

NORTHWICH TOWN COUNCIL

Town Clerk: Chris Shaw

Council Offices, 78 Church Road, Northwich, Cheshire, CW9 5PB - 01606 41510
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DATE: 1st October 2021

To: The Members of Northwich Town Council

Dear Councillor

You are summoned to attend the meeting of the **NORTHWICH TOWN COUNCIL** at the COUNCIL CHAMBER, 78 CHURCH ROAD, NORTHWICH, CW9 5PB held on **Monday 4th October 2021 at 6.00pm.**

Yours Sincerely

Chris Shaw

Chris Shaw
Town Clerk

AGENDA

1 Apologies for absence or absence

2 Declaration of interest

Members to declare any interest under the following categories:

- * Pecuniary interest
- * Outside bodies interest
- * Family, friend, or close associate interest

3 Open Forum

Members of the public will be allowed to speak at the Open Forum section of this meeting on the understanding that any topics raised will have been forwarded in writing to the Town Clerk at the above address prior to the date of the meeting. Public Question Time to be a maximum of 10 minutes.

4 Signing of the Minutes

4.1 Of the Town Council meeting held on Monday 6th September 2021 (minutes attached)

[Members are required to approve the minutes as a true and accurate record](#)

5 Reports of Committees

5.1 To note Planning & Environment Committee meeting held on Tuesday 21st September 2021 (minutes attached)

5.2 To note Finance & General Purposes Committee meeting held on Thursday 16th September 2021 (minutes attached)

6 Town Mayor's Communication

Town Mayors communications attached

7 Town Clerk's Report

To consider the Town Clerks Report
Report Attached

- 8 AGAR**
To receive a report from the Assistant Clerk further to the Annual Governance and Accountability Return for year ending 31 March 2021.
Report attached.
[Decision of the Council requested](#)
- 9 Old Hall Road Play Area**
To note official opening of Old Hall Road Play Area
Report attached
- 10 Northwich Skate Park**
To receive an update on the progress of a New Northwich Skate Park
Report attached
[Decision of the Council requested](#)
- 11 Resignation**
To note resignation of Cllr Mitch Rowley
Report attached
- 12 Highways**
To note proposed no left turn order onto High Street/Weaver Way from A559 Watling Street

Correspondence attached
- 13 Civic Sunday**

To note the date for the Mayors Civic Sunday on 17th October at 1.00 pm
Report attached
- 14 Co-Option**

To receive an update from Cllr A Stott
[Decision of the Council requested](#)
- 15 CW&C Councillor Updates**
To receive updates from members
- 16 Outside Bodies**
To receive an update from any member attending meetings of outside bodies
- 17 Date of next meeting**
The next meeting will be Monday 1ST November 2021 at 6.00 pm

NORTHWICH TOWN COUNCIL
MEETING OF THE TOWN COUNCIL
HELD ON MONDAY 6TH SEPTEMBER 2021

Present:

Cllr S Naylor - Town Mayor

Councillors:

Cllr. D. Bowden
Cllr. Mrs K Cernik
Cllr. Mrs J Illidge
Cllr. Mrs A. Lockett

Cllr. G. Emmett
Cllr. Ms. J. Thomas
Cllr. A Stott

Also present: Chris Shaw
Liza Clansey
Theresa Cash

Town Clerk
Assistant Town Clerk
Council Secretary/Mayor's P.A.

NTC 21/23 APOLOGIES FOR ABSENCE OR ABSENCE

Apologies for absence were received from Cllrs, S Eastwood. (Leave of absence granted) A Cooper, B. Cernik, C. Fox, A Gerrard, M. McNamee, T Melville and L. Siddall. Cllrs. K. Rimmer, G Edwards and M. Rowley did not attend

NTC 21/24 DECLARATIONS OF INTEREST

Members to declare any interest under the following categories:

- Pecuniary Interest
- Outside Bodies Interest
- Family, Friend or Close Associate interest

Cllr. S Naylor declared an interest in any matters relating to Cheshire West and Chester Council
Cllr. K. Cernik declared an interest in any matters relating to Cheshire West and Chester Council.

NTC 21/25 OPEN FORUM

There were no speakers

Date.....

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Cllr. S. Naylor
Town Mayor

NTC 21/26 SIGNING OF THE MINUTES

The minutes of Town Council Meeting held on Tuesday 5th July ,2021 be confirmed and approved as a true and accurate record.

Proposed by Cllr Stott, seconded by Cllr Thomas. Minutes to be signed by the Mayor. All in favour.

NTC 21/27 REPORTS OF COMMITTEES

- 5.1 To note Planning and Environment Committee meeting held on Tuesday 20th July, 2021. Noted by Cllr Stott
- 5.2 To note Planning and Environment Committee meeting held on Tuesday 17th August, 2021. Noted by Cllr Stott
- 5.3 To note Finance and General Purposes Committee Meeting held on Thursday 15th July 2021. Noted by Cllr. Thomas.
- 5.4 To note Finance and General Purposes Committee Meeting held on Thursday 19th August, 2021. Noted by Cllr. Thomas.

NTC 21/28 TOWN MAYOR'S COMMUNICATIONS

There were 8 events attended by the Town Mayor during July and August		
JULY		
Friday 2 nd	NTC	Sunflower promotion in town
Friday 9 th	St Nicholas High School	Virtual student business presentations
Saturday 10 th	St Luke's Hospice	Opening of R&B shop
Saturday 24 th	Mrs Olga Ellis	100 th birthday celebrations
Monday 19 th	NTC	Ceremonial Ground breaking at Old Hall Road Play Area
Wednesday 28 th	Vale Royal Crematorium	COVID Memorial launch
AUGUST		
Thursday 5 th	Your Housing Group	Waters Cross opening
Friday 20 th	Knutsford TC	Mayors Summer BBQ Deputy Mayor attended

The Mayor updated members on all events attended.

Date.....

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Cllr. S. Naylor
Town Mayor

NTC 21/29 TOWN CLERK'S REPORT

Old Hall Road Play Area

Refurbishment has taken longer than expected due to delays in equipment and shortage of staff self-isolating. Project should be completed by 17th September when site will be fully inspected. Kit installed is high quality and durable giving exceptional play value. We shall officially open the play area when all residents will be invited along with the Mayor.

Burnside Way Play Area

Refurbishment will begin end October. All existing equipment and safety surface will be removed and replaced with modern kit. The site will also be extended with additional equipment including safety carpeting which comes with an 8 year guarantee.

Town Bridge Lighting

TC has attended meeting with Canal and River Trust and submitted plans to light the bridge on a permanent basis to CW&C Planning Dept. for their comments. Hopefully this will be approved and will enable us to light the bridge for Remembrance and the Christmas period.

Weaver Way

TC still in contact with Highways regarding the 'no left turn' from Town Bridge onto Weaver Way and have asked for update and will keep members informed. Cllr Emmett enquired as to an enforcement camera, but this would be a Police matter.

Pavement Art

NTC in partnership with CW&C, pavement art installed to the entrance of Verdin Park illustrating the 'stay safe' message while using open spaces. This will remain for 3 months when it will be jetwashed away using environmentally friendly organic cleaning products.

Artisan Market

Next market will take place this weekend and will be sited back on Witton Street with a slightly reduced market. Also looking at putting hot food onto the open space in Apple Market Place including some entertainment throughout the day. NTC will have our stall shared with the Rotary Club. Members volunteering to cover the stall as follows:-

11-12 a.m. Cllrs Stott and Naylor

12- 1 p.m. Cllr Emmett

1-2 p.m. Cllrs Thomas and K Cernik

2-3 p.m. Cllr. Emmett

Town Mayor commented about the Travelling Community parking at BRIO on several occasions. It is disappointing that CW&C have not secured a suitable transit site for the Community. Town Clerk agreed to contact Ken Prior (CW&C)

Date.....

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Cllr. S. Naylor
Town Mayor

NTC 21/30 VERDIN PARK BANNER CASE

Assistant Clerk provided a report to members prior to this meeting regarding the current charges and proposal to increase the charge from £50 per week to £30 per day to businesses but free to local charities. The average charge by advertising companies for a similar size banner is from £50 per day. Recommendation is for £30 per day for hire of the banner case situated at Verdin Park.

Proposed by Cllr. Stott, seconded by Cllr. Emmett. All in favour.

Approved

NTC 21/31 SUMMER PLAY SCHEMES

Assistant Clerk provided a report prior to this meeting regarding the recent Summer Playschemes, which outlined the various activities hosted by Edsential, Grozone and Multiflex. This was run by RWT (Rudheath and Witton Together) and NTC. A very successful Playscheme, with activities free of charge and lunch being provided. Extra places when available were given, as not all children booked on the schemes attended. This was disappointing when some children had to miss out. The hosts agreed that this is a problem at other schemes they fund.

Cllr. K Cernik mentioned that several Playschemes across the Borough have proved very successful. The Mayor mentioned schemes held at Moss Farm are chargeable.

NTC 21/32 CHURCH WALK PADDLING POOL

Town Clerk provided a report prior to this meeting in respect of the Paddling Pool. The Pool was opened as agreed with a reduced capacity and an advanced online booking system. Everyone spoken to attending the pool preferred the new booking system and reduced numbers making the experience more enjoyable. Most people also said they would be happy to pay a fee for the facility as very high standard. At the end of the season TC agreed to produce a report for Amenities Committee with recommendations for next year which will be presented to Full Council for approval. Cllr Lockett commented that she had attended with her family and the pool gave immense enjoyment and she would have been happy to pay a fee. The Mayor pointed out that the expense, time and effort has been considerable.

NTC 21/33 CO-OPTIONS

Town Clerk provided a report to members prior to this meeting outlining our requirements for Co-option of Councillors. It was decided that the Co-option policy will be reviewed by a 3 member panel with guidance from ChALC. Councillors volunteering to form the panel are Cllrs. Stott, Emmett and Thomas.

Town Clerk also asked members if the Leave of Absence for Cllr. Eastwood could be extended a further 6 months. Both items proposed by Cllr. Naylor, seconded by Cllr. Stott.

Resolved

NTC 21/34 AED'S

Town Clerk provided a report outlining the current sites where defibrillators have been installed, and a further 10 proposed. There will then be a total of 20 locations in and around the town offering 24/7 access. The devices are maintained and checked by NTC every 2/4 weeks to ensure they are in working order, and ready for use in an emergency. Working in partnership with TATA, Rotary, Northwich BID, Northwich Rowing Club, BRIO and the Community Rail Partnership the additional 10 have been ordered and cabinets will be installed in the new locations. Thanks go to all partners for their contributions for these life saving devices.

Date.....

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Cllr. S. Naylor
Town Mayor

NTC 21/35 NORTHWICH EVENTS

Pina Colada Festival

Town Clerk updated members by way of report distributed prior to this meeting. This first Festival has received much positive feedback and was very successful, even getting coverage on BBC Radio 2 who want to attend next year. Great work from Adam Gerrard (Northwich BID) and local businesses in organising the day. Follow up meeting planned to discuss next year for an even bigger and better event.

Remembrance Sunday

Annual Remembrance Sunday will take place on Sunday 14th November. We plan to have a full parade and the Act of Remembrance as in previous years prior to the pandemic. Further details and arrangements will be advised in due course.

Christmas Light Switch On

Will take place on Saturday 27th November with the usual attractions throughout the day. Ice Rink will be situated at the new open space at Apple Market Place. Parade, switch on and fireworks as usual. Switch on will be performed by the Town Mayor, Chair of the BID and a surprise guest. More details to follow as arrangements are put in place.

NTC 21/36 JUNIOR PARKRUN

Cllr. Lockett gave update on the restart of Parkrun. Junior Parkrun cannot restart at present as Parkrun were not happy about the Vickersway Park route. Possibly moving this to the Town Centre and Barons Quay area. Route proposed would start and finish at Barons Quay and will take place on Sundays. Verdin Park has also been considered but posed certain problems. Cllr. Lockett asked members for any suggestions they may have, and explained the proposed route, and mentioned it would be easier to Marshall. Cllr. Stott asked about parental presence, but safety has been considered. CW&C and Barons Quay would have to give permission. Junior Parkrun usually lasts around half an hour

NTC 21/37 CW&C COUNCILLOR UPDATES

Cllr K Cernik spoke in relation to the Northwich Care Community Schemes which is a 12 week programme for families to get fit with a suggested 1 mile activity per day. A joint effort with Grozone. Also mentioned the Bus strategy, Dial a Ride and electronic payment system. Councils have little control over private bus companies. Mentioned the service to Leighton Hospital for patients and people getting to work is appalling and unreliable. Cllr. Naylor agreed the service is not up to standard we should expect and is having a meeting with the Chief Executive on a whole range of issues in relation to Northwich.

Date.....

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Cllr. S. Naylor
Town Mayor

NTC 21/38 OUTSIDE BODIES

Cllr Naylor mentioned the Lostock Waste Incinerator and variations to the plans which have not yet formally been submitted to date.

NTC 21/39 DATE OF NEXT MEETING

Date of the next Full Council Meeting will be held on **Monday 4th October, 2021 at 6.00pm..**

Meeting ended at 7.05 p.m.

Date.....

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Cllr. S. Naylor
Town Mayor

NORTHWICH TOWN COUNCIL
MINUTES OF THE PLANNING AND ENVIRONMENT COMMITTEE MEETING
HELD ON TUESDAY 21st SEPTEMBER, 2021

Members Present

D. Bowden
C. Fox
G. Emmett

Also present

Theresa Cash - Council Secretary/Mayor's P.A.

Due to the Chair and Vice Chair of the Planning and Environment Committee being absent, it was proposed by Cllr. Emmett and seconded by Cllr. Fox, that Cllr. Bowden will take the role of Chair for this meeting.

PL 21/27 APOLOGIES FOR ABSENCE, OR ABSENCE

Apologies received from Cllrs. Cooper, B. Cernik, Illidge, Melville, and Stott. Cllr. Eastwood, (leave of absence)

PL 21/28 DECLARATIONS OF INTEREST

Members to declare any interest under the following categories:

- Pecuniary Interest
- Outside Bodies Interest
- Family, Friend or Close Associate interest

Cllr. Fox declared an interest in Planning Application No. 15

PL 21/29 SIGNING OF THE MINUTES

1. The Minutes of the Planning and Environment Committee meeting held on Tuesday 17th August, 2021, were approved, as a true and accurate record. Proposed by Cllr Emmett, seconded by Cllr Bowden.

All in favour. Minutes to be signed by Cllr. Stott Chair of Committee.

PL 21/30 PLANNING APPLICATIONS

1. 21/02333/FUL
Erection of one detached dwelling
Land at Oldhams Hill Winnington Street Northwich
No objections

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Date

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Cllr. D. Bowden – Acting Chair

2. 21/02508/FUL
Erection of a coffee shop with drive thru facility, new access, parking provision, landscaping and other associated works including the demolition of buildings, change of use of existing building to Commercial, Business and Service (Class E) and/or hot food takeaway (Sui Generis) use.
1-11 Station Road Northwich CW9 5LR
No objections
3. 21/02861/OUT
Construction of a 2 storey office block 30m x 15m with associated car parking and landscaping.
Land at James Street Northwich
No objections
4. 21/03056/REM
Details of reserved matters for access, appearance, landscaping layout and scale of erection of 3 retail units, Use Class E (a), pursuant to outline planning permission 17/01965/OUT
Land at Winnington Business Park, Winnington Avenue Northwich
No objections
5. 21/03237/FUL
Alteration to front window, erection of single storey rear extension
76 Carlton Road Northwich CW9 5PG
Any decision should be subject to any comments received from neighbours. Appears to be overshadowing neighbouring property on their patio area, and could be detrimental to the amenity of that property.
6. 21/03293/FUL
Change of use of the ground floor to extend the existing retail unit.
18 Royle Street Northwich CW9 7AH
No objections
7. 21/03295/FUL
Erection of a single storey annex for ancillary use.
84 Granville Road Northwich CW9 8EY
This is the creation of a separate dwelling, and needs to meet any standards required. Does not meet the description of an annex for ancillary use to the main use of the building. This application should be resubmitted to clarify the intended use.

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Date

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Cllr. D. Bowden – Acting Chair

8. 21/01999/FUL
Change of use of the ground floor from Barbers Shop to Fast Food Takeaway and addition of a flue to the rear elevation
108 Witton Street Northwich CW9 5AB
We support the Environmental Health Officers comments as detrimental to neighbouring properties.
9. 21/03658/S73
One detached dwelling (Variation of condition 2 approved plans) on
21/01568/FUL
18 Brook Street Northwich CW9 7NH
No objections
10. 21/03615/FUL
Installation of air source heat pump set within a compound seated on the existing flat roof plant area.
Memorial Court Chester Way Northwich CW9 5QJ
No objections
11. 21/01244/FUL **Amendment/Additional Information**
Erection of 24no apartments, comprising 20no 1 bedroom and 4no 2 bedroom with car parking and associated external works (AMENDED PLANS)
Land at the junction of Walker Road and Whitby Drive Winnington CW8 4UD
We have concerns these may not meet National Space Standards and guidelines for living space in dwellings. Little outdoor amenity space for residents enjoyment. We would strongly recommend considering the views and comments submitted by residents.
12. 21/03561/P14
Installation of total 268 PV's in separate 4 flat roof areas consisting of 15No., 40 No. and 129No units.
Memorial Court, Chester Way Northwich CW9 5QJ
No objections
13. 21/03667/TPO
1 x Yew (small specimen) – fell 3 x Whitebeam – crown reduce
33 Gordale Close Northwich CW8 4XT
We wish to refer this to the Tree Officer
14. 21/03809/CAT
Lime (T1) and Sorbus tree (T3 and T6) – Fell to low stump. Sycamores (T2, T4 and T7) – Pollard to 2.5m stump. Various self-set trees and shrubs on Theatre Court side of fence (T5) – Fell to low stumps.
Theatre Court, London Road, Northwich CW9 5HB
We wish to refer this to the Tree Officer

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Date

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Cllr. D. Bowden – Acting Chair

15.21/03811/CAT

1 x Leylandii – Fell to ground level. 1 x Magnolia – Crown reduce. 1 x Ash – Crown lift and crown reduce by 30%
262 London Road Northwich CW9 8AJ

We wish to refer this to the Tree Officer

PL 21/31

DECISION NOTICES

1. 21/02647/S73

Variation of Condition 2 (Plans) of 12/01838/S73
Winnington Urban Village, Winnington Avenue Northwich

Awaiting decision

2. 21/02772/TPO

T1 Ash to rear of garden in adopted land: Request to fell if not Crown reduce
T2 T3 T4 T5 (start of alley way) Request to Crown reduce T7 Smaller poor
quality Ash: Request to fell T8 Large Mature Ash: Request to fell if not Crown
reduce T9 Large mature Ash; Request to remove long thin single stem and
reduce remainder of tree T10 Mature Sycamore close to property: Request to
fell if not Crown reduce T11 Large multi stemmed Sycamore; Request to
crown reduce and remove some lower limbs.

2A Brockhurst Way, Northwich CW9 8AP

Approved

3. 21/02956/CAT

The tree is a large mature beech tree: it was observed to be in a seriously
impaired structural condition, and as such, has been recommended to be
felled within one month. It's located at the rear of the property and on the
boundary of the Northwich Conservation Area PrefRef 089. It is also located
at 51 David Street and at the top of a steep soil bank that has properties
beneath it along Weaver Road. Due to the included bark the tree has been
reported to be structurally unstable and therefore poses significant risk to all
properties nearby. Due to the steep bank it would be best to leave the stump
in place to prevent soil erosion or land slip. It would be my intention to
dismantle the tree leaving the stump at a height of approximately 2 metres.
Note: The Arboricultural Condition Report was completed before my client
moved into the property, this explains why it is addressed to Rosalind Phillips
and not Dan Bowen. Dan Bowen is now the owner of the property and tree.
51 David Street Northwich CW8 1HE

Awaiting decision

4. 21/02838/FUL

Single storey side/rear extension and front elevation porch enclosing existing
canopy roof.

20 Hill View Rise Northwich Cheshire CW8 4XA

Awaiting decision

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Date

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Cllr. D. Bowden – Acting Chair

5. 21/02894/FUL
Single storey rear conservatory
22 King George Avenue Northwich CW9 5PY
Awaiting decision
6. 21/02984/FUL
Single storey rear extension
132 Chester Road Northwich CW8 4AN
Awaiting decision
7. 21/01860/FUL
Erection of a 3 storey apartment block comprises of 9 apartments with associated landscaping.
Car Park opposite Plaza Bingo Club, Albion Road Northwich
Awaiting decision
8. 21/03273/CAT
Large sycamore (on neighbouring property) – Reduce crown by 2-3m due to excessive growth. Ash x1 – Fell as showing early signs of Ash die back.
Weaver Court, London Road, Northwich CW9 5EU
Awaiting decision
9. 21/03396/FUL
Single storey rear extension
25 Northway Northwich CW8 4DF
Approved
10. 21/01052/FUL **Amendment/Additional information**
Erection of new garage
76 Station Road Northwich CW9 5RB
Approved

PL 21/32 NEXT MEETING

The date of the next Planning and Environment Committee meeting will take place on Tuesday 19th October, 2021.

There being no further business, the meeting closed at 6.30 p.m.

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Date

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Cllr. D. Bowden – Acting Chair

Report to : Full Council

Meeting Date : 4th October, 2021

Agenda Item : 6

Prepared By : Theresa Cash

Subject : Town Mayors Communications



There were 7 events attended by the Town Mayor during September		
Friday 10 th	Radio Northwich	VIP Evening
Thursday 16 th	High Sheriff of Cheshire	Gathering of Cheshire Mayors at Arley Hall
Friday 17 th	Northwich Rotary Club	Beer & Drinks Festival Memorial Court
Saturday 18 th	Joshua Tree	Re-opening
Monday 20 th	NTC	Old Hall Play Area Opening
Thursday 23 rd	Puddle Ducks	Opening of new business
Friday 24 th	CW&C Northwich Work Zone	Northwich Job Fair

REPORT TO : FULL COUNCIL

MEETING DATE : 4th October

AGENDA ITEM : 7

PREPARED BY : Chris Shaw

SUBJECT Town Clerks Report



Burnside Way Play Area

Refurbishment of Burnside Way Play Area will start at the end of October and will be a 3-week project. All new play equipment has been manufactured and is ready to collect. The contractor who will be installing will be undertaking all the works so no hold up is anticipated.

Vickersway Park & Verdin Path Repairs

Some paths at Vickersway & Verdin Parks have some tree root damage and are becoming a trip hazard, I have instructed a contractor to make repairs, so the paths are made safe.

We have also received some section 106 monies to be used as match funding towards the phase 2 of the play area refurbishment and improvements to the park. I will compile a list with costs and present to the amenities committee for consideration.

Artisan Market

During the Covid pandemic the Artisan was situated within Barons Quay due to restrictions that were in place at the time. In September the decision was made to return to Witton Street with the food being moved to the new open space for the first time. Following the event, the Market Company carried out a survey with all traders and the vast majority were happy for the market to carry on in Witton Street.

The market will be better advertised this month, especially the food area and we will once again erect the canopy, our branded gazebos and will have live acoustic sets at the market site.

We will also be having a stall, can members please indicate if they would like to fill the following slots

10.00 – 11.00

11.00 – 12.00

12.00 – 1.00

1.00 – 2.00

2.00 – 3.00

Outside Contract Works

All our grass cutting will be coming to an end shortly and we will be looking at planting winter bedding and installing winter baskets to various areas.

Sunflowers Planting

Following on from the sunflower planting in the town centre by the 5 local school,s the Town Mayor judged the planters and decided that they were all amazing and they will all receive a £100 book voucher.

REPORT TO : FULL COUNCIL

MEETING DATE : 4th October, 2021
AGENDA ITEM : 8
PREPARED BY : Liza Clansey
SUBJECT : AGAR



Background

Further to Council approving AGAR section 1 & 2. This was sent off to PKF Accountants & Business Advisers along with documents and evidence required for our external audit.

Section 3 has been returned and completed by PKF with the following comments:

On the basis of the review of Sections 1 & 2 of the Annual Governance and Accountability Return (AGAR), in their opinion the information in sections 1 & 2 of the AGAR is in accordance with Proper Practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The following issue was raised: Figure in Section 2, Box 9 of the prior year comparative column does not agree to the prior year final signed AGAR.

Box 9 for 19/21 gave the figure of 1,039,327 for the asset register but the figure should have been 1,041,222. This was due to the asset register being increased during the previous year as new equipment was purchased. Last year's figure should have been amended on the RBS Accounts package at the year end before the figures were run for the AGAR.

This has been explained to PKF.

Apologies for the error.

If the External audit report can please be approved.

Decision of the Council is requested

Section 3 – External Auditor Report and Certificate 2020/21

In respect of

NORTHWICH TOWN COUNCIL – CH0151

1 Respective responsibilities of the body and the auditor

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 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2020/21

Except for the matters listed below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR 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.

The AGAR was not accurately completed before submission for review:

- The figure in Section 2, Box 9 of the prior year comparative column does not agree to the prior year final signed AGAR and no explanation has been provided. Box 9 for 2019/20 as reported in the 2019/20 AGAR was £1,041,222.

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

None

3 External auditor certificate 2020/21

We 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 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

24/09/2021

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

Northwich Town Council

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 2021, that:

	Agreed		
	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 took all reasonable steps to assure 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.		✓	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
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>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<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>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
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>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (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.	Yes	No	N/A
			✓

*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:

28/06/2021

and recorded as minute reference:

EXT 21/4

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

Chairman

Clerk

www.northwichtowncouncil.gov.uk

Section 2 – Accounting Statements 2020/21 for

Northwich Town Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	109,568	290,282	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	513,849	530,779	<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	448,797	455,992	<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	460,299	419,893	<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>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	321,633	475,924	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	290,282	381,236	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	298,014	382,313	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	1,039,327	1,113,733	<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	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2021 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

Date

28/06/2021

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

28/06/2021

as recorded in minute reference:

EXT 21/4

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

REPORT TO : FULL COUNCIL

MEETING DATE : 4th October

AGENDA ITEM : 9

PREPARED BY : Chris Shaw

SUBJECT Old Hall Road Play Area Opening



On Monday 20th September our Town Mayor Cllr Sam Naylor officially opened Old Hall Road Play Area alongside Cllr Andrew Cooper and Cllr Graham Emmett. Also invited were representatives from Play & Leisure and Sutcliffe Play who supplied the Play equipment for the site.

The Friends of Group attended along with local residents and the school to enjoy free hotdogs, drinks and goody bags supplied by our play manufacturers.

We estimate over 100 people attended the opening, and since opened, the new play area has proved extremely popular. We are also looking at installing some additional ground level play panels to make the site even more accessible for all.

The project did present some challenges while being installed but we overcome these eventually and Leftwich now has a fantastic play area for the whole community.

Many thanks to Cllr Cooper for his support throughout this project.

Chris Shaw

Town Clerk



REPORT TO : FULL COUNCIL

MEETING DATE : 4th October

AGENDA ITEM : 10

PREPARED BY : Chris Shaw

SUBJECT Northwich Skate Park

Background

NTC currently have 2 skate areas, a small one in Verdin Park and a larger park at the bottom of Vickersway Park. The site to the bottom of Vickersway is well used but becoming outdated and showing signs of wear that will need a considerable amount of money to rectify. Various groups have asked that we look at replacing the existing skate park at Vickersway and we have been working with them over the last few months to set up a user's group.

Proposal

As we have now finished Old Hall Road Play Area it was always the intention to look at replacing the skate park, as we now have a local group in place who have already held an event on the skate park I feel this is the ideal time to formally look at funding opportunities to replace the current facility. We are also talking with R&WT regarding a possible match funding and we have received some section 106 monies to put towards the scheme. The deadline for submitting an application is 1st December 2021 which gives us less than eight weeks to pull the full scheme together.

I propose the following

- Contact 3 installers after speaking to our contacts in neighboring towns/cities that have had skateparks installed.
- Consult with the users group to see exactly what they would like to see within the skate park.
- Consult with other potential users and funders.
- Invite installers for a site visit
- Obtain 3 designs and quotes
- Consult again with users and funders of the skate park to sign off the design
- Bring back to Full Council for approval of costs.
- Submit application with final design and costs by 1st December

I will have Amenities Committee meetings throughout the process so they are fully informed of the progress of the application. It would also be beneficial to set up a small subgroup made up of the following people.

- NTC Members
- Skate Park Group
- Rudheath & Witton
- NTC Officers

Council Decision Required

Full Council to resolve to allow the TC and officers to proceed with the above scheme

Chris Shaw

Town Clerk

REPORT TO : FULL COUNCIL

MEETING DATE : 4th October, 2021

AGENDA ITEM : 11

PREPARED BY : Chris Shaw

SUBJECT : Resignation



Background

We have recently received notification that Cllr Mitch Rowley wishes to resign as a member of Northwich Town Council.

We would like to thank him for his time as a Councillor for Northwich Town Council.

To note

Cheshire West and Chester Borough Council

Road Traffic Regulation Act 1984

Temporary Road Closure

Witton Street in the Parish of Northwich

Notice is hereby given pursuant to the provisions of Section 14 of the Road Traffic Regulation Act 1984 the effect of which will be to prohibit traffic on the following lengths of roads in Northwich Witton Ward to enable Resurfacing Works 2021/2022 Main Works: 29/09/2021 - 01/10/2021 (Full Closure) Road Markings 04/10/2021 - 04/10/2021 (Full Closure) . works to be carried out by Cheshire West And Chester Borough Council.

Witton Street & Station Road, Northwich

Nothing in the Order shall prevent driving upon the said lengths of road of any vehicle which is being used for the conveyance of persons goods or merchandise to or from any premises situate on or adjacent to the lengths of road or in connection with agriculture building construction works of repair and the like or use in an emergency of vehicles for fire brigade ambulance or police purposes. A through route will not always be available and any vehicles not requiring access to properties on the length of road should use alternative routes.

The closure will come into force on 29th September 2021 and will be in force for a maximum of five days. It is anticipated that the work will last for approximately 4 days.

For diversion routes, please see attached plans

Kieran Collins (Ref TRO 3203)

Place Operations

Phoenix House

Clough Road

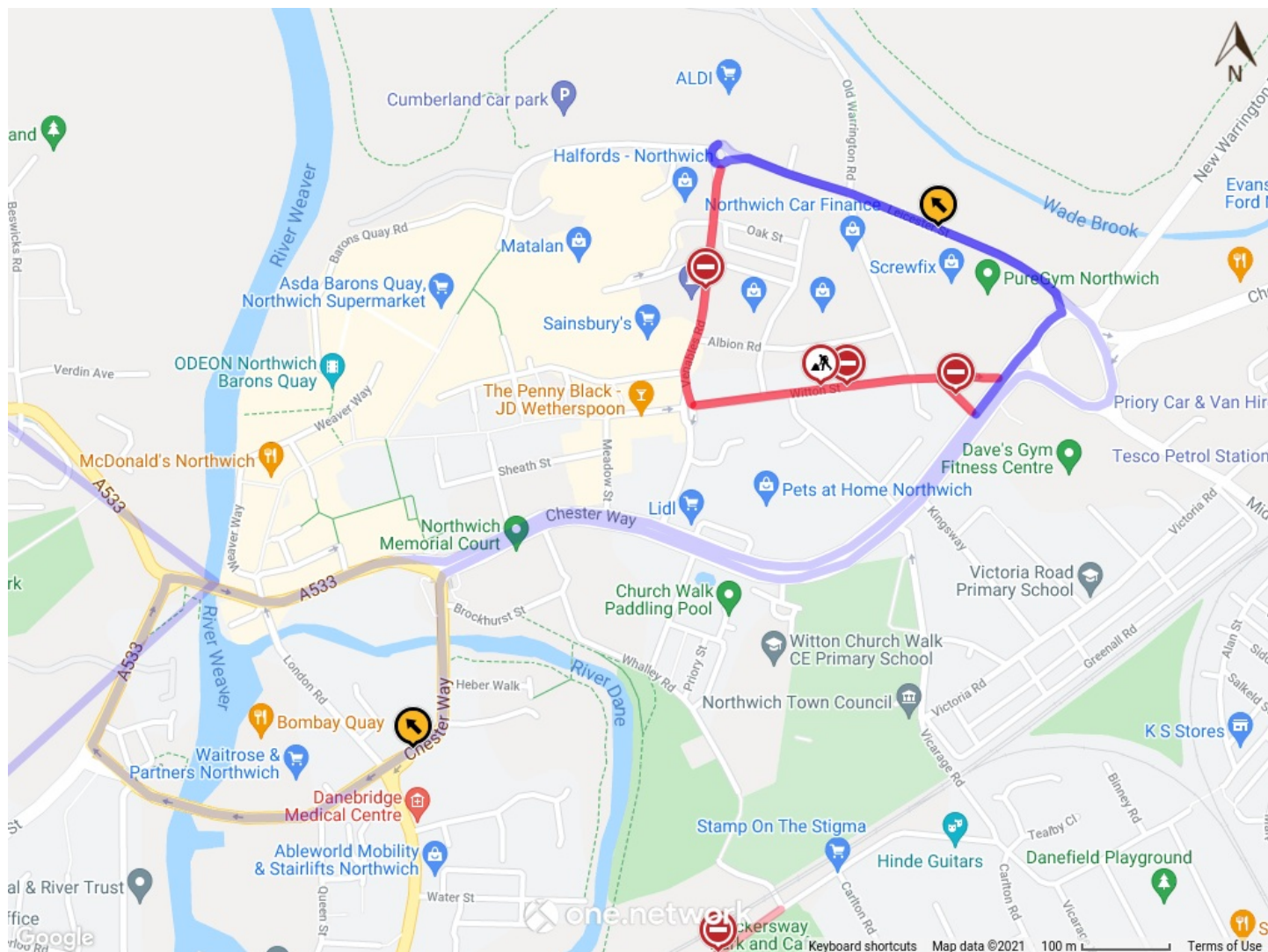
Winsford

Cheshire CW7 4BD

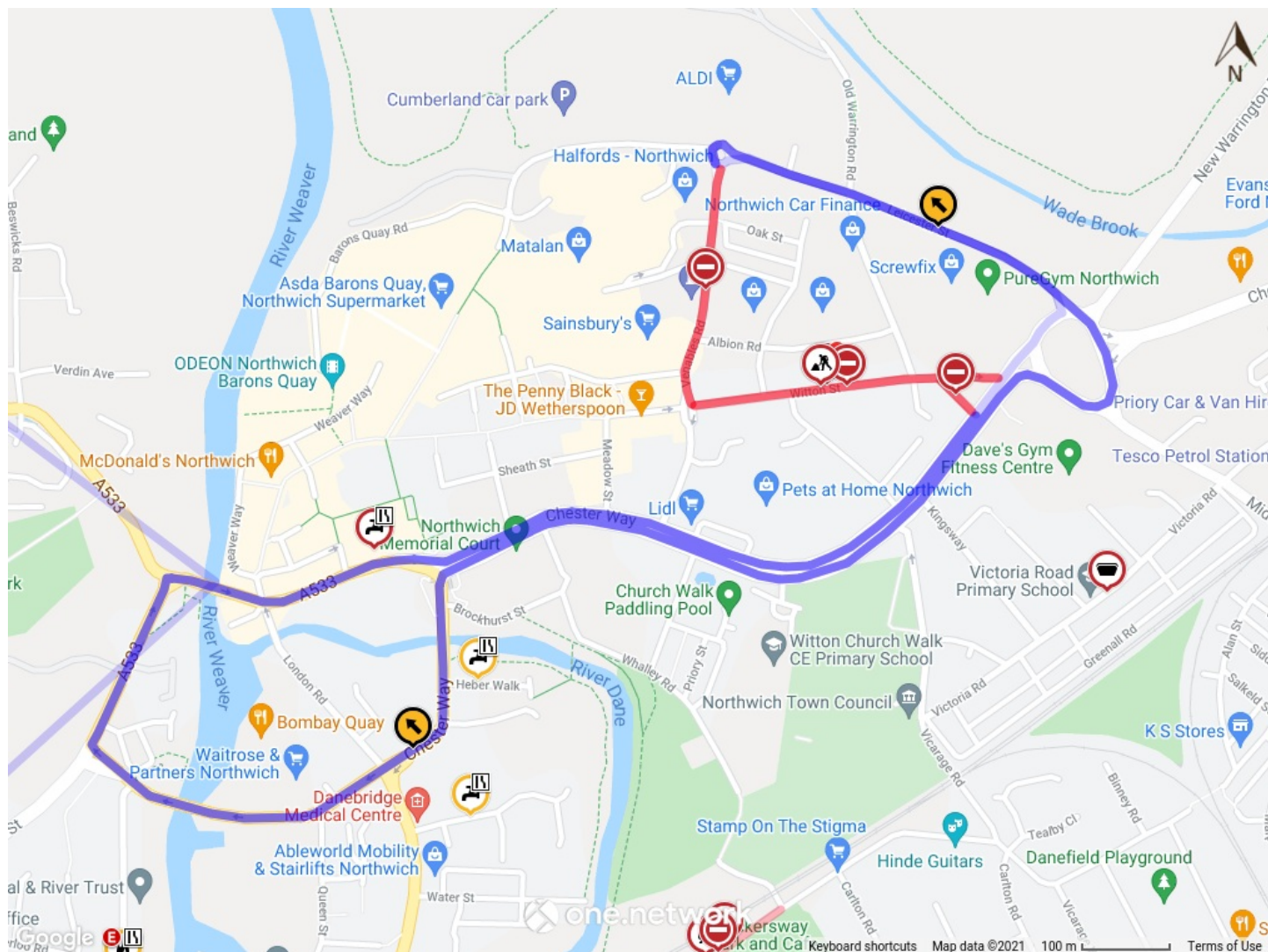
Tel: 0300 123 7036

Email: engvr@cheshirewestandchester.gov.uk

10th August 2021



Map data © [Google Terms of Use](#)



Map data © [Google Terms of Use](#)

STATEMENT OF REASONS

CHESHIRE WEST AND CHESTER BOROUGH COUNCIL

(A559 Watling Street/High Street, Northwich) (Proposed prohibition of waiting order) PROPOSED ORDER 2021

A559 Watling Street is a classified road and a key strategic link into Northwich Town Centre. High Street (UW1067) is an unclassified road (enables access to the northern areas of Northwich Town centre) which although discouraged via the existing measures can be accessed from A559 (eastbound traffic) via a left-turn manoeuvre.

The authority have been requested by local residents and via Northwich Town Council to investigate the potential of implementing a proposed no left turn order onto High Street/Weaver Way from A559 Watling Street (having crossed the swing bridge).

The issue of vehicles undertaking the left-turns from A559 has been highlighted previously. It is believed however to have increased significantly during/after the pandemic where a minority of road users (possibly initially emboldened by much lower traffic levels) have used it as a short-cut through Northwich.

This junction was originally remodelled as part of the installation of the one-way system around the Northwich gyratory. The junction was designed to make the left turn manoeuvre from Town Bridge into High Street / Weaver Way very difficult to undertake and as indicated on the traffic signals, all traffic should proceed ahead. The straight-ahead arrow on the traffic signals provides guidance on the allowed direction of travel. In the minority of instances where the left-turn manoeuvre is undertaken in the absence of a formal order it cannot be enforced against as such.

The introduction of the order advertised is viewed as a potential solution to the concerns raised in that it will enable the introduction of signage to further act as a deterrent to road users. If this is then breached in future, it would also enable Cheshire Constabulary to undertake the necessary enforcement if it is encountered. This will improve road safety around a busy junction for all road users.

The scheme will be funded by Cheshire West and Chester Highways.

**NOTICE OF PROPOSAL
CHESHIRE WEST AND CHESTER BOROUGH COUNCIL
(A559 WATLING STREET/HIGH STREET, NORTHWICH)
(PROHIBITION OF LEFT TURN)
PROPOSED ORDER 2021**

Notice is hereby given that the Cheshire West and Chester Borough Council propose to make an Order under Section 84 of the Road Traffic Regulation Act 1984, the effect of which will be to prohibit vehicles travelling eastbound on A559 Watling Street from turning left onto High Street.

1. Full details showing the proposals are contained in the draft order which, together with a map showing the affected area; the Council's statement of reasons for making the order and a copy of this Notice, may be examined during the usual office hours at the following offices;

- Winsford Area Highways Office, Phoenix House, Clough Road, Winsford, CW7 4BD;
- The One Stop Shop, Watling Street, Northwich, Cheshire West and Chester Borough Council, Wyvern House, The Drummer, Winsford, Cheshire CW7 1AH

3. All objections and other representations relating to the Order must be made in writing and objections must specify the grounds on which they are made, to the undersigned quoting reference TRO 3218 by 18/10/2021.

Kieran Collins (Ref: TRO 3218)
Highways Commissioner,
Winsford Area Highways Office
Phoenix House,
Clough Road,
Winsford,
Cheshire,
CW7 4BD

Tel: 0300 123 7036

Email: Engvr@Cheshirewestandchester.gov.uk

REPORT TO : FULL COUNCIL

MEETING DATE : 4th October, 2021

AGENDA ITEM : 13

PREPARED BY : Chris Shaw

SUBJECT : Civic Sunday



This year's Civic Sunday will take place on Sunday 17th October, at 1.00 p.m. at St. Helen's Church.

Refreshments will be available following the Service in the Church, and also the opportunity to take a 'Trip to the Tower', weather permitting.

Any donations received will be split between St Helen's Church and the Town Mayor's Charity.

It would be appreciated that responses to invitations are received back by 11th October please.

To note