

# 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.  
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## FULL COUNCIL MEETING MINUTES

Meeting held on Tuesday 11<sup>th</sup> April 2023

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 19:34

### PART ONE

Chairman: Cllr Michael Potts – *Meeting moved due to easter BH Monday.*

**C173 Present; N Farrell, G Fellows, L Fox, S Jones, K Layfield, C Lenihan, M Potts & E Peters.**

**C174 Apologies for absence; L Jones, K Harkin, Andrea Haywood.**

### **C175 Declarations of Interest**

#### C175 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.*

#### C175 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

**C176 Community Policing report** – Chairman advised that he'd sent over the Community Policing report via email, asked if anyone had any issues or questions with it. Cllr Peters had raised a few questions to the area controller and confirmed that we will be getting a new police officer for the area, many anti-social behaviour incidents don't seem to be being reported or under incorrect codes. A few things reported on the polices social media account didn't appear in the report, which was questioned, and Cllr Peters advised many local people want a visible presence. The Oaks centre police surgery is being reported on the day of the event but there is a noticeboard on site for anyone wanting to attend. Chairman advised that he has made requests for the PCSO to attend the meetings and will continue to do so.

**C177 To Sign as a correct record the minutes of the extraordinary meeting held on Monday 13<sup>th</sup> March 2023.**

**Proposed:** Cllr S Jones  
attendance at last meeting).

**Seconded:** Cllr K Farrell. All in Favour (Cllr Fox/Layfield not in

**C178 Matters arising from the minutes** – None

Cllr E Peters gave an update in the ashes and donation to Greystone Rec, family wanting to come over in August and in the process of looking into football nets and replacing the missing bench for us. Cllr Fox asking if would need to be like for like, and Cllr Fellows advised this would be advisable as they were harder waring. Cllr Potts asked if it would be possible for the family to place a plaque on that style of bench, one thing to be considered. ACTION Cllr Peters to ask WBC if there's any requirements on football nets.

## **C179 Motions from Councillors**

**7.1. Purchase of an iPad following free trial of Good Till software.** – Following testing it is recommended that full council approve the purchase of an iPad of suitable specification for the running of Epos software to enable the pool to re-open for public swim sessions. Prices – iPad OS 13 and above, Monthly pricing for POS 29.99 pls Sum-up payment process fees of 1.69%. The system has been reviewed by the Business Management Committee and all agreed best option for starting out and if we ever change in future the iPad can be repurposed for pool swim scheme progress rather than the proposed desk-based solution currently.

*Discussion had between Cllrs about how the system worked and steps in place to make sure that customers had paid, including lifeguard training along with deputy Clerk and other future staff.*

**Proposed: Cllr Michael Potts Seconded: Cllr K Layfield**

Council resolved to Approve this motion.

Vote: **All in favour** (Inc Chairman).

**Motion** Passed.

**7.2. Cost of Living Pay Rises** – This council approves an increase in pay from the 1st of April to keep in line with Minimum pay increases (9.7% rounded up) and proposes the same be applied to other pay rates including Deputy Clerk and Swim team. This was already accounted for in the budget session last month approved by full council. This will help us to remain competitive in an already challenging market with significant shortages. Proposed: Cllr Michael Potts Seconded:

*Discussion had between Cllrs about costings being included in the Business Management committee and the budget session/finance meeting previously set. This will not only help staff with the cost of living but keep us competitive in the market.*

**Proposed: Cllr Michael Potts Seconded: Cllr L Fox**

Council resolved to Approve this motion.

Vote: **7 in favour** (Inc Chairman) **1 against**

**Motion** Passed.

**7.3. Flag Poles** – In advance of the Kings Coronation and to enhance our parks and gardens its proposed that we purchase flag poles for our Parish Property. Quotations for works circulated with Councillors prior to the meeting.

*Motion deferred due to delayed quotations and timescales available. To be reviewed at future date*

**7.4. Asset Register** - Revised asset register circulated to council for approval prior to Internal audit.

Cllr Potts to take away a question asked by Cllr C Lenihan about the nominal value added to grounds and question about the new boilers being included in the list.

**Proposed: Cllr Michael Potts Seconded: Cllr G Fellows**

Council resolved to Approve this motion.

Vote: **8 in favour** (Inc Chairman)

**Motion** Passed.

**C180 Committee reports & Recommendations** – Cllr Layfield advised the work on pool liner is completed and now refilled. Hall has been repainted and all work completed. Further discussion to be had in part two on several points.

**C181 Chairmans Report** – Cllr M Potts gave a summary of what had been discussed already with good feedback received from Cllrs on the Pool Liner contractors who'd done a great job and kept to agreed timescales.

**C182 Clerks report** – Update received that Energy price negotiations still ongoing and will be finalised shortly, some issues experienced with half hourly meters, further chases required on the feed in tariff credits. Broadband provider changed, changed to one digital phone line, same number. Xero to be removed as no longer required, new lights installed, and a few issues experienced with glare and trial and error to tweak settings with electricians. Cleaning of the struts have also been completed and ongoing conversations with Roller Disco provider.

**C183 Correspondence** – Correspondence received around trees and work required. Quotations and specification to be drawn up prior to this.

**C184 Report from Parish surgery**

Cllr Eunice Peters for Parish and Cllr Andy Heaver for BC – No issues to report back from Parish, issues with roads paths and potholes which were in the BC jurisdiction. As well as the Medical Centre.

Money in the pot for WBC to repair roads, Cllr C Lenihan and Cllr G Fellows gave an update from plans following the government funding to local councils. Cllr Potts raised the issue of Footpaths which is a big issue for Penketh right now.

**C185 Planning** – Cllr K Layfield asked for any updates on the Sportsman's arms site, Chairman advised that he had reported fallen fencing to management company and would share with Cllr Peters, Cllr Lenihan advised it hadn't been approved yet by WBC.

**C186 Finance** – Latest Bank statements shared with all councillors, as well as the reconciled monthly accounts.

Ad-hoc Expenditure	PPC Account		
Claire Stationary		13/03/23	£39.93
Claire Swim Scheme text mes		13/03/23	£51.60
JDH Business Service		13/03/23	£744.00
Wesley Morris - Trinity Joinery		13/03/23	£550.00
Card Payment	Amazon	3-Mar	£31.99
Card Payment	Amazon	3-Mar	£81.00
Padlock	Expenses	13/03/23	£11.27
M Potts	Pest Control	17/03/23	£140.00
Heating Works	INV-1603	17/03/23	£11,558.88
Rialtas	Set up Bookings	24/03/23	£1,156.20
Rialtas	Set up Omega	24/03/23	£2,524.80
Lights Hall FORD & MEADE	office	31/03/23	£2,759.83
<b>Total Ad -hoc Expenditure</b>			<b>£19,649.50</b>

Ad-hoc Expenditure	Pool Account		
			£151.97
3			£236.16
4			£3,117.00
5			£94.08
Partial Swim refund	SH HALF - DUE TO RETURN LATER DATE		£22.00
Swim Refund	RJ - DD Processed		£42.00
Swim Refund	AM - DD Processed		£42.00
Swim Refund	JC - DD Processed X2 children		£84.00



Aquality - Chems	Pool		£85.79
<b>Total Ad -hoc Expenditure</b>			<b>£3,875.00</b>

Agenda Items 14.1, 14.2

**Proposed:** Cllr C Lenihan                      **Seconded:** Cllr N Farrel

Vote: 8 in favour.

**Motion** Payments approved.

**14.3 – Application from Penketh Bowling Club** – Cllrs discussed at length the details of the request and the benefits to the community. Club plan to install a defibrillator and request to give funds for them to complete this.

*Approved with the exception that on the condition its accessible to the Public. Council proposed donation of £ 1000.*

**Proposed:** Cllr K Layfield                      **Seconded:** Cllr E Peters

Vote: 8 in favour including Chairman.

**Motion** All in favour.

**C187 Date of next meeting confirmed by RESOLUTION to be on Monday 13<sup>th</sup> May 2023 at 19:30 at Penketh Parish Pool & Community Centre Committee Meeting Room.**

**C188 Public question time** – no members in attendance.

**C189 Matters for further discussion** - none.

**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;

**C190 Clerk Job Interviews** – Recommendations from the interview panel for consideration by full council. Next steps to be decided.

**Panel decision was accepted by Full council** – Cllr Potts to arrange a catch up with successful candidate to work out next steps. Discussion had around the merits of each candidate and the recommendation was unanimous from the panel and therefore accepted by full council.

**Proposed:** Cllr C Lenihan                      **Seconded:** Cllr S Jones

Vote: 7 in favour 1 against

**Motion** Passed.

**C191 Cleaning Contract** – Council to review and select one of three cleaning contracts, Summary and spec sent over to Cllrs prior to meeting and full tenders to be opened on the night.

**Proposed:** Cllr M Potts                      **Seconded:** Cllr G Fellows

Vote: All in favour

**Motion** Passed.

**C192 Car Parking** – Council to consider options available for parking solutions, many don't require upfront cost but will involve minimum terms and further considerations for public input and consultation.

**Proposed:** Cllr M Potts                      **Seconded:**

Vote: Further discussion needed – Cllr Potts to share the details with councillors after asking a few more questions.



**Motion** deferred.

**C193 Car Park re-surfacing** - Council resolves to select a Company to repair carpark and review alternative solutions.

*Discussion had around the various options presented, council decided to appoint local contractor to patch repair the damaged sections and arrange for markings to be redesigned and replaced. A&B Services, Cllr Potts to contact and arrange works.*

**Proposed:** Cllr M Potts

**Seconded:** Cllr G Fellows

Vote: All in favour

**Motion** Passed.

**MEETING CLOSE**

Acting Clerk to the Council *Cllr M. Potts 15/04/23*

*\*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.*

