISED BALANCE AT BANK</b>	<b>£129,065.69</b>

## Reconciliation as at 4.7.2025

Balance brought forward as at 1.4.2025	£98,105.78
Income: Precept	£37,627.32
VAT refund	£1,586.56
Bank interest	£375.18
	-----
	£137,694.84

Total income: £137,694.84

Total expenditure: (£8,629.15)

-----

**£129,065.69**

# WINCHAM PARISH COUNCIL

## ACCOUNTS STATEMENT

## BANK RECONCILIATION

### BALANCES AS AT 3 October 2025

**PRECEPT 25/26: £37,627.32**

Current Account as at 3.10.2025	£200.00
Business Reserve Account 1 as at 3.10.2025	£110,847.76
Business Reserve Account 2 as at 3.10.2025	£12,504.49
	-----
Total Bank Funds	£123,552.25
Unpresented cheques	(£1,409.80)
<b>REVISED BALANCE AT BANK</b>	<b>£122,142.45</b>

### Reconciliation as at 3.10.2025

Balance brought forward as at 1.4.2025	£98,105.78
Income: Precept	£37,627.32
VAT refund	£1,586.56
Members' Budget donation	£715.00
Bank interest	£718.35

-----  
£138,753.01

Total income: £138,753.01

Total expenditure: (£16,610.56)

-----

**£122,142.45**

# WINCHAM PARISH COUNCIL

## **ACCOUNTS STATEMENT**

## **BANK RECONCILIATION**

**BALANCES AS AT 5 January 2026**

**PRECEPT 25/26: £37,627.32**

Current Account as at 5.1.2026	£200.00
Business Reserve Account 1 as at 5.1.2026	£100,227.10
Business Reserve Account 2 as at 5.1.2026	£12,535.14
	-----
Total Bank Funds	£112,962.24
Unpresented cheques	(£638.35)
<b>REVISED BALANCE AT BANK</b>	<b>£112,323.89</b>

**Reconciliation as at 5.1.2026**

Balance brought forward as at 1.4.2025	£98,105.78
Income: Precept	£37,627.32
VAT refund	£1,586.56
Members' Budget donation	£715.00
Resident's donations	£1,010.00
Bank interest	£1008.22
	-----
	£140,052.88

Total income: £140,052.88

Total expenditure: (£27,728.99)

-----

**£112,323.89**

# WINCHAM PARISH COUNCIL

## ACCOUNTS STATEMENT BANK RECONCILIATION

### BALANCES AS AT 31 March 2026

**PRECEPT 25/26: £37,627.32**

Current Account as at 31.3.2026	£200.00
Business Reserve Account 1 as at 31.3.2026	£91,292.75
Business Reserve Account 2 as at 31.3.2026	£12,563.77
	-----
Total Bank Funds	£104,056.52
Unpresented cheques	(£2,485.00)
<b>REVISED BALANCE AT BANK</b>	<b>£101,571.52</b>

### Reconciliation as at 31.3.2026

Balance brought forward as at 1.4.2025	£98,105.78
Income: Precept	£37,627.32
VAT refund	£1,586.56
Members' Budget donations	£1,715.00
Resident's donations	£1,010.00

Bank interest	£1,260.05
	-----
	£141,304.71

Total income: £141,304.71

Total expenditure: (£39,733.19)

-----

**£101,571.52**

Staff costs for 2025/26:

Salary payments	£7,503.00	
WFH payments	£312.00	
Employers' NI	£346.91	
	-----	£8,161.91

Total expenditure	£39,733.19	
Less staff costs	(£8,161.91)	
	-----	£31,571.28

Total income	£141,304.71	
Less Precept	(£37,627.32)	
	-----	£103,677.39
Less balance b/f	(£98,105.78)	

-----

Other income this year		£5,571.61
------------------------	--	-----------

## APPENDIX R

**PRECEPT £37,627.32**

	2022/23	2023/24	2024/25	2025/26 July	
<b>(Under)/Over</b>	<b>Budget for 2025/26</b>				
	final	final	final	current	
	spend	spend	spend	spend to date	
PCSO/room hire	300.00	330.00	330.00	.00	<b>(330.00)</b>
	330.00				
Training	75.00	0.00	210.00	245.00	
<b>(505.00)</b>	750.00				
<b>(£750 recommended)</b>					
S137 donations	1300.00	1000.00	750.00	700.00	
<b>(500.00)</b>	1200.00				
Park expenses	10572.50	21399.15	9842.42	2441.96	
<b>(12558.04)</b>	15000.00				
Clerk's salary	5744.55	5968.10	6589.80	2074.20	
<b>(4525.80)</b>	6600.00				
Clerk home working	312.00	312.00	312.00	78.00	
<b>(234.00)</b>	312.00				
General expenses	3856.16	4592.74	7109.11	1532.04	<b>(5817.96)</b>
	7350.00				
Election fund		0.00	197.00	0.00	0.00
0.00	0.00				
Communications	2748.80	2651.50	2677.50	569.00	<b>(2581.00)</b>
	3150.00				
Improvement fund	3952.91	0.00	1842.50	0.00	<b>(1000.00)</b>
	1000.00				
Contingency		0.00	0.00	0.00	0.00
0.00	0.00				
Village events	119.94	1345.13	937.19	405.05	
<b>(1169.95)</b>	1575.00				
Chairman's allowance	10.50	30.00	93.46	39.50	
<b>(160.50)</b>	200.00				
VAT paid	1786.50	2559.18	1951.85	544.40	
Employer's NI					
	160.32				
IT provision for website					
	100.00				

<b>Subtotal</b>	<b>30778.88</b>	<b>40384.80</b>	<b>34612.00</b>	<b>8629.15</b>
<b>(29382.25)</b>	<b>37627.32</b>			

**B.**

**INTERIM BUDGET ANALYSIS AS AT 3 OCTOBER 2025**

**PRECEPT £37,627.32**

		<b>2024/25</b>	<b>2025/26</b>	<b>2025/26</b>
<b>(Under)/Over</b>	<b>Budget for 2025/26</b>	<b>final</b>	<b>July</b>	<b>October</b>
		<b>spend</b>	<b>spend</b>	<b>spend</b>
<b>PCSO/room hire</b>		<b>330.00</b>	<b>.00</b>	<b>0.00</b>
<b>(330.00)</b>	<b>330.00</b>			
<b>Training</b>		<b>210.00</b>	<b>245.00</b>	<b>360.00</b>
<b>(390.00)</b>	<b>750.00</b>			
<b>(£750 recommended)</b>				
<b>S137 donations</b>		<b>750.00</b>	<b>700.00</b>	<b>700.00</b>
<b>(500.00)</b>	<b>1200.00</b>			
<b>Park expenses</b>		<b>9842.42</b>	<b>2441.96</b>	<b>4727.05</b>
<b>(10272.95)</b>	<b>15000.00</b>			
<b>Clerk's salary</b>		<b>6589.80</b>	<b>2074.20</b>	<b>3883.80</b>
<b>(2716.20)</b>	<b>6600.00</b>			
<b>Clerk home working</b>		<b>312.00</b>	<b>78.00</b>	<b>156.00</b>
<b>(156.00)</b>	<b>312.00</b>			
<b>General expenses</b>		<b>7109.11</b>	<b>1610.04</b>	<b>3649.71</b>
<b>(3700.29)</b>	<b>7350.00</b>			
<b>Election fund</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>0.00</b>	<b>0.00</b>			
<b>Communications</b>		<b>2677.50</b>	<b>569.00</b>	<b>1406.50</b>
<b>(1743.50)</b>	<b>3150.00</b>			
<b>Improvement fund</b>		<b>1842.50</b>	<b>0.00</b>	<b>0.00</b>
<b>(1000.00)</b>	<b>1000.00</b>			
<b>Contingency</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>0.00</b>	<b>0.00</b>			

Village events		937.19	405.05	405.05
(1169.95)	1575.00			
Chairman's allowance		93.46	39.50	59.88
(140.12)	200.00			
VAT paid		1951.85	544.40	1110.86
Employer's NI			0.00	151.40
	(8.92)	160.32		
IT provision for website			0.00	
(100.00)	100.00			
<b>Subtotal</b>		<b>34612.00</b>	<b>8707.15</b>	<b>16917.65</b>
(22227.93)	<b>37627.32</b>			

INTERIM BUDGET ANALYSIS AS AT 5 JANUARY 2026

PRECEPT £37,627.32

(Under)/Over Budget for 2025/26

	2024/25	2025/26	2025/26	2025/26
--	---------	---------	---------	---------

		final	July	October	January
		spend	spend	spend	spend
PCSO/room hire		330.00	.00	0.00	0.00
	(330.00)	330.00			
Training		210.00		245.00	360.00
360.00	(390.00)	750.00			
(£750 recommended)					
S137 donations		750.00		700.00	700.00
1270.00	70.00	1200.00			
Park expenses		9842.42	2441.96	4727.05	7171.05
	(7828.95)	15000.00			
Clerk's salary			6589.80	2074.20	3883.80
5090.20	(1509.80)	6600.00			
Clerk home working			312.00	78.00	156.00
234.00	(156.00)	312.00			
General expenses		7109.11	1610.04	3957.11	7502.75
	(78.00)	7350.00			
Election fund			0.00	0.00	0.00
0.00	0.00	0.00			
Communications		2677.50	569.00	1406.50	
1895.50	(1254.50)	3150.00			
Improvement fund		1842.50	0.00	0.00	602.67
	(397.33)	1000.00			
Contingency			0.00	0.00	0.00
0.00	0.00	0.00			
Village events		937.19		405.05	405.05
	(534.22)	1575.00			1040.78
Chairman's allowance			93.46	39.50	59.88
85.86	(114.14)	200.00			
VAT paid		1951.85	544.40	1110.86	
1687.13					
Employer's NI			0.00		151.40
198.74	38.42	160.32			
IT provision for website			0.00	0.00	0.00
	(100.00)	100.00			
<b>Subtotal</b>		<b>34612.00</b>	<b>8707.15</b>	<b>16917.65</b>	
<b>26301.42</b>	<b>(12584.52)</b>	<b>36727.32</b>			

**BUDGET ANALYSIS AS AT 31 MARCH 2026**

**PRECEPT £37,627.32**

	2024/25 final spend	2025/26 July spend	2025/26 October spend	2025/26 January spend	2025/26 31/3/26
<b>(Under)/Over Budget 2025/26</b>					
PCSO/room hire	330.00	0.00	0.00	0.00	330.00
	0.00	330.00			
Training	210.00	245.00	360.00		360.00
525.00		(225.00)	750.00		

**(£750 recommended)**

S137 donations	750.00	700.00	700.00	1270.00	
1270.00	70.00	1200.00			
Park expenses	9842.42	2441.96	4727.05	7171.05	11650.38
	(3349.62)	15000.00			
Clerk's salary	6589.80	2074.20	3883.80	5090.20	7503.00
903.00	6600.00				
Clerk home working	312.00		78.00	156.00	234.00
312.00	0.00	312.00			
General expenses	7109.11	1610.04	3957.11	7502.75	7829.86
	479.86	7350.00			
Election fund	0.00	0.00	0.00	0.00	0.00
	0.00	0.00			
Communications	2677.50	569.00	1406.50	1895.50	2464.20
	(685.80)	3150.00			
Improvement fund	1842.50	0.00	0.00	602.67	1309.10
	309.10	1000.00			
Contingency	0.00	0.00	0.00	0.00	0.00
	0.00	0.00			
Village events	937.19	405.05	405.05	1040.78	1131.55
	(443.45)	1575.00			
Chairman's allowance	93.46	39.50	59.88		85.86
85.86	(114.14)	200.00			
VAT paid	1951.85	544.40	1110.86	1687.13	2619.72
Employer's NI		0.00	151.40	198.74	346.91
	186.59	160.32			
<b>Subtotal</b>	<b>34612.00</b>	<b>8707.15</b>	<b>16917.65</b>	<b>26301.42</b>	<b>37377.58</b>
	<b>(2969.46)</b>	<b>37627.32</b>			

Surplus/Deficit £2969.46 surplus for 2025/26

## Annual Governance and Accountability Return 2025/26 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:  
 • where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed

£15 million; or

- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2025/26

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
  - **Sections 1 and 2 must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2026**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2026** Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2026
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2025/26

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Return **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities **must** publish the following information on the authority website/webpage:

Before 1 July 2026 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2025/26** approved and signed, page 4
- **Section 2 - Accounting Statements 2025/26** approved and signed, page 5

Not later than 30 September 2026 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested

parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

Annual Governance and Accountability Return 2025/26 Form 3  
Local Councils, Internal Drainage Boards and other Smaller Authorities\*

Page 1 of 6

# Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2025/26

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments **must** be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2026
- The Annual Governance Statement (Section 1) **must** be approved before the Accounting Statements (Section 2) and evidenced by the agenda or minute references, even where approved on the same day.
- The Responsible Financial Officer (RFO) **must** certify the accounts (Section 2) before they are presented to the authority for approval. The authority **must** in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period which **must** be a single period of 30 working days for inspection ( this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor **must** be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- Additional costs may be incurred if additional audit work is required.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2025) equals the balance brought forward in the current year (Box 1 of 2026).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2026**

Completion checklist – ‘No’ answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1			
Section 2			
	Sections 1 and 2		

For any statement to which the response is 'no', has an explanation been published?

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e Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?

Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?

Has an explanation of significant variations been published where required? Has the bank reconciliation as at **31 March 2026** been reconciled to Box 8? Has an explanation of any difference between Box 7 and Box 8 been provided?

Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? **NB:** do not send trust accounting statements unless requested.

***\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices,***  
can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2025/26

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

**During** the financial year ended 31 March 2026, this authority’s internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority’s needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
<b>A.</b> Appropriate accounting records have been properly kept throughout the financial year.			
<b>B.</b> This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
<b>C.</b> This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
<b>D.</b> The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
<b>E.</b> Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
<b>F.</b> Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.			
<del><b>G.</b> Salaries to employees and allowances to members were paid in accordance with this authority’s approvals, and PAYE and NI requirements were properly applied.</del>			
<b>H.</b> Asset and investments registers were complete and accurate and properly maintained.			
<b>I.</b> Periodic bank account reconciliations were properly carried out during the year.			
<b>J.</b> Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
<b>K.</b> If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2024/25 AGAR tick “not covered”)</i>			
<b>L.</b> The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			
<b>M.</b> In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).</i>			

**N.** The authority has complied with the publication requirements for 2024/25 AGAR *(see AGAR Page 1 Guidance Notes).*

**O.** The authority has complied with laws, regulations & proper practices relating to digital and data compliance.

<b>P. (For local councils only)</b>	Yes		
Trust funds (including charitable) – The council met its responsibilities as a trustee.			

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).  
Date(s) internal audit undertaken Name of person who carried out the internal audit

DD/MM/YYYY

DD/MM/YYYY

DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who  
carried out the internal audit

Date

**\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

**\*\*Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report **must** explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
			<i>responded to matters brought to its attention by internal and external audit.</i>
			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. <b>(For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.</b>			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.			<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

Signed by the Chair and Clerk of the meeting where approval was given:

and recorded as minute reference:

Chair

SIGNATURE REQUIRED

MINUTE REFERENCE

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2025/26 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value <b>must</b> agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
5. (-) Loan interest/capital repayments			

6. (-) All other payments

*Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).*

7. (=) Balances carried forward

*Total balances and reserves at the end of the year. **must** equal (1+2+3) - (4+5+6).*

8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?			<i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i>

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners’ Guide to Proper Practices and present fairly the financial position of this authority

**Signed by Responsible Financial Officer before being presented to the authority for approval.**

SIGNATURE REQUIRED

Date DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

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

In respect of ENTER NAME OF AUTHORITY

## 1 Respective responsibilities of the auditor and the authority

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

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website –

<https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

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

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

## 2 External auditor’s limited assurance opinion 2025/26

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

## 3 External auditor certificate 2025/26

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Annual Governance and Accountability Return 2025/26 Form 3  
of 6 Local Councils, Internal Drainage Boards and other Smaller Authorities\*

Page 6

Report 1

**Report to Full Council on Training attended by Councillors Ian Parr, Ros Casson and Terry Fearn and by the clerk on behalf of Wincham Parish Council**

**Training attended: Freedom of Information**

**Date: 30 March 2026**

**RECOMMENDATIONS AND POINTS TO NOTE REFERRED TO FULL COUNCIL FOR CONSIDERATION**

1. All Councillors (and clerk) must always remember that anything that is put in any written communication (email, WhatsApp or whatever) should be regarded as in the public domain already and should not contain anything that you would not want to say out loud in Court.
2. Create a Definition Document for the Publication Scheme.
3. Review the draft of the Persistent and Vexatious Communication Policy to remove any contention it applies to FOI or SAR.
4. Estimate all the time spent on all the FOIs this financial year, for budgeting purposes.
5. Consider if any of the answers to FOIs are of general interest to go on the website.

6. Centralised document management needs consideration by the IT Working Party, including whether the clerk should have a Microsoft 365 subscription or if there is alternative approach.
7. Consider redaction software as an option as and when it becomes relevant or consider whether tippex would be sufficient.
8. Any Communication Policy needs to be carefully drafted to avoid contravening rights under FoI and GDPR.
9. Do not have a written procedure for a Council Internal Review of a FOI request, but do hold an Internal Review if questioned and hold it promptly. Actively tell the requestor that an Internal Review has been done and what the decision was. If it upheld the original decision, the requestor can either drop it or go to the ICO at that point. Either way, you avoid a long debate.

Naomi Morris

## Report 2

### Wincham Parish Council Grounds Maintenance Working Party Meeting 7 April 2026

#### Actions and recommendations to the Parish Council

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

*CS Chapel Street Play Area*

*LL Linnards Lane Playing Field*

*NTC Northwich Town Council*

*PROW Public Right of Way*

*WW Wincham Word*

*MF Mersey Forest*

	Issue		First raised	Action	For next PC agenda	Contractor	Action by	Notes after the meeting
8	<b>Hedges/Fences</b>	LL						
	New hedge by building site	LL	Sept 23	Review need for further weeding as and when	-	-	-	
			Mar 26	250 snowdrops purchased for £46.89, awaiting delivery.		-	Naomi	
17	<b>Park rules/Signs/ Notice boards</b>				-			

	Park rules			Circulate re-draft in GMWP, then to PC for approval.  5 signs needed? Material and size to be decided.	-		Debs c/f	
	Do not climb	LL		Naomi will give to Debs at April PC meeting. Naomi, do we have a quote for installation of same? Jason has fittings, I believe.			Naomi	
	Notice board	LL		Awaiting delivery to Jason, date as yet unknown, reminded by Naomi.		Jason Eden	Naomi	
18	<b>MUGA</b>							
	MUGA lines	LL	Pre Jun 23	Repainting of lines by Leisure Services; see quotation below £1200+VAT approved by PC	-	Leisure Surfaces	Naomi	
				Request PC approval of Jason's quote £100 to brush away moss on the MUGA prior to lines being painted.	YES		Naomi	
47	<b>Equipment maintenance</b>							
	Cleaning of equipment	LL CS	June 2023	PC accepted Jason Bird's quote below for cleaning of play equipment. Jason has been advised	-	Jason	Naomi	
	Tagging of equipment	LL CS	Mar 26	Jason has quoted £350 to tag each piece of play equipment, all benches, rubbish/dog bins and any other 'furniture' with a number (similar to tree ID discs). Please ask NTC for comparative quote.			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	NTC	
	Bird deterrents over swings		June 2025	<p>PC has approved purchase of:</p> <p>1 x Early Grow Plastic Fence Guard 5m B&amp;Q £8.95</p> <p>1 x Unibond No More Nails B&amp;Q £6</p> <p>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.</p> <p>Debs will buy materials</p>	-		Debs c/f	
	Field maintenance including mowing	LL CS		Grass cut today.				
48	<b>Wet pour</b>							
	Edges of Wet pour	CS	May 2025	Review as time goes on – grass is filling gaps	-		-	
49	<b>Trees</b>			<p>PC was concerned that having the survey too early in the year would miss damage from the autumn storms, but resolved to try a new schedule for 2026 and then review it.</p>			Naomi	
				<p>Request survey completed July/August. Report and quote for work to be received by end August ie prior to early September WP meeting .</p>				
	Memorial trees requested by residents	LL	Summer 24	Dianne's family would like to place the tree plaque. Awaiting replacement plastic	-		Naomi	

				plaque to screw on to wooden stake.				
	Linda's tree	LL	Mar 25	Reinstall memorial plaque and repair frame (Rowans by Ashgate) Hardwood stake needs shortening; Debbie Kelly can do it in May. Brenda has plaque.			Ian/Brenda	
	Leaning fruit tree Mem Gdn	LL	Jun 2025	Hoping to replant/straighten with assistance – will wait till next autumn/winter.	-		Brenda	
	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	
	Memorial tree by Memorial Gdn			-				
<b>51</b>	<b>Chicanes</b>	LL						
				NTC quotation 3340 to renovate LL chicane and install Ashgate chicane – awaiting separate quotation for the two tasks. Further request for a quote on 10 March. No response. Naomi will ask again.		NTC	Naomi	
<b>53</b>	<b>Safety reports</b>							
		LL		'Bushes – swing missing chains' in NTC safety report. NTC have been asked to install either a new bush or a new shackle as appropriate. Asked on 10 March. Naomi will ask NTC again.	-	NTC	Naomi	
<b>56</b>	<b>Benches</b>							



	<i>On hold – to be revisited</i>							
8	<i>Hedge behind bungalows</i>	<i>LL</i>		<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		<i>CS</i>	<i>Oct 24</i>	<i>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.</i>	-	<i>Zak McCrombie</i>	-	
	Items for next meeting			Consider removing wooden surround on WPC Memorial Tree and installing an ornamental metal protective surround.				
	Dates of next meetings			Mon 4 May 4 (Bank Holiday) Mon 8 June				

## 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.

### Jason Eden's quotes 4 April 2026:

To supply metal disks and engrave with different numbers and fit to the items

Would be £350

And to scrap all moss and weeds of the basketball court and around the outside of it would be £100

Dear Naomi

Thankyou for the pictures.

Price to spray lines on as per your pictures would be £1,200.00 + vat

If the area was power washed beforehand this would cost £ 620.00 + vat ( would need adequate water supply and somewhere to dispose of surplus moss etc )

Give me a call if you require any further information or help

## JET WASHING PLAY EQUIPMENT.

1. Including all the equipment:



Quote no: 2174.

14<sup>th</sup> 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:



31<sup>st</sup> 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

<b>Total Cost</b>	<b>£724.50</b>
-------------------	----------------

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

**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](mailto:jasonmeden@hotmail.co.uk)>

**Sent:** 30 October 2025 16:00

**To:** [clerk@wincham-pc.gov.uk](mailto: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

10<sup>th</sup> 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



*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

4<sup>th</sup> November 2025

Dear Naomi

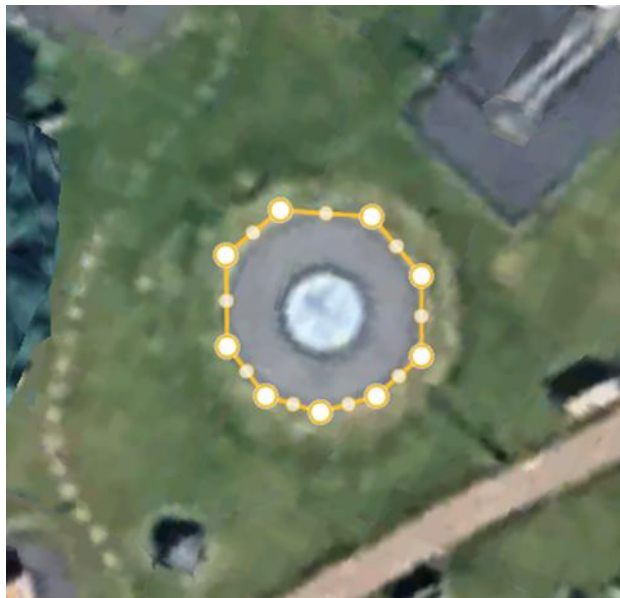
Many thanks for your enquiry, taking the time to discuss your requirements and for inviting Northwich Town Council to provide you with a quotation to carry out works on behalf of Wincham Parish Council

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?srsId=AfmBOorh0w4Zd91medNHZkrvcPDoAgG\\_3Qyggxck1gzj7rcTPUtYT-Nj](https://www.pentagonplay.co.uk/products/surfacing-and-landscaping/saferturf?srsId=AfmBOorh0w4Zd91medNHZkrvcPDoAgG_3Qyggxck1gzj7rcTPUtYT-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 3

### **Events Working Party**

Members of the WP - Debs May, Susie Schmidt, Sam Bethell, Karen Purdie and Barbara Duncalf

No meeting has taken place since the last full WPC meeting

### **Points to note though.**

- Unsung Heroes is going ahead on Sat 13 June 2026. The invitee list has been sent out to everyone. Please see if you want to add or remove any people from the list.
  - Young sung hero
    - offer this year to the School Council
    -
- The Front Garden Competition will be promoted in the next edition of the Wincham Word.
  - agreed to hold this in July 2026 - Sat 18th to Sunday 26th July 2026
  - Entry forms must be submitted by closing date of 11th July
  -
- The Events team are still looking into suitable defib and first aid training.
- 
- Point just to mention, Barbara has had to go into hospital for a serious operation. Hopefully will be back home when everyone reads this. We wish her well and cant wait to have her back to full strength.

### **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**

## Report 4

### **New Councillor WP meeting - Wednesday, 8 April 2026**

#### **Invitees**

Val and Terry - as our newest councillors - though not so new now!

Ros and Susie - as their mentors - a useful perspective on how well this support role has been working

Debs, Naomi and Will - as members of the original team who wrote the policy.

- Apologies - Susie and Will
- Attendees - Naomi, Ros, Debs, Val and Terry

#### **Agenda**

- General overview
  - A Parish Councillor is an elected volunteer who represents the local community, acts on resident concerns, and helps make decisions to improve local life. They set the strategic direction and budget for the parish, manage local facilities like parks and village halls, and influence planning and development at a local level

- Consideration and thoughts re current documentation
- Thoughts from Terry and Val as our newest councillors
- Suggestions been raised
  - WPC meetings too long
  - List of terms and explanations for all new councillors
  - Full plan of how the mentor should support the new councillor
  - How to welcome new councillors
    - Advertising
    - Support
    - Training
  - Other suggestions/ ideas
- Next steps and the way forward

We had a really useful meeting with all members of the working Party suggesting items that do work, dont work and need updating.

Debs will put together some of the suggestions/amendments and will produce an updated New Councillor Induction policy and forms for the full council to consider.

Report 5

### **Memorial Gardens Working Party**

No meeting was held during March but there were activities

The team regularly communicate via what's app group and also whilst working on the garden.

Debs, Brenda and Tony are planning to meet up to discuss potential grant funding for the new ground area of the Memorial Garden.

The WPC approved for snowdrops to be planted under the Memorial hedge and Brenda is actioning this.

Members of the WP are - Carol Parker, Pam and Andy French, Brenda Yates, Susie Schmidt, Pat and Tony Psaila, Bill Pilling, Annette Carthy and Debs May



## Report 6

### Report for Village Communication Report to Full Council April 2026

**1 - Wincham Word - Edition 2 - this covers May, June, July.**

**The WW team are putting together this edition now. It will be out at the beginning of May.**

**2 - Wincham Facebook**

**1674 followers**

**Age profile**

**35-44 26.3%**

**45-54 23.8%**

**55-64 19.4%**

**Other 30.5%**

**69% women and 31% men**

**41,942 views in last 28 days - 16 Mar to 12 April**

**- comments, concerns and articles - between 10 March and 12 April 2026**

- **Parking issues and advice 2.5k hits!**
- **Whats on in Northwich**
- **Missing pet**
- **CWAC Befriending service**
- **Road Closures**
- **Waste recycling**
- **Budworth Sailing club**
- **Lost and Found**
- **Great Budworth Ice cream farm**
- **Bin collection**
- **Easter collection times**
- **PCSO leaving**
- **The Little Cake Shop**
- **Witton Albion Social Club**
- **Part time jobs**
- **Antrobus Sunday Makers Market**
- **Pickmere and Wincham Methodist Church**
- **Potholes**
- **Clocks going forward**
- **Dial a bus**
- **Marston Parish Council**
- **Funeral of Clive Steggel**
- **Funeral of Alison Barton**
- **Witton Albion Band**

**3 - Other issues raised**

- Parking on pavements
- Parking on junctions
- Speeding
- Missing pet
- Road closures
- Sink holes and pot holes
- Spar parking concerns
- Closure of Earles lane
- Litter issues
- Dog fouling
- Policing

3. Wincham Website – over the last 30 days, 208 people have accessed the website and looked at, in total, 423 pages: 66.9 % of visitors used a desktop; 32.2 % accessed the site via a mobile telephone; 0.9 % used a tablet and 0% used another kind of device (such as a kindle or fire stick).

## Report 7

April 2026

### Report to Full Council on a meeting with United Utilities, Network Plus and Cheshire Agricultural Society

Date: 30 March 2026

Present: Cllrs Ros Casson and Debs May, Ralph Carter and the clerk

Emma Birch (Area Engagement Lead) and Ben Read (Network Delivery) from United Utilities

Carol Moore (Planning Manager) and Kevin Flynn (Framework Manager) from Network Plus

Dave Leach (Vice Chair) and Chris Thyer (Commercial Director) from Cheshire Agricultural Society

Meeting held at the offices of the Royal Cheshire Agricultural Show

1. No road closures are currently planned during the works.
2. Network Plus will be carrying out the works on behalf of United Utilities.
3. Works will commence on 27 July 2026. The plan is for Stage 1 to cover from Linnards Lane near the Spar to the far end of John Fryer Avenue (three weeks). The work here will be to slip new piping into the existing pipe and so it will be less work than is necessary elsewhere. Trenches will not be necessary. Having a

smaller diameter pipe will still be effective because it will not be the only source of water to the residents: another pipeline will come down Green Lane.

4. The planning schedule is on the basis of 10 days' work, with extra days to cover contingencies. It was noted that the route of the pipe leaves the road and runs along the front of the Weavervale bungalows: United Utilities will make contact with Weavervale Housing Association to explain the situation.
5. Works in the village will include digging up and temporarily blocking driveways, but specific advance warnings will be given and disruption will be kept to a minimum. A prior inspection will always be made to check on the driveways because there will be like-for-like reinstatement, but the usual colour for tarmac will be black. There is no expectation that contractors will have to work on private driveways, but there may be occasional exceptions.
6. From 3 August onwards, the works will move and will then be open-cut, which is more work and takes longer.
7. The second stage (scheduled to start on 3 August) will be the section from Rayner's Corner to the Pickmere boundary, with steady progress down the street, starting at the Pickmere boundary and working towards Rayner's Corner in successive steps. There will be trenches, but it is not yet known whether the existing pipe runs down the pavement or in the road. This will not be known until digging commences. Part of this route will be across the grassed area in front of the small square off Pickmere Lane. Checks will be made by United Utilities or Network Plus as to who owns this land.
8. Water will be cut off for residents during the works. Residents will be warned that water provision may be disrupted for up to three hours at a time within a five-hour window, but the actual time water is unavailable will not be for as long as three hours. Some properties may be cut off more than once.
9. Parish Councillors mentioned the hairdresser on Pickmere Lane, whose business depends on having running water. A Customer Liaison Officer will speak to the Manager and will do all possible to assist.
10. The local Spar is dependent upon large lorries delivering stock. It is also a Post Office. The Liaison Officer will also speak with the Spar Manager.
11. Residents who are dependent upon water for specific medical conditions are advised to contact United Utilities to be put on the Priority Service list. They will then receive separate communications and increased assistance. If in doubt whether they qualify, residents are advised to contact United Utilities anyway.
12. There will be disruption caused by the works. If it rains, there will be a lot of mud. Although no road closures are planned, there will be traffic delays across several months.
13. The excess earth will be taken away.
14. 17 August to 4 September is pencilled in for the stretch of Church Street from Rayner's Corner to the "Birds Estate".
15. There is a Scouts' Jamboree at the Cheshire Showground 7-15 August. Arrivals will all be on the Thursday or Friday. Once in, participants will stay until they all leave on the Sunday. They will be told to go down the A556 and United Utilities will issue a press relief to support this. The Scouts will be impacted by single line working on Pickmere Lane, but effect is minimised as they will mostly only travel each way once.
16. There is a big event at the Showground on 21,22 and 23 August, where attendees will be coming and going across all the days and evenings, but it is not anticipated that the works will impact the attendees since the works by then should be south of the Black Greyhound junction.

17. 10,11 and 12 September is Truck Fest at the Showground, with large and small vehicles travelling.
18. Cheshire West and Chester Council may change the order of the weeks' work, but the provisional dates are:
  - 31 August – 14 September: one side of Chapel Street below the Black Greyhound
  - 14 - 30 September: opposite side of the road below the Black Greyhound
  - 21 September – 9 October: bottom end of Chapel Street
  - 28 September – 16 October: Pheasant Drive and Shores Green Drive. The two small sections of piping that Ralph Carter had noticed were missing from the original United Utilities' plans now appear.
19. Wincham Community Primary School starts its Autumn Term on 2 September 2026, but the Headmaster has been informed about the works and will tell the parents.
20. A summer school is held at the school. The Liaison Officer will investigate.
21. The Liaison Officer will also contact the Community Centre.
22. Wincham Parish Council has a redundant noticeboard beside the pedestrian entrance to the primary school and will use this for up-to-date information about the works. Network Plus will email the information and maps to the Parish Council.
23. Network Plus also intend to use drop cards posted through letterboxes to keep residents informed of progress and any disruption.
24. Using a stand at the Cheshire Show to display information generally about the works was discussed as a possibility.
25. The Parish Council will send out the Wincham Word newsletter in April and will include preliminary information, stressing this is a substantial investment by United Utilities for the future of Wincham village. The Parish Council will advise that there will be a delay in the works being done if residents park inconsiderately.
26. Network Plus have been told to provide residents with a Gold Standard communications package with letterbox letters distributed across the whole area. The project will be handled by a Customer Liaison Officer throughout, using text messages, email, door-knocking and drop-carding to keep residents up-to-date. All communications will be under the United Utilities name and logo and will include the Project Number and a telephone number for residents to check communications are genuine. The Parish Council offered to post a copy of letters on its noticeboard.
27. Update letters will be sent to residents advising of any delays in the schedule. Until the work starts, it is uncertain how long each leg will take.
28. A new feed is being installed for a large industrial user near Chapel Street. This should reduce demand on the domestic supply. It is hoped this feed will be in place by the end of the summer.
29. United Utilities stressed that this investment is to improve the water pressure within homes in Wincham and it is done with good will, but there are no guarantees, either about how long the works will take to complete or what water pressures will result. The new design provides alternative routes to transport water into and around the village. This evens out supply and reduces the chance of a single incident affecting large parts of the village at once, as has happened previously.
30. It was agreed to hold a Communications-planning meeting between the Parish Councillors and United Utilities. United Utilities will be in touch with possible dates.
31. All parties thanked the Cheshire Agricultural Society for their hospitality.

Report 8

## Report to Full Council on Training attended by the clerk on behalf of Wincham Parish Council

**Training attended: s106 agreements and CIL payments**

**Date: 26 March 2026**

### RECOMMENDATIONS AND POINTS TO NOTE REFERRED TO FULL COUNCIL FOR CONSIDERATION

10. S106 Town and Country Planning Act 1990 payments are handled within CWaC by Daniel Lockwood, Principal Planning Obligations Monitoring Officer.

11. Parishes can contact:

[Section106@cheshirewestandchester.gov.uk](mailto:Section106@cheshirewestandchester.gov.uk)

[cil@cheshirewestandchester.gov.uk](mailto:cil@cheshirewestandchester.gov.uk)

12. S106 payments must be used for infrastructure as defined in the Local Plan (Strat II):

- Green spaces
- Public transport
- Highways improvements
- GP surgeries
- Education
- Biodiversity net gain
- Affordable housing

13. “Mary” in the planning team will contact a parish council if they have green spaces in the parish that CWaC believe might be improved through s106 moneys.

14. Most s106 moneys made to parish councils are in respect of green spaces.

15. S106 agreements have trigger points when the payments become due.

16. For a parish council to access s106 moneys, the parish council must produce three quotations and be prepared to sign a contract before the funds are transferred. CWaC decide if the intended use of the moneys is appropriate and the money will be clawed back if a parish council does not spend it on exactly what has been agreed. For example, a local parish council

spent s106 money on one park, rather than another and the money was demanded back. It is an inflexible contract between CWaC and the parish council.

17. The CWaC officer suggested that parish councils submit their outline proposals for spending s106 money in their planning application response.

18. The accounting difference between s106 moneys and CIL moneys is that s106 is calculated per house, CIL is by metre square area.

19. CIL = Community Infrastructure Levy under the Community Infrastructure Levy Regulations 2010 (as amended). It is intended to support strategic infrastructure across the borough. CWaC adopted the Regulations in September 2017.

20. CIL relates to new houses and the formula is:

$$\text{CIL liability} = \text{rate} \times \text{area} \times \text{indexation}$$

21. Self-builds are excluded and affordable dwellings receive a reduction, but CWaC monitors a development for seven years to check the reductions still apply..

22. Parish councils receive 15%, or 25% if they have a Neighbourhood Plan.

23. CIL liability is triggered by the start of work on a development, but the payments are staggered.

24. Parish councils receive their entitlement in April and October.

25. Parish councils can spend their entitlement on the provision, improvement, replacement or maintenance of infrastructure or anything else that is concerned with addressing the demands that the development places on the area.

26. It is up to the parish councils to decide what is appropriate spending; it is not a decision for CWaC.

27. Parish councils must feed back an annual parish report saying how they have spent their CIL money. This report must be submitted by 30 June.

28. Parish councils have up to five years to spend CIL money or else it can be clawed back.

Naomi Morris

## **Report 9**

### **Working Party Reports to Full Council**

#### **RSWP progress report April 2026**

1. There was one final deployment of the SID outside the school gates with the screen switched off for data gathering purposes.
2. Ian circulated a spreadsheet summary which included each approved location to all council members.
3. The summary spreadsheet was shared with Cheshire Police (PC Vinton & PCSO Simon Donnelly) and Cheshire Police Traffic Management.
4. A meeting was held with PC Vinton & PCSO Donnelly to review the results and assess potential speed monitoring activities in support of the SID deployment.
5. Cheshire Police Traffic Management Division acknowledged receipt of the data and volunteered to attend a follow up meeting with WPC/RSWP. This meeting to be arranged.
6. Further SID deployments to be instigated and more data to be gathered to ensure consistency with the initial results.
7. Dodleston Parish Council are evaluating the benefits of purchasing a SID and my name and contact details have been supplied to them by Cheshire Police. Basic information has been provided but there may be a request for a follow up video call.

Terry Fearn

## Report 10



### Barnton and Marbury Ward Parish Council Notes

01/04/25 – 20/04/26

PCSO Donnelly Report 24032

#### Anti-Social Behaviour

- Reports of youths having a BBQ on the Wincham side of Pickmere Lake- Patrols attended the location but couldn't find the youths in question a call was given to the reporting person to provide reassurance.
- Reports of youths causing issues at Barnton Library and refusing to leave patrols have been stepped up in the area to provide reassurance to library goers.
- Reports of 2 groups of youths having a disagreement in Barnton response patrols attended and the situation has calmed down both groups have been given words of advice and separated.

### **Burglary**

- A report of a Burglary from a farm in the Barnton area – Response officers attended and enquires are ongoing at this time.
- A Report of a Burglary in a residential dwelling in Wincham – Response officers attended and a suspect has been arrested by officers,
- Report of a burglary in a business address in Barnton a suspect has been arrested and enquires are ongoing.
- Reports of a Burglary at a business address in Wincham – Officers have attended and enquires are ongoing currently.
- A report of a burglary at a residential property in Barnton – enquires are ongoing currently.
- Reports of a Burglary of a residential address in Comberbach where a unknown number of items have been taken – enquires are ongoing at this current time.

### **Criminal Damage**

- RP reporting criminal damage to their motor vehicle where a windscreen has been broken in Marbury Park enquires are ongoing currently.
- RP reporting a group of youths outside causing damage to owners' property in the Wincham area the RP has been given reassurance over the phone for the incident.

### **Theft**

- Theft of a few items from a skip in Wincham – no lines of enquiry currently,

### **Speed enforcement in Barnton and Marbury.**

**15/04/26 Speed Enforcement in Comberatch Warrington Road 0 Offences captured,**

### **School Visits**

School Visits will take place this term after the Easter Break,

### **Police Surgery's for Barnton and Marbury**

Wincham Police surgery 2:00PM - 3:00PM, Wed 06 May 2026 Wincham Community Centre, Wincham.

Barnton Library Police Surgery 2:00PM - 3:00PM, Wed 27 May 2026 CW8 4LJ, Townfield Lane Northwich.

