

NORTHWICH TOWN COUNCIL

Town Clerk: Chris Shaw

Council Offices, 78 Church Road, Northwich, Cheshire, CW9 5PB - 01606 41510
www.northwichtowncouncil.gov.uk chrisshaw@northwichtowncouncil.gov.uk



Northwich
town council

DATE: 5th December 2022

To: The Members of Northwich Town Council

Dear Councillor

You are summoned to attend the meeting of the at the **Council Chamber, 78 Church Road, Northwich, CW9 5PB** held on **Monday 12th December 2022 at 6.00 pm.**

Yours Sincerely

Chris Shaw

Town Clerk

AGENDA

- 1. To receive a presentation from Cheshire Search & Rescue**
- 2. Apologies for absence or absence**
- 3. Declaration of interest**
Members to declare any interest under the following categories:
 - * Pecuniary interest
 - * Outside bodies interest
 - * Family, friend, or close associate interest
- 4. 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 minute.
- 5. Signing of the Minutes**
Of the Town Council meeting held on Monday 7th November 2022 (minutes attached)
[Members are required to approve the minutes as a true and accurate record](#)
- 6. Reports of Committees**
 - 5.1 To note Finance & General Purposes Committee meeting held on Monday 21st November 2022 (minutes attached)
 - 5.2 To note Planning & Environment Committee meeting held on Monday 28th November, 2022 (minutes attached)
- 7. Town Mayor's Communication**
List of civic events that the Town Mayor has attended during the last month
[Report attached](#)
- 8. Town Clerk's Report**
To consider the Town Clerks Report
[Report attached](#)

9. **Internal Audit from JDH Business Services**
Report attached showing issues, recommendations and follow ups
[Decision of the Council requested](#)
10. **Request for Leave of Absence**
[To approve report attached](#)
11. **Local Government Pay Claim 2022**
[To approve](#)
12. **Sir John Deane's College Expansion Consultation**
[To note documents attached](#)
13. **CW&C Councillor Updates**
[To receive updates from Members](#)
14. **Outside Bodies**
[To receive an update from any member attending meetings of outside bodies](#)
15. **Date of next meeting**
The next meeting will be held on Monday 9th January 2023 at 6.00 pm.

You are all most welcome to stay for a Christmas drink and a small buffet.



NORTHWICH TOWN COUNCIL
MEETING OF THE TOWN COUNCIL
HELD ON MONDAY 7TH NOVEMBER, 2022

Present:

Cllr G. Emmett

Town Mayor

Councillors:

Cllr. S. Bennett

Cllr. Mrs. K Cernik

Cllr. R. Cernik

Cllr. A. Cooper

Cllr. Mrs. O. Dean

Cllr. B. Holland

Cllr. Mrs. A. Lockett

Cllr. J. Macdonald

Cllr. M. McNamee

Cllr. T. Melville

Cllr. L. Siddall

Cllr. A. Stott

Cllr. Ms J. Thomas

Cllr. Ms. R. Waterman

Also present: Chris Shaw

Town Clerk

Liza Clansey

Assistant Town Clerk

Theresa Cash

Council Secretary/Mayor's P.A.

NTC 22/64 APOLOGIES FOR ABSENCE OR ABSENCE

Apologies for absence were received from Cllrs. D. Bowden, A. Gerrard, C. Fox, J. Illidge, and S. Naylor. Cllr. G. Edwards did not attend.

NTC 22/65 DECLARATIONS OF INTEREST

Members to declare any interest under the following categories:

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

Cllr. A. Cooper declared an interest in any matters relating to Cheshire West and Chester Council.

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

Cllr. Mrs. O. Dean declared an interest in any matters relating to Rudheath Parish Council.

NTC 22/66 OPEN FORUM

Mr Kevin Jones, a member of the Flood Prevention Group was welcomed by the Town Mayor. Mr Jones wished to address members in relation to the flooding problems in Northwich. Mr Jones quoted stats the Group have gathered and went into those in great detail. The levels seen exceeded the recommended height. Over-topping is considered the greatest risk. The Group challenged some information provided in a Flooding report. Mentioned several areas they felt most at risk. The Group are disappointed in the response given by CW&C.

Cllr. Cooper responded by saying these were a number of really points, and knows that Northwich is vulnerable to flooding, and according to news reports that throughout the UK there is great risk of flooding this winter. Testing of extra pumping capacity deployment is to take place over the next few days. The Fire Service are coordinating the multi-Agency trial. The long term solution is a hydraulic plan. Canal and River Trust have invested over the Summer and Autumn for more reliable protection.

Date.....

.....

Cllr. G. Emmett Town Mayor

Cllr. R Cernik added that reducing the level of the rivers requires CRT to act. The problems with Over-topping are borough wide and reducing levels in all towns need agreement from the Owners.

Referred to the Atkins Report which lists historical flooding events. Cllr. Cernik is happy to write to the Secretary of State. He had witnessed the last flooding in town, but the defences prevented the town from worse flooding. It is widely agreed that the town needs a revamped sewage system, this being a nationwide problem. CW&C cannot force United Utilities to act, all needs further investment. Mr Jones was thanked by the Town Mayor.

NTC 22/67 SIGNING OF THE MINUTES

The minutes of the Town Council Meeting held on Monday 3rd October, 2022 be confirmed and approved as a true and accurate record. Cllr. Cooper asked that a correction is made to the text on NTC 22/59.

Proposed by Cllr. K. Cernik seconded by Cllr M. McNamee . Minutes to be signed by the Mayor. All in favour.

NTC 22/68 REPORTS OF COMMITTEES

- 6.1 To note the Finance and General Purposes Committee Meeting held on Monday 17th October 2022. Noted by Cllr. Thomas.
- 6.2 To note the Planning and Environment Committee Meeting held on Monday 24th October 2022 was noted by Cllr. Stott.

NTC 22/69 TOWN MAYOR'S COMMUNICATIONS

There were 11 events attended by the Town Mayor and Deputy during October

Sunday 2 nd October	High Sheriff of Cheshire	Legal Service at Chester Town Hall – Deputy Mayor attended
Saturday 8 th October	CWAC	Ukrainian welcome event – Deputy Mayor attended
Monday 10 th October	For Housing Futures	World Homeless Day – Deputy Mayor attended
Wednesday 12 th October	Danebridge Care Home	Harvest event
Saturday 15 th October	The Vinyl Café	Opening launch
Tuesday 18 th October	NW Ambulance	Community event
Wednesday 26 th October	KMTC	Legally Blonde production
Thursday 27 th October	The Grange	Press launch for Panto
Saturday 29 th October	RBL Riders	Poppy launch
Saturday 29 th October	Middlewich T/C	Afternoon tea with the Mayor – Deputy Mayor attended
Saturday 29 th October	KMTC	Legally Blonde production – Deputy Mayor attended

Updates were given by both Town Mayor and Deputy on the events they have attended.

Date.....

.....
Cllr. G. Emmett Town Mayor

NTC 22/70 TOWN CLERKS REPORT

Northwest In Bloom

On Thursday 20th October we attended the In Bloom Awards Ceremony in Bolton with the BID and Changing Lives Together.

I am pleased to say that we came away with 5 golds which was a fantastic achievement for the town, CLT won gold for their work with volunteers at the food hub garden on Manchester Road, Grozone was another winner for its work in the community and we also won gold for Northwich and best large town which was very well deserved following all the hard work that has taken place over the last year. There are too many people and organisations to thank as this is a joint partnership effort throughout the year so a big thanks to all involved with the continued hard work and commitment.

Cllr. Siddall wished to acknowledge the hard work put into this and how much it is appreciated.

Winter Bedding

All the winter bedding is now planted, and barrier planters installed to ensure Northwich looks its best throughout the Winter.

Northwich Town Council Community Orchard

We will be working with CW&C, Grozone and the community to plant a community orchard across from Greenall Road. Further details will be released in the next few weeks, but we will be planting around 80 apple, plum and pear trees in this area, workshops will be held on site along with open days going forward where you will be able to learn to prune fruit trees.

All local schools will be invited to take part in the planting along with the community.

Northwich Warm Hubs

Members have been enquiring about warm hubs for Northwich as the library will not be part of the buildings available. I have spoken to officers from CW&C and they are currently working on additional locations in the town. Town Clerk was able to confirm that Brio Leisure Centre will become a Warm Hub so far. Cllr. Holland advised that CW&C website is not showing correct information regarding Hubs. Cllr. K Cernik will check up on this. Cllr. Waterman also said she would be happy to offer a Warm Hub at the Cheshire Food Hub on Manchester Road. Cllr K Cernik mentioned the Lion Salt Works is part of the Warm Hub plans for Northwich.

Artisan Market

Next market will be Saturday 12th November can members please decide on who will attend. We will be joined by Northwich Police on our stall. We will be in our original place on Witton Street this month.

11.00 am	Cllr. M McNamee
12.00 noon	Cllr. J. Thomas
1.00 pm	Cllr. B. Holland
2.00 pm	Cllr. J. Macdonald

NTC 22/71 PLANNING AND ENVIRONMENT COMMITTEE VACANCY

Cllr. S. Bennett has volunteered to become a member of the Planning and Environment Committee. Cllr. Dean gave her apologies for having to stepdown due to other commitments in Rudheath that she is involved with. Proposed by Cllr. Macdonald, seconded by Cllr. Thomas.

Date.....

.....
Cllr. G. Emmett Town Mayor

NTC 22/72 REMEMBRANCE SERVICE

Northwich Town Council will again organise the Remembrance Parade in partnership with the Royal British Legion and St Helen's Church. This will consist of a parade, with a Church Service in St Helen's Church.

The Parade will leave Crum Hill at 9.50am turning left onto Chester Way and then into Church Road through the Lych Gates. The Church service will start at 10.15am and will be led by Reverend Andrew Ridley.

After the service, the parade will make their way to the cenotaph along Church Road.

Wreath Layers will be directed by NTC staff to stand in front of the cenotaph and wait to be called to lay their wreath.

Following the Act of Remembrance the parade will reform and march back to Chester Way where the Mayor will take the salute. The Parade will then fall out at the back of Brio. Refreshments will be serviced in Brio.

NTC 22/73 CHRISTMAS EXTRAVAGANZA

The Northwich Christmas Extravaganza will take place on Saturday 26th November and will see a range of activities throughout the town centre. Working in partnership with Northwich BID and Barons Quay we have tried to fill the town with as much activity as possible.

Apple Market Place will have a synthetic ice rink from Saturday 26th November until Monday 28th November, details on how to make online bookings only are on our website and social media.

Father Christmas will be in his grotto outside H&M in Barons Quay where you will be able to visit him from 11.00 am - 5.00 pm.

Balloon artists, circus activities, face painting and live music will take place throughout the day along with fairground rides and food stalls. The day will come to a close with a lantern parade from Waitrose, the light switch on and then a firework finale over the River Weaver. This year we have been working with Tiny Steps the Charity, to create a space for those that require a quieter area and a British Sign Language Interpreter.

If any members wish to help on the day or at the ice rink then please let me know, all help will be greatly appreciated.

NTC 22/74 TREE OF LIGHTS

This year will be held on Friday 2nd December outside our offices. Refreshments will be available for visitors to enjoy. Promotion of this event will begin shortly.

NTC 22/75 NORTHWICH RUGBY CLUB

Unfortunately Cllr. Naylor was not present to give an update following the fire damage that took place 2 weeks ago at the Club. The building is repairable but all trophies and equipment within the building were all lost or unsalvageable. It is estimated that the cost to get the Club up and running again will be £30,000, with the Club having already raised £10,000.

Date.....

.....
Cllr. G. Emmett Town Mayor

NTC 22/75 NORTHWICH LIBRARY

Cllr. Cooper gave members an update. A specialist contractor has access to the building. Library Services will temporarily move to Weaver Hall Museum and are currently planning the equipment needed for the interior and space they will be sharing with the Museum. A specialist removals company will be moving the books. This project is moving as quickly as possible and all businesses have been kept up to date with progress.

NTC 22/76 CW&C COUNCILLOR UPDATES

Cllr. K Cernik advised she had attended a Planning meeting. Cllr. Bennett asked a question about the decision making, Cllr. Cernik explained how a non-political decision is made based on the Planning law of the U.K. The final decision is made by CW&C Planning Councillors.

Cllr. R Cernik spoke about the state of CW&C finances, with other areas being affected also. In respect of Adult and Children's Social Care, clients are being discharged from hospital and are being placed with 3rd Party Respite care. Regarding Children's Social Care there are an increased number of placements in Northwich. Hopefully making purchases for Children's home in the area which would save money in the long term. A local report has been sent to Government requesting the need of extra significant funding. There are some hard decisions to be taken and every effort being made to take mitigating steps.

Cllr. Siddall asked if Adult and Child Care is to be ringfenced. Cllr. Cernik added there is a central strategy for the most vulnerable. Partnering up with 3rd Party and charity providers. There are statutory travel requirements, special needs after School Clubs to pay for. The general principal is looking after and keeping essential services, resisting Day Care Centre closures.

Cllr. Cooper advised that in the case of major contractors, they will all have an inflationary content built in to any contracts and quotes they give. He wished to thank Cllr. Thomas for helping with the planting of spring bulbs and bringing some of her students along.

Cllr. Holland is happy with the Library updates given, but not happy with the lack of information hubs.

Cllr. K. Cernik has raised this with CW&C Officers.

Cllr. R Cernik added that the problems accessing the Information Centre have been due to staffing problems. It is hoped the Information Centre will be used again and there is no intention to cut services. It is known that 12% of residents have no access to the internet. Staff have been deployed elsewhere. Town Clerk has also raised this matter at various meetings. Cllr. Waterman asked if it were possible to man the Information Centre with volunteers, but due to systems access this would not be possible.

NTC 22/77 OUTSIDE BODIES

Cllr. Dean advised that a Café is opening Monday to Thursday at The Venue in Rudheath. Rudheath Christmas Lights switch on will take place on Sunday 4th December at The Venue. Also referred to a Planning proposal in Rudheath to build 46 homes on St. John's play area, which would result in removal of the football pitch. Parish Council have written to both M.P.'s Ester McVey and Mike Amesbury for their support in opposing this. Cllr. K. Cernik aware of shortage of play areas and open spaces in the area, and Cllr. Dean has pointed out specific features regarding residents.

Cllr. Cooper reported that along with Cllrs. Emmett and Holland, they attended a meeting regarding HS2. Highways issues taking up the majority of the meeting. The Operators assured that closures will be kept to a minimum on the A556. Cllr. Holland advised disruption and closures could last for up to 6 years. Cllr. Cooper requested proposals in writing regarding closures. Asked for financial contribution towards possible compensation for job losses, and for improvements to the Mid Cheshire railway line. Operators will provide a written response. In respect of ground stability, they were not ready to discuss, but will arrange a further meeting to discuss in detail.

Date.....

.....
Cllr. G. Emmett Town Mayor

Cllr. K Cernik is a member of Northwich Care Community, looking to improve dementia care and to make Northwich a dementia friendly town. Cllr Cernik is attending a further meeting with Age UK and has asked the Town Clerk to join her. Cllrs. Siddall and Thomas also expressed an interest to attend.

NTC 22/78 DATE OF NEXT MEETING

Date of the next Full Council Meeting will be held on Monday 12th December, 2022 at 6.00 pm.

Please note the date change from first Monday in December.

Meeting ended at 7.40 p.m.

Date.....

.....
Cllr. G. Emmett Town Mayor

PART B

In accordance with Local Government Act Public Admittance to Meetings Act 1960, the following agenda items are to be considered in the absence of press and public.

NTC 22/79 STAFFING

NORTHWICH TOWN COUNCIL
MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON
TUESDAY 21st NOVEMBER 2022 at 6.30 pm

Members Present : Cllr S Naylor
Cllr Ms J Thomas
Cllr Ms R Waterman
Cllr G Emmett
Cllr T Melville
Cllr L Siddall
Cllr M McNamee
Cllr Ms C Fox
Cllr Ms J Macdonald

Also Present : Chris Shaw - Town Clerk
Liza Clansey – Assistant Town Clerk
Cath Kirwan – Finance Officer

FIN 22/42 **APOLOGIES FOR ABSENCE OR ABSENCE**

Apologies for absence received from Cllr Mrs K Cernik

FIN 22/43 **DECLARATIONS OF INTEREST**

Declarations of interest were given from Cllr S Naylor in relation to CW&C, Cllr G Emmett in relation to Freshwater View and Cllr J Macdonald in relation to Northwich Metals.

FIN 22/44 **SIGNING OF THE MINUTES**

Minutes of the Finance and General Purposes Committee meeting held on 17th of October 2022 and noted at Full Council meeting on Monday 7th of November 2022 were approved.

Proposed Cllr Ms G Emmett, seconded Cllr Ms J Thomas, all agreed

FIN 22/45 **DETAILED INCOME & EXPENDITURE BY BUDGET**

TC, AC & FO answered various members questions relating to budget headings.

- Ice Rink – local schools will be using the Ice Rink on 28/11/2022.
- Defibs – new batteries and parts have been ordered.
- Universal Containers – Event container on the old Diary site in Northwich which is being used to store all the event equipment.

Cllr Ms J Thomas wished to thank Cheshire Search & Rescue for their work.

Proposed by Cllr Ms J Macdonald and seconded by Cllr T Melville, all agreed

.....
Date

.....
Cllr Ms Catherine Fox
Vice Chair

FIN 22/46 BACS DUE FOR PAYMENT

Bacs payments and direct debit figure approved £60,014.01

Proposed by Cllr Ms J Thomas and seconded by Cllr Ms R Waterman, all agreed

FIN 22/47 BANK PAYMENTS TO BE CHECKED BY FINANCE

Members approved evidence for payments made in September (August 22 invoices)

Rainbow Slush – 132.00
Border Bar & Marquees – 2286.00

Proposed by Cllr Ms J Thomas seconded by Cllr Ms R Waterman, all agreed

Members picked two suppliers from Octobers payments (September invoices), evidence to be brought to finance meeting in December 2022

Warnhill Tools & Fasteners - £1831.98
J Harding - £313.20

Proposed by Cllr Ms C Fox and seconded by Cllr M McNamee, all agreed

FIN 22/48 DATE OF NEXT MEETING

Date of the next meeting Monday 19th of December 2022 at 6.49 pm

There being no further business the Chairman declared the meeting closed at 6.50pm

.....
Date

.....
Cllr Ms Catherine Fox
Vice Chair

NORTHWICH TOWN COUNCIL
MINUTES OF THE PLANNING AND ENVIRONMENT COMMITTEE MEETING
HELD ON MONDAY 28th NOVEMBER 2022

Members Present Cllr A Stott (Chair)
Cllr. G. Emmett
Cllr. S. Bennett
Cllr. R. Cernik
Cllr. Mrs J. Illidge

Also present Mrs. Theresa Cash – Council Secretary/Mayor's P.A.

PL 22/29 APOLOGIES FOR ABSENCE, OR ABSENCE

Apologies received from Cllrs. Bowden, Cooper, Fox and Holland. Cllr. Melville did not attend.

PL 22/30 DECLARATIONS OF INTEREST

Members to declare any interest under the following categories:

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

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

PL 22/31 SIGNING OF THE MINUTES

Of the Planning and Environment Committee meeting held on Monday 24th October, and were noted at the Full Council Meeting held on Monday, 7th November, 2022. Proposed by Cllr. Emmett, seconded by Cllr. Stott. All in favour.

PL 22/32 PLANNING APPLICATIONS

1. 22/03616/LDC
Erection of detached garage to side of dwelling.
Brockhurst End, Brockhurst Way, Northwich CW9 8AL
No objections
2. 22/02694/FUL **AMENDMENT/ADDITIONAL INFORMATION
Change of use from residential land to outdoor learning space for the local community, to include an outbuilding and replacement side and rear fencing to maximum height of 1.8 metres.
49 Moss Road Northwich CW8 4BQ
No objections but we stand by our previous comments submitted
3. 22/03972/P14
Erection of PV panels on the roof.
Jeb Precision Ltd. Works Lane, Northwich CW9 7NW
No objections

.....
Date

.....
Cllr A Stott - Chair

4. 22/04043/FUL
Single storey rear extension
12 Winnington Lane Northwich CW8 4DE
No objections

5. 22/03738/FUL
Erection of a coffee shop with drive thru facility, erection of a restaurant with drive thru facility, three business/industrial units (Use Class E (g) (iii) B2/B8 (including trade counters), new access, parking provision, landscaping and other associated works including the demolition of buildings and change of use of existing building to commercial, business and service (Class E) use. Land off Station Road and Leicester Street, Northwich CW9 5LR
Despite the statement given, we have concerns regarding traffic flow and congestion, subject to Highways Planning. There is no evidence of a bike park, and there should be more provision for EV points.

6. 22/04051/TPO
Maple (T2) – Reduce to give 1-2m building clearance. Remove epicormic growth from stem and minor prune to release branches from phone wires. Laburnum (T3) – Tidy off small dead stub. Lime (T4) – Reduce to give 2-3m building clearance, remove epicormic growth up to 6m and minor crown lift over road to highway requirements.
St. John Vianney Presbytery, St. Wilfrid's R.C. Church 142 Witton Street Northwich CW9 5NP
No objections subject to the Tree Officers satisfaction with the proposal

7. 22/04075/TPO
2 x Sycamore (T1) – Weight reduce heavier limbs to help prevent risk of further failure (limb failed recently). 2 x Dying Beech (G1) on front boundary – Fell to low stump. Beech (T2) – Reduce crown by 2m
134 Chester Road Northwich CW8 4AW
No objections subject to the Tree Officers satisfaction with the proposal

8. 22/04151/CAT
1 x multi-stemmed Sycamore with poor structure and unions at base – request to reduce by 50% to eliminate risk of failure.
6 Castle Bank Northwich CW8 1BL
No objections subject to the Tree Officers satisfaction with the proposal

9. 22/04200/TPO
Remove specified tree within G2, the entirety of G3 and two stems within G5. Crown lift T3 and T5 to 4.5m site side. Inspect brace system in T3. Replace brace if necessary. Crown lift to G4 to 7m (removal small secondary branches.) Crown lift G7 to 4.5m site side. Crown lift two Yews within G8 to 3.5m site side.
Victoria Infirmary Winnington Street Northwich CW8 1AW
No objections subject to the Tree Officers satisfaction with the proposal

.....
Date

.....
Cllr A Stott - Chair

10.22/03897/FUL

Erection of 3 detached dwellings with associated landscaping.

Land to side of 2 Cranage Lane Northwich CW9 7LY

We have concerns about the loss of light and amenities, and fully endorse residents comments submitted. Further concerns regarding the height of the buildings in respect of neighbouring properties. We would also request sight of a tree and wildlife plan.

11.22/03945/FUL

Single storey rear extension and garage conversion.

129 Manchester Road Northwich CW9 7LS

No objections.

PL 22/33 NEXT MEETING

It was proposed by Cllr. Stott and seconded by Cllr. Emmett that the date of the next Planning and Environment Committee meeting will take place on Monday 23rd January, 2023 at 6.30pm. All in favour.

There being no further business, the meeting closed at 7.10 pm.

.....
Date

.....
Cllr A Stott - Chair

Report to : Full Council

Meeting Date : 12th December, 2022

Agenda Item : 6

Prepared By : Theresa Cash

Subject : Town Mayors Communications



There were 10 events attended by the Town Mayor and Deputy during November

Friday 4 th November	REM Hairdressing	Friday Club
Saturday 5 th November	N'wich Rotary and Round Table	Firefest Bonfire
Friday 11 th November	NTC/RBL	Minute silence at Cenotaph
Sunday 13 th November	NTC	Service of Remembrance
Sunday 13 th November	Rudheath Parish Council	Remembrance
Wednesday 23 rd November	Vale Royal School Sport Partnership	Awards Presentation
Thursday 24 th November	Lord Mayor of Chester	Charity Evening Mayor and Deputy attended
Saturday 26 th November	NTC	Christmas Extravaganza
Sunday 27 th	Vale Royal Lions	47 th Charter lunch Deputy Mayor attended
Monday 28 th November	Changing Lives Together	Christmas Box Project

Report to : Full Council

Meeting Date : 12th December 2022

Agenda Item : 7

Prepared By : Chris Shaw

Subject : Town Clerks Report



Remembrance Sunday

This year's Remembrance Parade in partnership with the Royal British Legion and St Helens Church was very well attended with St Helens church standing room only for the service.

This year we worked with local veterans to ensure they took their rightful place in the parade and in a prominent position at the cenotaph. We also for the first time had our own Union Flag which led the parade to and from the cenotaph and past the Mayor who took the salute.



Christmas Extravaganza

On Saturday 26th November we once again staged the Northwich Christmas Extravaganza which gets bigger and better year after year. This year was the biggest ever and we witnessed thousands of visitors converge on the town.

There was activity throughout the day to keep everybody entertained which included, games, crazy golf, Santa's Sleigh, Santa's grotto, fairground, various props, hot food and of course our very own Northwich Ice Rink.

The grand finale was the lantern parade in which 6 schools took part marching behind Batala Mersey and then the light switch on accompanied by snow in Barons Square.

The day was topped off with a fantastic firework display from Riverside Park. This event could not happen without the hard work and dedication of our staff and partners and in particular Adam Gerrard from Northwich BID.

We were all in at 5.00 am and worked throughout the day until 9.00 pm ensuring the event was run safely and efficiently for all.

I am sure you will join me in thanking everyone who made this event probably the best Christmas Switch on in Cheshire this year.





Tree of Lights Witton Cemetery

On Friday 2nd December our annual tree of lights ceremony took place in Witton Cemetery and once again was very well attended. Many thanks once again to all that made this very special event happen which allows people to remember their loved ones who are no longer with us.

Northwich Skate Park

All funding applications are now in including FCC Communities and Spacehive, we will get a decision from FCC in the coming weeks and if successful we can then concentrate on promoting the Spacehive funding.

Please visit Spacehive to back our project and promote to all your contacts, we really need as much help and support as possible to get this project delivered.

Old Hall Road Play Area

We will soon be installing an Apple Inclusive Musical Station at Old Hall Road play area which has been funded by Cllr Coopers member's budget. The panel will be sited to the side of the main path for easy access and the new kit will be installed into carpet for year-round use.

This panel has been installed after consultation with end users who wish to see additional accessible equipment in the play area.



Friendly Bench

We have now ordered the friendly bench from the Friendly Bench Society with funding from the Care Community, the bench will be installed in Vickersway Park and we will be working with partners to promote the bench and encourage all local groups to use the new facility. It is hoped that we can start walks from the bench to help with mental illness and isolation and get as many people as possible meeting and chatting in the park.

If the new facility is popular we will look to open the small kiosk at certain times to enable users to purchase refreshments.

<https://www.thefriendlybench.co.uk/>



Report to : Full Council

Meeting Date : 12th December 2022

Agenda Item : 9

Prepared By : Liza Clansey

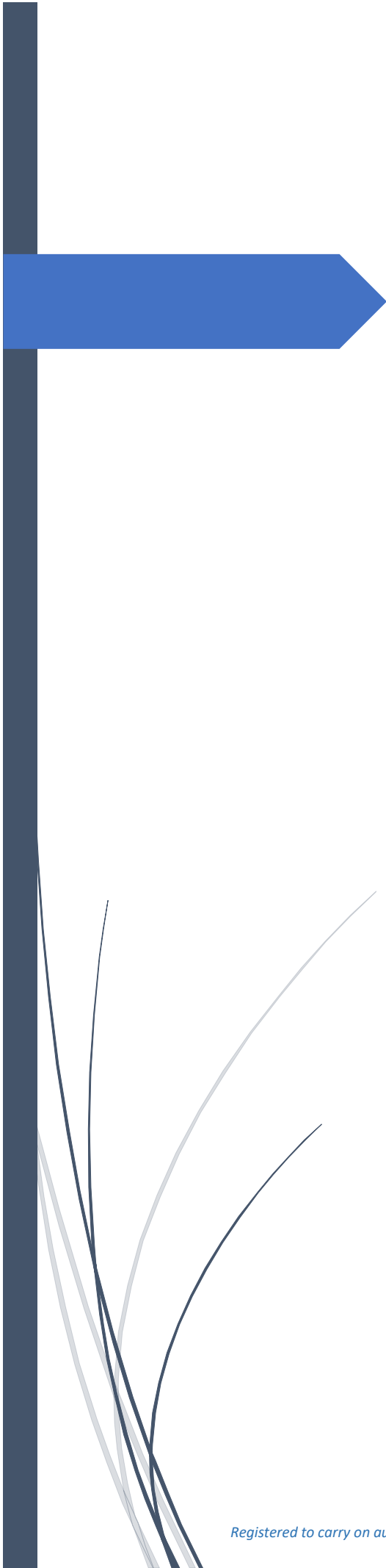
Subject : JDH Business Services Internal Audit



JDH completed the 2022/23 first interim internal audit report which has been attached for approval.

There were four issues raised with recommendations and our follow up notes further to the audit.

Decision of the Council requested



Northwich Town Council

Internal Audit 2022/23

First Interim Report

November 2022

JDH BUSINESS SERVICES LTD

Registered to carry on audit work by the Institute of Chartered Accountants in England and Wales

INTERNAL AUDIT REPORT NORTHWICH TOWN COUNCIL

The internal audit was carried out by undertaking the following tests in the AGAR Annual Return for Local Councils in England:

- Checking that books of account have been properly kept throughout the year
- Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
- Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved, and VAT is correctly accounted for
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied
- Checking the accuracy of the asset and investments registers
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- Year-end testing on the accuracy and completeness of the financial statements

The interim internal audits provide evidence to support the annual internal audit conclusion in the AGAR Annual Return for local councils.

Conclusion

On the basis of the internal audit work carried out, which was limited to the tests indicated above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the recommendations reported in the action plan overleaf. As part of the internal audit work for the next financial year we will follow up all recommendations included in the action plan.

JDH Business Services Limited

	ISSUE	RECOMMENDATION	FOLLOW UP
2022/23 First interim internal audit			
1	The monthly straight line maintenance charge for one of the contracts tested did not agree to the signed service SLA. In addition, the SLA did not stipulate that watering changes were in addition to the straight line SLA, however, watering had been charged as an addition in one invoice tested.	<i>Recurring Recommendation</i> <i>The council should investigate the incorrect pricing we identified and ensure processes are improved to prevent this recurring. The next invoice to the customer (identified in our sample with the incorrect price charged) should reflect the correction of the pricing error.</i> <i>The council must ensure that SLA terms and conditions are clear as to what is included in the monthly straight line charge, and what items will be charged as additional services.</i> <i>As this is a recurring issue a sample check of contract SLAs with invoices should be added to the regular councillor checks carried out.</i>	Finance officer and Operations Manager has drawn up a spread sheet breaking all the costings and payments down to have a better understanding of pricing SLAs have been looked at and will be re-worded to make clearer when they are due for renewal.
2	A duplicate payment was made to a supplier for £2881.2 in September 2022. The overpayment has now been fully refunded.	<i>The council should implement improved internal controls to prevent duplicate payments.</i>	This was corrected immediately as the error was found straight away

**INTERNAL AUDIT REPORT
NORTHWICH TOWN COUNCIL**

	ISSUE	RECOMMENDATION	FOLLOW UP
3	The quotations spreadsheet is a key contract management document. Currently the clerk reviews this periodically, for instance, to assess whether a sample of quotations accepted have been invoiced. We reviewed the current quotation spreadsheet and identified that there are a significant number of quotations listed but with no action or outcome recorded against them.. There could be a number of reasons for this, for instance, the quotation was not accepted, the quotation was accepted but the council has not resourced delivery, the quotation was accepted and the job delivered but has not to date been invoiced etc. Therefore, by not recording actions or outcomes against every quotation, there is a risk that jobs may not be delivered on a timely basis or resourced efficiently, or completed and not invoiced.	<i>The clerk should programme a regular review of the quotations spreadsheet and this should be evidenced by a dated signature.</i> <i>Officer resource should be allocated to follow up and record actions/outcomes against all quotations in the spreadsheet with no current information recorded.</i>	Clerk will review on a regular basis Operations Manager will records actions on the spread sheet

**INTERNAL AUDIT REPORT
NORTHWICH TOWN COUNCIL**

	ISSUE	RECOMMENDATION	FOLLOW UP
4	A 'clocking in' machine was purchased by card on 05/09/2022 for £227. This is a fixed asset but current procedures do not review card purchases for capital additions to be included in the fixed asset register.	<i>All card expenditure should be reviewed to ensure capital additions are identified and included in the fixed asset register.</i>	This has been added to the asset register for 2023/24

Report to : Full Council

Meeting Date : 12th December 2022

Agenda Item : 11

Prepared By : Chris Shaw

Subject : Cllr D Bowden



Cllr Derek Bowden has requested a leave of absence due to personal reasons for a period of 4 months.

Decision of the Council is requested

Report to : Full Council

Meeting Date : 12th December 2022

Agenda Item : 11

Prepared By : Liza Clansey

Subject : Local Government Pay Claim 2022



On the 2nd of November 2022 we received notification from SLCC that the Local Government Pay Claim 22/23 pay offer had been accepted. The pay offer was for a flat rate payment of £1,925 on each scale point with effect from 1 April 2022.

In addition, the National Joint Council (NJC) has agreed that from the 1st of April 2023 all employees covered by this National Agreement, regardless of their current leave entitlement or length of service, will receive a permanent increase of one day (pro rata for part timers) to their annual leave entitlement. This may require, in some organisations, that a local agreement has to be reached in order for the extra day to be applied. The NJCs full expectation is that the additional days leave will be applied for all NJC staff, regardless of existing local agreements.

The National Agreement Green book will, with effect from 1st April 2023, be amended to read as follows:

7.2 Annual Leave

With effect from 1st April 2023, the minimum paid annual leave entitlement is 23 days with a further 3 days after 5 years of service.

The new rates of pay can be viewed on the SLCC website. This includes the hourly rate, as per the agreement with NALC, for annual salary divided by 52 divided by 37.

Backpay for employees who have left employment since 1 April 2022, if requested by an ex- employee to do so, the NJC recommend that employers should pay any monies due to that employee from 1 April 2022 to the employees last day of employment.

Decision of the Council is requested



SIR JOHN DEANE'S
SIXTH FORM COLLEGE
1557

Consultation on the Enlargement by Expansion of Sir John Deane's Sixth Form College.

25th November – 23rd December

Sir John Deane's
Sixth Form College
Monarch Drive,
Northwich
CW9 8AF

Sir John Deane's Sixth Form College
Enlargement by Expansion Consultation

To Pupils, Parents/Carers, Staff, Governors and Stakeholders

1. Why are we proposing to enlarge the number of places available at Sir John Deane's Sixth Form College?

The predicted rise in the 16-18 demographic locally, based upon the numbers of students already in local schools, shows that the College may have to review its entrance criteria or reject a greater number of qualified applicants, unless it is able to expand the College estate to create additional places for students.

	2023	2024	2025	2026	2027
Growth in SJD applicants	95	135	149	160	210

At the 2021 Spending Review, the Government announced the scheme to provide additional capital investment to ensure that post-16 providers can accommodate the expected demographic increase in 16 to 19-year-olds. The College has made an application to the Post 16 Capacity Fund that emerged from the Spending Review in order to facilitate its expansion to meet this local need.

As part of the bid, a review of the capacity restrictions has identified the following immediate requirements:

- additional general classroom space to alleviate timetabling pressures and meet the predicted growth in 16-19 learners.
- new flexible open-plan space that also be used for exams, to help address the current challenges of accommodating exam timetables.
- additional independent learning and 1-to-1 teaching spaces, which will enable existing staff office space to be returned to its intended use, helping create additional space for independent tuition, as well as providing more space for the growing number of staff.

2. How will this proposed expansion be delivered on site?

A detailed condition survey has been undertaken of the entire built estate, which supported a review of the future investment priorities for the College estate. The majority of the College facilities remain in excellent condition, but some older buildings have been identified as suitable for alternative use. The College has employed the services of a national construction consultancy to produce an initial design and plan for realising the project. The plan will allow the College to accommodate an additional 160 students on top of their existing student numbers.

3. How will the expansion be funded?

The College has applied to the government's Post-16 Capacity Fund to secure funds to enable the development. The bulk of funding is anticipated to come from this application, with additional funding being provided by the College. As the College is an Academy, a Significant Change proposal has been submitted to the Regional Director, alongside the funding bid itself.

4. Will the College need to close during the proposed building work?

No, the proposed building project is in a separate building which is not used as regular College space and disruption to learning and student experience will be kept to an absolute minimum. The site of build will be contained by securely fencing off the area and should have very little impact upon the daily life of the College. There will be a requirement that the contractor will adhere to both health and safety and safeguarding matters when onsite.

5. How can I give my views?

There are several ways to give us your views on this proposal:

- There will be a virtual face-to-face meeting using Microsoft Teams where parents/carers, members of staff, governors and other interested parties will take place on Wednesday 14th December at 6pm. There will be the opportunity to ask questions and provide comments to a representative of the College. If you would like to take up the opportunity, please email response@sjd.ac.uk no later than Monday 12th December.
- By completing the response form and sending it via post to Sir John Deane's Sixth Form College, Monarch Drive, Northwich, CW9 8AF.
- Alternatively, you may hand your response form in at the College reception during regular College hours.
- All written responses need to be received by midnight on 23rd December.
- By completing the online form via the link:
- By emailing response@sjd.ac.uk

6. What happens after the consultation process?

Process:

1. 4-week consultation with stakeholders including parents/carers
2. The College will hold an online Q&A session on Wednesday 14th December
3. Consultation closes at midnight on 23rd December
4. The Local Governing Body considers consultation feedback
5. Approval from Regional Director sought
6. RD notifies the school of the decision
7. The school implements proposed change (if approved)

Sir John Deane's Sixth Form College – public consultation feedback to be completed by deadline of midnight, Friday 23rd December 2022.

We would like your comments on the Council's proposals for Sir John Deane's Sixth Form College outlined in the accompanying consultation document. Please read this document before completing this survey.

Q1. Please tell us whether you agree or disagree with the proposal to enlarge by expansion Sir John Deane's Sixth Form College?

☐ Agree

☐ Disagree

☐ Not sure/don't know

Q2. Do you wish to make any additional comments with regards to the proposed change to enlarge by expansion Sir John Deane's Sixth Form College?

About you

The information you give in this section is strictly confidential and will be used to analyse the responses. All questions are voluntary; please leave blank any you wish not to answer. No information will be released that would allow identification of you as an individual or of your household.

Q3. To which of the following categories do you belong?

Parent/carer ☐ Student ☐ Governor ☐ Member of college staff ☐

Local resident ☐ Other**☐ ** Please specify.....

Q4. Which school or college (if any) are you linked with

.....

Q5. Please tell us your postcode (not full address)

.....

Please send any responses back by the deadline of midnight, 23rd December

- By post: Sir John Deane's Sixth Form College, Monarch Drive, Northwich, CW9 8AF.
- Email: response@sjd.ac.uk

Thank you for completing this survey.