

Penketh Parish Council

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FULL COUNCIL MEETING MINUTES

Meeting held on Monday 19th February 2024

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 19:42 *Delayed due to overrun of previous meeting.*

PART ONE

Chairman: Cllr Geoff Fellows.

C132 Present; N Farrell, G Fellows, L Fox, S Jones, K Layfield, C Lenihan, M Potts & E Peters.

C133 Apologies for absence; L Jones, K Harkin, Andrea Haywood.

C134 Declarations of Interest

C134 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.

Cllr M Potts declared an interest as the partner of Cllr Fellows.

Cllr Layfield declared an interest as a member of the St Pauls Church.

C134 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**

C135 Community Policing report – None Received. Discussion had with Cllrs about notification that the PSCO has been moved from Penketh, so we no longer have coverage, Clerk to contact for an update.

C136 To Sign as a correct record the minutes of the extraordinary meeting held on Monday 22nd Jan 2024.

Proposed: Cllr G Fellows **Seconded:** Cllr Michael Potts. All in Favour (Cllr Fox/S Jones/N Farrell not in attendance at last meeting).

Resolution: Minutes Passed.

C137 Matters arising from the minutes –

Cllr Fellows raised an action not completed from last time yet, to be picked up and driven through. *Item C137 - Cllr Fellows highlighted that March is the 50th anniversary of the pool.*

C138 Motions from Councillors

- a) **Youth Club - Youth Club** – This council approves the funding for a community youth club run by the United Churches (Y4C) with a dedicated Youth Worker. This will be for two hours a week on Fridays at the Pool and Community Centre Hall. This will be facilitated by donation from section 137 funding for the first 12 months. Full DBS and RA and insurances to be checked and actioned.

Proposed: Cllr Eunice Peters

Seconded: Cllr C Lenihan

Resolution: Motion Approved.

Vote: **7 in favour** (Inc Chairman), **1 abstention**.

- b) **Meeting Dates** – Meetings to be changed back to the second Monday of the month. This is due to Clerk and Deputy having access to Cloud based Rialtas software in future which will alleviate the time constraints for finance information being receive, which was the reason for the temporary shift in dates.

Conversation had about whether we had decided the change by motion or just by consensus of the council. Chairman advised to make the recommendation to change it back to the conventional date by virtue of mutual agreement, all in favour.

C139 Committee reports & Recommendations –

- a) **Discussion about a MUGA on Greystone Rec and Withinshaw Park.**

Open Spaces Chairman Cllr Kieran Layfield, gave an update to the council and the public, about works agreed for play equipment to be added to the parks at Greystone and Withenshaw. 2 x MUGAs will be applied, one in each site, as well as extensive improvements to the existing parks as well as some additional pieces of equipment. Full details were circulated to councillors prior to the meeting and during the meeting, with 3D drawings. Decision was made to appoint selected contractor after 3 quotes were received successfully from the Clerk following this being placed on the Chest, the North West's Local Authority Procurement Portal. Cllr Layfield gave details of the findings of the green space's consultation. To be recording in the minutes. Approved in the previous minutes.

- b) **Discussion about maintenance and upgrade of the Committee room and office.** – Deferred until the next term.

- c) **Open Spaces**, Cllr Layfield and Cllr Eunice Peters gave and update to drainage works on Greystone Rec which is scheduled to begin end of March. Weather Dependant. Further Tree surveys completed in Penketh Parish Council Grounds. Drainage works with United Utilities on Warrington Road by Greystone Rec to be commenced shortly following negation with WBC. Park repairs completed following the Rospa park inspection. Overgrown shrubbery where the former hedge was in Withinshaw were discussed. WBC have removed the weeds and reseeded as grass along with the prior removal of the fallen fence.

- d) Cllr Steve Jones gave an update from the **People and Governance** meeting two weeks ago, where the committed had discussed recruitment for replacement deputy clerk position. Said the decision was to appoint a temporary employee before advertising the role to deal with the short-term issues of coverage. Discussions had about the plans to replace London Bridge with the Operation Menai Bridge, contingency planning for the death of a monarch. DBS checks also to completed for new staff. Questions from Cllr E Peters about if the role has been advertised, discussion ensued with Cllr Lenihan who advised not, Cllr Potts advised as a resolution that we seek advice from peninsula to avoid the mistakes of the past. Cllr Peters advised she wasn't comfortable with that process. Chairman summarised that we check with the Auditor and the HR Company. Further works to be completed on a full job description. Cllr Lenihan confirmed this was the advice of the Clerk.

C140 Chairmans Report – Cllr Fellows, updated council assisted the Clerk with staff appraisal as a training and support exercise. Net ball report.

C141 Clerks report – Nothing to report, not in attendance.

C142 Correspondence –

Date Received	From	To	Details	Action
24/01/24	D Gosney	Clerk	To organize day to finish Hard Wiring	Responded – 19/2/24 confirmed
24/01/24	Tracey	Clerk	Came in to see me for use of hall for churches at Easter	Responded – to check with BSC
25/01/24	Lymm Parish Council	Clerk	Info on funding PCSO	Sent to EP
26/01/24	D Ross	Clerk	Contract	Sent to KL & EP – Signed and returned
29/01/24	RBL	Cler and AH	Use of address at PPC	Meeting with AH & CL
30/01/24	C Reynolds	Clerk	Use of Square	Responded (EP)
30/01/24	Penketh Panthers	Clerk	Litter Pick	Responded
05/01/24	WaterBabies	Clerk	Requesting more time on Sundays	Responded – need confirmation.
05/02/24	S Jones Auditor	Clerk/RFO	Chasing Paperwork from Rialtas	Responded – chased with Val
06/02/24	Rev Tear	Clerk	Query with VAT after funding	Responded
08/02/24	C Edwards	Clerk	Issue with Pot holes	Responded and reported to WBC
09/02/24	A Hemsley	Clerk	Problem with park at Penketh Primary	Responded and asked for more info

C143 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.

C144 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. – No objections discussed to any planning applications raised.

Application Reference	Application Type	Location Details	Proposal	Ward	Parish	Consultation Closes
2024/00144/OUT	Outline Planning	56 Heath Road, Penketh, Warrington, WA5 2BU	Development of 1 no. semi-detached dwellinghouse on infill plot and associated alterations to serve new dwelling.	Penketh and Cuerdley	Penketh	29-02-2024
2024/00132/FULH	Full Planning - Householder	18 Penrose Gardens, Penketh, Warrington, WA5 2UE	single storey rear extension	Penketh and Cuerdley	Penketh	26-02-2024
2023/01566/FULH	Full Planning - Householder	28 Babbacombe Road, Penketh, Warrington, WA5 2PX	Single storey side extension to semi-detached bungalow and conversion of detached single garage to habitable room and store.	Penketh and Cuerdley	Penketh	05-02-2024

C145 Finance – Latest Bank statements shared with all councillors, as well as the reconciled monthly accounts. Cllrs stated they would like to see the Opening/closing balances.

a) Monthly Payments

Date: 12/02/2024

Penketh Parish Council

Page 1

Time: 11:29

Community Direct

List of Payments made between 01/01/2024 and 31/01/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/01/2024	SPAR STORE PENKETH	8824	1.99		PARCEL TAPE
03/01/2024	MICROSOFT	DD	5.04	MP	2144 MSFT*E0700Q
03/01/2024	MICROSOFT	DD	49.44	MP	2144 MSFT*E0700Q
03/01/2024	MICROSOFT	DD	82.32	MP	2144 MSFT*E0700Q
03/01/2024	AMAZON SERVICES	NICOLA FAR	6.79		ELF TIGHTS
04/01/2024	Peninsula	U003983439	400.66		EMPLOYMENT SERVICES,
04/01/2024	MICROSOFT	DD	3.96	MP	2144 MSFT*E0700Q
05/01/2024	AMAZON SERVICES	1774097845	99.99		TOOL KIT
08/01/2024	OLENA NOVIKOVA	PENKETH 12	533.38		AQUAFIT/PILATES DEC
10/01/2024	AMAZON SERVICES	AMA100124	30.99		P/Ledger Electronic Payment
10/01/2024	JP LENNARD	202599	624.31		CLEANING MATERIALS
10/01/2024	Kingfisher Lodger (Pool)	POOL-KFL	9,850.00		SO KINGFISHER LEISURE
10/01/2024	AMAZON SERVICES	100124	3.00		P/Ledger Electronic Payment
10/01/2024	AMAZON SERVICES	REVERSAL	-3.00		P/Ledger Electronic Payment
10/01/2024	AMAZON SERVICES	REV	-3.00		NOZZLE
11/01/2024	BT	DD	99.22	GF	DD BT GROUP PLC GPO1106259-000
12/01/2024	ICO Membership payment	DD	35.00	JL	DD ICO Z3500489
12/01/2024	LORD OF THE RUNGS	C15830	54.00		windows cleaned 11/1/24
12/01/2024	HMRC	CARD	866.04	GF	HMRC CUMBERNAULD PAYE TAX
15/01/2024	VINCI TECH GROUP	DD	50.00	JL	DD GOCARDLESS VINCITECHGRP-H6S
15/01/2024	SHORE SWIM LTD	150124	1,816.20		P/Ledger Electronic Payment
16/01/2024	AMAZON SERVICES	160124	-98.36		P/Ledger Electronic Payment
18/01/2024	ST JOHN AMBULANCE	180124	133.14		DEFIB PADS, SPILL DISPOSAL KIT
18/01/2024	WARRINGTON BOROUGH	811753937	2,080.87		Q4, 23/24,CLEANSING AND GROUND
18/01/2024	WARRINGTON BOROUGH	811753936	2,080.87		Q3 RECHARGEABLE WORKS
19/01/2024	AMAZON SERVICES	190124	49.10		P/Ledger Electronic Payment
19/01/2024	AMAZON SERVICES	190124AMA	87.09		BUCKETS
22/01/2024	CATHEDRAL LEASING LIMITED	220124	80.56		P/Ledger Electronic Payment
22/01/2024	FORDE AND MEADE	4401	186.00		PAT TESTING
25/01/2024	ENGIE POWER LTD	1022023001	1,322.38		ELEC 01.12.23-31.12.23
26/01/2024	AMAZON SERVICES	260124	25.83		WALL CLOCK
29/01/2024	Peninsula	u004036313	1,194.00		STANDALONE PENINSULA FACETOFAC
29/01/2024	WARRINGTON BOROUGH	811754159	336.00		CHRISTMAS LIGHTS
Total Payments			22,083.81		

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/01/2024	WBC	DD	365.00	GF	DD WBC NNDR 101502999
02/01/2024	COOPERATIVE BANK	BACS	1.96	GF	FEE BACS-ITEMS
09/01/2024	COOPERATIVE BANK	BACS	3.00	GF	FEE BACS-FILES
17/01/2024	EVERFLOW	DD	569.52	JL	DD EVERFLOW LTD EFW013687
22/01/2024	LIVEPAY	DD	74.28	JL	DD CENT COMP MAN LT PAYROLL
23/01/2024	FASTPAY	DD	72.60	JL	DD FASTPAY LTD FP PENKETH POOL
25/01/2024	TOTAL ENERGIES LTD	TGP4931610	3,308.92		GAS
26/01/2024	BT	DD	7.50	JL	DD BT GROUP PLC GB 13639762-00
26/01/2024	PAYROLL	DD	8,046.47	JL	DD MONTHLY PAYROLL BACS
30/01/2024	WBC	DD	365.00	JL	DD WBC NNDR 101502999

Total Payments	<u>12,814.25</u>
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Proposed: Cllr G Fellow**Seconded:** Cllr M Potts

Vote: All in favour.

Resolution: Council approves the finances for January 2024.**b) Applications for financial assistance – None.****C146 Date of next meeting confirmed by RESOLUTION to be on Monday 11th March 2024 at 19:30 at Penketh Parish Pool & Community Centre Committee Meeting Room.****C147 Public question time – no members in attendance.****C148 Matters for further discussion – Cllr Peters advised she has a meeting with residents at WBC for the planters this week.****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;

None**MEETING CLOSE**Clerk to the Council *Jo Locke 22/02/24***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.*