



Penketh Parish Council

Meeting of Penketh Parish Council

Draft Meeting Minutes

Meeting held on Thursday 13th June 2022

At Penketh Pool & Community Centre

PART 1

Meeting opened at 19:30

The decision for Mrs Booth to act as temporary clerk for the meeting and take minutes was agreed by all Councillors present.

In attendance; Cllr M.Potts (Chair), Cllr L. Jones (Vice), Cllr L. Beddows, Cllr G. Fellows, Cllr A.Haywood, Cllr K. Layfield, Cllr C Lenihan, Cllr Harkin.

Members of the public 3 persons
Acting Clerk Mrs Booth

1. **Apologies Received;** Cllr L.Fox, Cllr S.Jones.

The Chair announced that since the previous meeting on 26th May there was a temporary appointment made under delegated powers to employ a Responsible Financial Officer (RFO) to the Council taking on financial matters. The appointment of Mrs Wearing to resume works, which officially ended in January 2022, would be a short-term measure in the interim whilst the Parish Council is in the process of recruiting permanent officers.

2. **2.1 Code of Conduct – Declaration of Interests**

Members were reminded of their responsibility to declare any personal or prejudicial interest that they may have had in any item of business on the agenda no later than when the item was reached.

Cllr Fellows noted as Chair of Penketh Swimming Club – However there was nothing listed that would cause a reason to declare an interest.

2.2 Localism Act 2011 – Dispensations

Members were reminded of their responsibility to make a request for a dispensation to speak on any matter for which they have declared an interest.

None

3. Approve the minutes of the Extraordinary Parish Council Meeting

It was resolved by the Council that the minutes from the meeting held on 26th May 2022 were read and approved as a correct and true record

Proposed: Cllr Haywood

Seconded: Cllr Harkin

Vote: 7 in Favour, 1 Abstention

Resolution: Minutes Approved

The Minutes were signed by the Chair in the presence of the Council

4. Matters arising from the minutes

Cllr Layfield requested that his full comment be noted surrounding the co-option item. After the candidates were thanked for their interest in the vacancy filled by co-option that they were reminded of the pending election and encouraged them to stand in the forthcoming vacancy in Penketh East.

There was no objection from the council.

Cllr Lenihan expressed that while he was not present at the EPCM he would have proposed amendments to the part two minutes but did not send anything over prior to the meeting and so asked that it be noted he disagreed with the part two minutes for May 2022 and this to be noted.

Councillor Request: Noted

5. Consideration of Planning Applications

It was **RESOLVED** that:

Planning Reference	Address	Proposal	Parish Council Comments
2022/41442	27, SHOREHAM DRIVE	Proposed two storey side extension	No Objections
2022/41534	7, RADLETT CLOSE	Construction of single storey front extension and alteration to porch roof	No Objections
2022/41380	FOWL FARM, BACK LANE	Proposed Cattery	No Objections

6. Finance

6.1 Applications for Financial Assistance

None

6.2 The Accounts for May 2022 were presented to the Council

Accounts were approved by RESOLUTION

6.3 The regular and ad-hoc spends for May 2022 were presented to the Council

DD – Denotes regular payments made by Direct Debit Mandate

Payee	Description	Amount
DD Salaries	Clerk	£947.80
DD Live Pay	Payroll Service	£30.00
DD Talk Talk	Internet	£66.10
DD BT	Line Rental	£7.50
DD Utility	Gas	£373.79
DD Utility	Electricity	£124.33
DD Everflow	Water	£174.22
DD Streamline	Card Reader	£34.80
DD WBC	Grounds Maintenance	£785.25
DD WBC	Grounds Maintenance	£786.00
Parish Business Account		£3,329.79

Payee	Description	Amount
DD Vincitech (Henry's Laptops)	Website Hosting	£50.00
DD Peninsula	HR and H&S Services	£400.66
DD Office 365	Email hosting	£11.28
DD Office 365	Email hosting	£63.84
DD Xero	Accounting Software	£40.80
DD Kingfisher Leisure	Parish Business Account	£9,850.00
		£10,416.58

Payee	Description	Amount
Budda Group	Beacon Event.	£498.90
Mark Harrison	Gutter Clearance	£50.00
Amazon	?	£23.73
Amazon	?	£21.95
2739 EB*HOW TO RE	Cllr Beddows Training Course	£51.71
BACS FEES	Live pay	£3.28
Parish Business Account		£649.57

Payee	Description	Amount
Lloyds Decorators	Pool painting	£4410.00
Aquality Leisure	Pool Works	£8537.14
Ellis Williams	Architects	£3600.00
Aquality Leisure	Pool Works	£3720.00
Woodies Timber	Beacon Supplies	£444.54
Swim lesson refund	Aspinall	£11.14
Parish Council Account		£20,722.82

Proposed: Cllr. Fellows

Seconded: Cllr. Beddows

Vote: 8 in favour

Resolution: Approved

7. Queens Platinum Jubilee Review

Cllr L.Jones shared some of positive feedback and great success of the lighting of the beacon event which took place on Thursday 2nd June 2022 in Penketh Gardens. The event reached full capacity just before 21:45 and thanked everyone who helped and supported the event and those local businesses and members of the community who came together to volunteer to make it such a wonderful event. The Chairman thanked all who supported and attended and noted it was a testament to the community who collectively celebrated a momentous occasion in history. Cllr Layfield also shared praise from residents and thanked the Council for its contribution.

Council Report: Noted

8. Individual Councillor Reports

Cllr Lenihan gave a report based on a previous action for the level of insurance provided for the Fairground operator. This does not affect the Carnival event. Documents have been requested to list all of the individual rides and provide insurance documents for each stall/ride.

Cllr L.Jones requested to approve the recommendation and level of risk assessment pending new dated policy documents which will be dates from July as the existing documents expire at the end of June.

Ongoing Action: Cllr Lenihan will contact the operator again to ask for guild documents. There is still the issue of who will act as emergency point of contact as commitment – it was agreed that wording to support the approval would be created for the Council to Vote in part TWO of the meeting.

Council Report: Noted

9. Parish/Borough Councillor Surgery Report – June 2022

Cllr Fellows gave a report of the new residential property built on the former Royal British Legion site. Whilst work was intended for completion in June/July, Warrington Housing Association have yet to be given a date for handover and typically they would be given a six week notice period prior to the completion. Before the first resident can move in, the installation of over thirty telephone lines are needed and this can be a lead time of up to eight months. During this time prospective tenants can apply by completing forms and working through the different stages of application process, which will include validation to meet the specific criteria and also meet in person/virtually. All outdoor space would be communal and there would be no communal indoor areas. Each of the one and two bed apartments would have one parking space plus there would be a small number of additional spaces.

Council Report: Noted

PCSO Update – May/June 2022

10. Parish Council Meeting Police Report for May/June 2022.

Sergeant Neil Bradley	neil.bradley@cheshire.police.uk
PC Peter White	peter.white@cheshire.police.uk
PCSO Roger Stevens	roger.stevens@cheshire.police.uk

Summary for Penketh

ASB on Honiton square is starting again with youths climbing onto the flat roof and running around above the businesses. Due to this starting again I will be placing Honiton square back on to me patrol plan for evening shifts to hopefully prevent any further ASB and possible damage to the roof.

There has been reports of suspicious activity over the last couple of months around the Newlyn gardens, Station road and Tannery road triangle where reports of males dressed in black with either balaclavas or black face masks have been seen passing through local residents rear gardens and one witness reported two males of the same description exiting one garden and getting into a dark Audi A3 and driving away.

This area was placed onto a patrol plan for evening and night shifts to default to between incidents in order to keep a hi visibility presence in the area. There have been no further reports to date.

In light of these reports I would ask that everyone should keep garage and out buildings locked when not in use and please make sure you lock your car door each and every time you leave your vehicle un- attended, plus does your key fob require one press or two presses to lock the doors, check your vehicles manual.

Anti Social Behaviour.	Penketh. 3 reports of ASB.
Attempt theft from motor vehicle	Penketh. 1.

OTHER INCIDENTS - There have been several reports of suspicious activity caught on Ring doorbell footage, predominantly capturing car door handles being checked to see if the vehicle has been left unlocked.

There has been a couple of pedal cycles stolen in Penketh, this has been as a result of leaving the pedal cycle unchained whilst popping into the local convenience stores. Please chain your pedal cycles up when left unattended.

TRUCAM SPEED ENFORCMEENT - TruCam has been used on both Farnworth road and Warrington road at key times of the day.

Other matters – Shoreham drive has been selected for Selecta DNA visits this month.

Fiddlers ferry still continues to be pestered by Urban explorers trespassing within the site along with cable thefts.

Report Resolution: Noted

11. Correspondence for May/June 2022

12. Clerks Report for May/June 2022 – Cllr M Potts to update

13. Swimming Pool Update – Cllr K Layfield

Cllr Layfield read out a report included in full:

13/06/22- Statement on works to the pool- openness and transparency (As follows on page 5)

There have recently been some public allegations and untruths raised regarding the works to the pool, particularly on the matters of costs, openness & transparency. This statement is in response to these.

As is well known, the pool has been neglected for a large number of years. The facility was initially shut at the start of the covid-19 pandemic (March 2020). Whilst the hall has reopened for use, the pool has remained closed due to several issues including a failed filtration system, leaking pipework and cracking of the pool walls.

In 2021 the recently elected parish councillors commissioned an optioneering review to determine the long-term future of the building and its use in the community. This exercise looked at several possible high-level options ranging from doing nothing, refurbishment / remodelling through to demolition and new build. The intention of the study was to review these options and decide which should be developed further with possible input from external consultants and contractors. These options (10 in total) were costed for by an external professional cost consultant.

The options were presented and discussed at several public full council meetings between October 2021 and February 2022. In parallel a business plan was produced and issued to all councillors in December 2021. Following input from councillors, the business plan was presented for approval at the February 2022 public full council meeting. The options study report (including costs) and business plan are both available to view on the parish council website. At this meeting it was agreed (with no votes against) to approve the business plan and proceed with a phased approach for refurbishing the facility, effectively starting with the pool, and appointment of a specialist pool contractor. This would cover options 4-6 and give time to develop options for the refurbishment / redevelopment of the changing rooms at a later date.

The estimated cost of Phase 1 of the works (effectively Option 3) was initially priced at £384,174 including VAT, although it was acknowledged that a significant amount of savings could be made against this figure. For the annual parish council budget, a capital spend of £129k was agreed with a £50k allowance made against possible loan repayments, if a loan was needed in the future. It should be noted that this budget was agreed by all councillors with no votes against. We have to date committed to spend £100,500 (inclusive of some of the survey works undertaken in the previous financial year). There are a number of further items needing to be purchased and installed ahead of reopening (including lighting, disabled hoist, and a new pool cover) which, based on current quotes, is under our £28,500 budget limit.

The parish council press release in March 2022 referred to figure of £80k. This figure referred to the work being undertaken by the appointed specialist pool contractor and this element remains under budget (although it is acknowledged that they may undertake some of the other items noted above, if they are found to be best value)

Future phases have not been decided beyond appointing an architect to develop some proposals for the redevelopment of the changing rooms. It is our intention to present these for public review ahead of any decision to proceed (or not) with them.

Whilst there will always be commercially sensitive information that we are unable to share in Part 1 of the public meetings (such as when discussing quotes and cost estimates of individual items) we always strive to be as open and transparent as possible. As chair of the business management committee, I would be more than happy to sit down face to face with any member of the public and run through the costs and decisions made to date.

Council Report: Noted

The Chairman gave thanks to Councillor Layfield on behalf of the Council and Community for his continued support in the refurbishment of the Parish Swimming Pool in his role as Chair of the Business Committee.

13.1 - Approval of the Spend ceiling limit for Lighting solutions pool side. £3000 for supply and fit.

Three quotes have been received but are not entirely comparable therefore additional quotes will be sought.

Proposed: Cllr. Layfeild **Seconded:** Cllr. Haywood
A vote took place

Vote: 7 in favour, 1 Abstention
Motion Result: Passed

13.2.1 - Pool Cover – Quotes obtained, approval of spend limit £3500 for supply and fit. Two quotes have been received and a third comparable is waiting to be returned therefore the decision to set a spending cap limit in principle was voted on.

Proposed: Cllr. Layfield **Seconded:** Cllr. Harkin
A vote took place

Vote: 7 in favour, 1 Abstention
Motion Result: Passed

13.2.2 – There was a discussion surrounding the requirement of a pool hoist, the manufacturers model and warranty could be of a better specification The decision to set a capped spend for the disability hoist was agreed to be moved on by 7 councillors present to the Business Management Committee.

Resolution: No vote took place
Action taken: Move to Committee

13.3 - Internal Doors/Shutter - Quote forwarded on from one supplier that Dale/Jo had, need to discuss and make a decision on security grounds. The decision to set a capped spend for the doors/shutters was agreed to be moved on by 7 councillors present to the Business Management Committee.

Resolution: No vote took place
Action taken: Move to Committee

14. Fairground use of land motion. Moved from part two of the agenda

This Council consent to offer a use of land agreement to Harrison's Fairground Week Commencing the 27th June 2022 provided that the overall insurance level is set at £10,000,000.00 (Ten Million pounds) and documentation is provided to Penketh Parish Council to this effect in advance of the event taking place.

Proposed: Cllr. Beddows **Seconded:** Cllr. L.Jones

Vote: 7 in favour, 1 against
Motion Result: Passed

15. Newsletter – Cllr M Potts

Motion – council consents to producing a newsletter, Council to deliver the leaflet by cllr volunteers and the costs from 3 online printing companies come to less than £500 so within the clerks spend approval. Final content sign off from the Comms and Marketing Committee first meeting.

Proposed: Cllr. Potts **Seconded:** Cllr. L.Jones

Vote: 8 in favour
Motion Result: Passed

Cllr Harkin left the meeting at **21:05**

15. Any Other Business

A discussion was held between Councillors regarding a motion which was rejected on the grounds that the delegated powers being requested were already awarded to both "Business Management" and "People and Governance" Committees and so that the refusal was in line with the terms of reference of each Committee which was emailed to the Councillor included in the correspondence list. Standing orders which were adopted in May 2021 and revised in May 2022 also were adhered to. The council continue in its policy to be open and transparent.

16. It was Confirmed that the date and venue of next ordinary meeting would be:

Monday 11th July 2022, 19:30 at the Pool & Community Centre, as agreed on 13th June 2022

Meeting Closed 21:10

Public Forum

*A member of the public asked about a correspondence item about trees and hedges. The Contract with WBC has not been cutting other areas of the perimeter of Greystone rec and a resident has objected to the lack of maintenance taking place. Nesting Season has also delayed the task from being carried out and parked vehicles had also made it difficult to gain access. The size of the equipment used would also be difficult to access, so an alternative method must be considered. This would also be an additional unbudgeted cost to the council.

*A member of the public asked for clarity on the fairground topic and wanted to know how many attempts were made in the form of emails to the operator. Cllr Lenihan had informed two emails had been sent recently and several were sent previously. The showman's guild certificate which had been sent was from a single stall holder opposed to the overall event organisation and so indemnity would not currently cover the entire fair and that the level of insurance set was listed at £1 million apposed. A list would be required of all individual operators attending the event under the umbrella of Harrison's Fair.

*A Member of the public requested that the Business Management Chairmans statement be included in the minutes – this was to be the intention of the report.

*A Member of the public claimed that the Police and Crime Commissioner John Dwyer approach that the PCSO part of the parish council meeting have councillors' comment on the report and then request that the public be invited in. It was advised that it was the Parish Council meeting and that should members of the public wish to discuss something with the PCSO this can be addressed directly with them before or after the meeting or at the dedicated PCSO surgery. Residents are welcome to discuss items in the public forum that can be passed on to the PCSO should they not remain in attendance for the full duration of the meeting.

*A message was relayed to the Council from a previous employee regarding a number of council business processes – this was irrelevant as was not factual.

*A request was made to add the Parish Council asset register on to the website. A note would be added in the near future to meet this requirement.

The Member of the public was asked to leave as the tone had changed and Councillors were beginning to feel intimidated and threatened from the previous employee and her associate. Which is now recognised as a criminal offence.

Part 2

There was no part two of the meeting due to items being moved to Part One of the meeting.

Mrs. T Booth
Temporary Clerk to Penketh Parish Council

..... **Date**