

Penketh Parish Council

Council Office, Penketh Pool and Community Centre, Honiton Way, Penketh, Warrington WA5 2EY
Cllr M. Potts, Acting Clerk to the Council. Mrs V. Wearing Temporary RFO.
Tel 01925 724 515
clerk@penkethparishcouncil.org.uk



FULL COUNCIL MEETING MINUTES

Meeting held on Monday 14th November 2022

At Penketh Pool and Community Centre Committee Room, Penketh WA5 2EY

Members of the press & public were welcome; the meeting was recorded.

Meeting opened at 19:31

The decision for Cllr Fellows to act as clerk for the meeting and take minutes was agreed

PART ONE

Chairman: Cllr Michael Potts

C114 Present; Farrell, Fellows, Fox, Harkin, Haywood, S Jones, Layfield, Lenihan, & Peters.

C115 Apologies for absence; L Jones.

C116 Declarations of Interest

C116 a 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/as a customer of the swimming pool – However there was nothing listed that would cause a reason to declare an interest.

C116 b 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

C117 Community Policing report

Document not sent in advance and so would resent be forwarded on 7th November. There was a request to use the Parish Councils speed gun and approval was granted for PCSO Roger Stevens to use the Parish Equipment. There was a request to raise the issue of youths on Honiton Square shops. It was requested that the PCSO would attend Parish meetings where possible.

C118 To Sign as a correct record the minutes of the extraordinary meeting held on Monday 10th October 2022.

Proposed: Cllr Haywood

Seconded: Cllr K Layfield

Vote: 10 in Favour,

It was RESOLVED that the Minutes were signed by the Chair in the presence of the Council

C119 Matters arising from the minutes

Cllr Layfield questioned the introduction of reference numbers which was mentioned by the Parish Council Auditor. Chairman explained that this was to easily find agenda items by calendar year. KL also questioned the Chairman being listed on the Attendees. Chairman confirmed he felt this was enough for records purposes. **C100** Cost of living, the £1500 ring fenced for it was not mentioned in the minutes and will be corrected. KL also question the initials (KL) on the survey works for Ellis Williams and needed to be clarified that it meant Kingfisher Leisure and not Cllr Kieran Layfield, to

be updated. Cllr E Peters, questioned that it wasn't mentioned anywhere about the £10,000 earmarked for tree works, Chairman

Confirmed this was a recommendation from a working group, requested that this be ratified by the Open Spaces Committee be called and a new Chairman elected following the departure of Cllr L Beddows. Current work to be covered by Clerk spend and previous quotations received and decided via committee.

C120 Motions from Councillors

C120a - Christmas Nativity Scene - Council to purchase the materials to create a new Christmas Nativity Scene to be displayed with the Christmas Tree at Honiton Way make it more of an attraction throughout December. Costs to be circulated on email summons as it would be a bespoke piece. Proposed by Cllr Fellows Seconded by: Cllr A Haywood.

Discussion had about past Versions of the Christmas Nativity Scene to be displayed each year at the Library and Christmas tree. Cllr Fellows spoke about a local business who had offered to build a container (stable) for it and the Parish Council to purchase the Nativity Scene itself. Concerns about recent anti-social behaviour. Cllr Fellows said he hadn't yet circulated that price list but they're only available from a specialist supplier given their nature. Cllr Haywood spoke about the price of wood and the options for something to be purpose build to a cheaper alternative. Cllr Fellows to circulate quotes. Cllr C Lenihan questioned the timescales involved for the tree lighting event, confirmed he liked the idea but was concerned about security of it. Cllr G Fellows advised it could be alarmed, discussed sizing options available. Location was discussed. Chairman proposed the motion be amended to be able to grant a budget for the project instead. Cllr Peters raised about electrics to be installed for it next year instead. Cllr Fellows advised it would be nice to have it in place for the tree light up but if not, it would be deliverable by Christmas hopefully, Cllr Lenihan stated it would be workable for next year either way if timescales couldn't be met. Cllr E Peters asked about storage moving forwards.

Amendment to substantive motion - Cllr approves up to £1100 for the project for the Nativity Scene figurines and the container Stable.

Proposed by Cllr G Fellows Seconded by Cllr A Haywood.

**Vote: 8 in Favour, 1abstension.
Chairman did not vote.**

C121 Committee reports & Recommendations – Verbal report

Cllr Layfield gave an update from the Business Management Committee. Pool Update, PSC is now back in business. Chairman raised a point of order – PSC is not a business. Waterbabies are back on Mondays and Sundays and GS Primary are back in from next week. Slow reopening underway due to lifeguard training and staffing. Business Committee agreed to purchase new Chairs, instruct new doors to be installed to address fire regulation concerns. Chairman confirmed none of these had been actioned yet as we wanted to report back to full council first and considerations had been made on the chairs which are commercial grade, around the potential need to arm supports on one or two moving forwards. New chairs are high grade plastic and will remove potential for rust. Boilers are to be replaced based on previous quotes. Cllr L Fox raised topic of Shutters which chairman agreed needed to be addressed and Cllr Layfield confirmed is on the task list. Cllr Lenihan raised concerns about the spend and that Council lessons are not back yet to generate income. Chairman (MP) confirmed previous staff and new are starting and onboard following assessment centre but confirmed Lifeguard training is needed, in discussion with RLSS to establish as a training centre with Beechwood Support on this – EPOS and bookings systems needed but demos with a few companies did not meet requirement. Swimming scheme management system in place and Bookings Clerk has started contacting previous users and compiling wait list. Cllr Lenihan asked about profit and loss, Chairman advised it would be less now that users had returned and were offsetting the energy usage, and which has been incurred since the pool was filled back in July.



Spends are essential for re-opening such as chairs for Council lesson spectators and energy efficiency. Cllr Harkin mentioned delays in DBS checks coming back and scarcity of training availability. Cllr K Layfield advised we'd also had the VAT returned from the major pool works which was a significant boost and covered a lot of these spends.

C122 Chairmans Report – Verbal report

Cllr Michael Potts confirmed we had attended the remembrance Sunday parade and thanks Cllrs and in particular Cllr Lenihan on the organisation.

Attended the Re-opening of the library with Cllr G Fellows and Cllr E Peters. Nice to see it looking fresher.

Attended the Penketh Primary fireworks and pleased that it was going to be continuing after it was under review – thanked organisers for a great event.

C123 Clerks report – Verbal report – Updated the website with details of Pool re-opening, Claire has

been working on a lot of these enquiries. Rialtas set up meeting has with RFO Val and this is well underway. Booking side of Rialtas to be completed by Claire shortly.

Chairman gave a brief overview of what we could expect from it moving forwards.

Discussed the new Teams channels set up, main benefit will be for Cllrs to add to agendas and for improved working remotely between Booking Clerk, RFO and Chairman.

New EOP and NOP (operating procedures) for the pool operations shared with Cllrs and thanked Claire for the work she's done on that ready for Waterbabies and PSC returning safely. Pool Tests also completed and returned.

H&S checklist from Peninsula to be worked through by Claire. Cllr Version also to be shared with Cllrs once the other bit is completed.

Newsletter has gone out; Chair thanked Cllr Peters and Cllr Haywood for help with deliveries in the North of Penketh and himself and Cllr G Fellows covering the south. Chairman asked for £148.07 total cost for the printing and production. Feedback Positive.

New laptops purchased for RFO and Clerk, Chair asked for assistance from Cllr Lenihan for Security Software once trial period ends.

LivePay, moved to a new web-based system, had training with then and can add OT, new employees easily which will benefit us in the coming weeks and months.

Churchill meeting to be scheduled for the Sportsman's arms redevelopment. Chair has asked if this is open to the Public? Waiting back and asked Cllrs for information to Set a date.

Carnival – use of land request received, Chairman replied to explain the delay due to September meeting being cancelled due to the death of Her Majesty the Queen in September and a heavy agenda in October. The team had sent a rep to the meeting in October where this was explained. Cllr L Jones has since picked this up.

Correspondence has spiked since the news of the pool re-opening, and this is being dealt with by Claire via her email and the leisure email account and website.

Cllr Layfield asked for any update on Clerk applications, Chairman advised that no further full applications have been received. Cllr Lenihan said he would explore options of external advertising.

20:28 – Cllr K Harkin left the meeting for childcare purposes.

C124 Correspondence – Correspondence has spiked since the news of the pool re-opening, and this is being dealt with by Claire via her email and the leisure email account and website.

C125 Report from Parish surgery – Verbal report

Cllr Lenihan gave an update that a few personal issues raised are in hand. Trans Pennine trail work to be started in the next few weeks. (A Frame) These are being replaced as it was restricting cycle access, concerns raised about potential for anti-social behaviour, but the existing ones had served their purpose.

Cllr Layfield asked about the Surgery rota which needs to be refreshed.

C126 Planning – Documents circulated with Cllrs. Cllr L Fox asked about the imminent re-opening of the new takeaway at Honiton Way. Cllr C Lenihan advised it had passed by WBC planning. Chairman (MP) raised concerns about litter, explained not necessarily the fault of shop owners but the landowner/operator is not providing bins, some shops regularly pick it up and everyone should have a responsibility to keep it tidy. Lots of issues identified in recent litter pick organised by the Parish Council. Further concerns about other things such as lack of tress, bollards looking untidy, so all agreed to try and work more constructively with the operators and the land and see what could be achieved. Cllr Lenihan discussed a trader’s association which was touted before covid and the possibility of revisiting this. Cllr A Haywood asked Cllr Lenihan if WBC could do something about the Clothes drop point which is afflicted by Graffiti. To be added to the next open spaces committee. Chairman mentioned the Tree Management policy being worked on and tying this up with management company to improve the environment.

C127 Finance –

- i) Reports were circulated prior to the meeting. It Was **RESOLVED** that the following payments were approved by Full Council which covered the month of October. Reconciled with Bank statements circulated to Cllrs.
- ii) Discussion had about the balance of the Parish Council accounts, Cllr S Jones asked about spends to come. Confirmed that we have future costs discussed earlier and future staffing costs to consider, cost centres and budget to be improved by Rialtas software but we need to schedule a Finance Committee as soon as further reporting comes back from Rialtas.

Payee	Description	Amount
Penketh Pool	Transfer to Pool Acc	£9,850.00
Vinci Tech	GOCARDLESS	£50.00
Peninsula HR Services	HR Services	£400.66
Office 365	Software Suite	£86.05
Office 365	Email Host	£26.93
Xero - Accounting Software	Accounts	£43.20
WBC - Election Cost	TBC	£-
WBC - Grounds Maintenance	Park Maintainance	£1,926.74
Total Regular Payments - PPC		£12,383.58

Payee	Description2	Amount
Auditor	Audit	£ 80.00
M Potts	Paint/Drill/Buckets	£ 106.63
Premier Traffic Management	**split 50% with GSPC	£ 1,158.00
Forde and Meade	INV 4041	£ 264.00
Forde and Meade	INV 4023 - Clock	£ 90.00
Walker Adamson	INV306877 & 218652	£ 792.00
Leigh Jones	HM QEII - Flowers	£ 90.00
Total Ad -hoc Expenditure - PPC		£ 2,814.59

Payee	Description	Amount
Live Pay	Payroll service	£31.20
Cathedral Hygiene	Sanitary Services	£215.28
Talk Talk - Internet	BB	£72.30
BT - Line Rental	Phone line	£7.50
Gas	Utility	£2,757.93
Electricity	Utility	£712.56
Everflow Water	Utility	£1,919.86
S/Line - Card Reader	Card Machine	£34.80
Bank Charges	fees	£3.28
WBC	Election Cost	£-
WBC	Grounds Maintenance	£786.00
Total Regular payments - Pool		£6,540.71

Payee	Description	Amount
Replacement Fence Panel		£407.57
Boots Vaccination Scheme	Staff Health	£16.99
Pool Hoist	Cover by cheque donation	£6,954.00
RBL Statues	Remembrance	£351.00
JPL Lennard	Pool Supplies	£1,326.24
Total Ad -hoc Expenditure -Pool		£9,055.80

- ii) Applications for Financial assistance – In accordance with Section 137 of the Local Government Act 1972 which enables local councils to spend a limited amount of money for purposes for which they have no other specific statutory power for the direct benefit of its area, or part of its area, or all or some of its inhabitants.

- **None received.**

C128 Date of next meeting to be proposed as Monday 12th December 2022 at 19:30 at Penketh Parish

C129 Public Question Time

- **No attendees.**

C130 Matters for further discussion - Councillors are reminded of the option to present detail prior to the opening of the agenda item to encourage an efficient meeting which consists only of relevant matter.

Cllr Lenihan raised **Hynet** Pipeline consultations are closed and wanted to update and future development works, mainly in Cuerdley but impacting Penketh. If it was to go ahead their will be tunnelling, concerns about Fiddlers Ferry works and impact to that work.

Fiddlers Ferry – Cllr Lenihan and Cllr Fellows attended an open day, lines on communication opened, some dates for demolition misreported as this year but not expected before October next year in stages. Phase 1 industrial units to go to consultation. Cllr Lenihan asked the Clerk/Chair if this has been booking in yet but not confirmed. Chairman to pick this up. Cllr Fellows advised that comms will be going out to residents and Cllr Lenihan urged for residents to attend. Chairman asked about School query that had been raised and asked if one was proposed. Cllr Lenihan said it would be possible under Section 106 legislation but doesn't mean it will be included in any plan.

Remembrance Sunday – Cllr Lenihan he would be arrange a working group with the key stakeholders for future events.

Tara Jones – Cllr Lenihan raised that Tara is taking part in the Woman's Rugby League World Cup. Congratulated Tara for being one of our own and hoping for the best result for all, Well Done Tara.

Cllr Fellows wanted to thank the **WW Scouts** for helping with the Litter Pick, it was a great turn out.

PART TWO

Pursuant to section 1(2) of the Public Bodies (Administration of Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of;

C131 Plans for Kings Coronation May 2023

Chairman advised that the Beacon will hopefully be being lit but waiting on official guidance. Discussions around the desire to have a summer fair on Greystone rec to commemorate the occasion. Topic of the headcount limits to Penketh Gardens discussed. Cllr Haywood raised the topic of something on all three grounds, but discussion had around the logistical issues of having events in multiple locations and road crossings and H&S and any road closures needed. Discussions had about potential options for the event and council resolved to set up a working group on the topic at the earliest opportunity. Need for this to be included in the budget. 9 in favour 1 abstention of formally taking part.

C132 Boilers recommendation for Business Management Committee

Covered off in Part one, no further discussions required, and Chairman confirmed he will pursue this with the selected contractor.

MEETING CLOSE

Acting Clerk to the Council *Cllr M. Potts 14/11/22*

**Cllrs are kindly requested to raise questions with content of the agenda prior to the meeting and to notify of unavoidable absence to the clerk no later than 17:00 on the day of the meeting where possible*

***Questions from the public may be emailed to the Council clerk no later than 17:00 on the day of the meeting to be read or taken as read in order for a response to be prepared for reply in the meeting under correspondence. At the discretion of the Chairman replies may be returned via email only depending upon the nature and content.*