

# Penketh Parish Council

Council Office, Penketh Pool and Community Centre, Honiton Way, Penketh, Warrington WA5 2EY  
Jo Locke, Clerk to the Council. Mrs V. Wearing Temporary RFO.  
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## FULL COUNCIL MEETING MINUTES

Meeting held on Monday 11<sup>th</sup> March 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 19:35 *Delayed slightly due to delays with printing important information.*

### PART ONE

Chairman: **Cllr Geoff Fellows.**

**C149 Present; N Farrell, G Fellows, L Fox, L Jones, K Layfield, M Potts & E Peters.**

**C150 Apologies for absence; K Harkin, Andrea Haywood, S Jones.**

### **C151 Declarations of Interest**

#### **C151 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.*

#### **C151 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**

### **C152. Community Policing Report –**

Chairman advised that we haven't received a report. Cllr Peters gave an update that PCSO Stephen Heaps has been in Penketh but advertising us up for recruitment. PCSO Heaps covering a few areas due to staffing issues and patrolling schools.

*4.1 Issues raised by members of the public solely for the attention of the attending representative. This item must not exceed 10 minutes. **None***

### **C153. To Sign as a correct record the Full Council Meeting minutes of the last meeting held on Monday 19th February 2024.**

Cllr Layfield noted that the minutes had not made clear that his declaration had not been noted as against item C138. Clarified that he abstained from the Youth Vote for this reason. No other amendments

**Proposed Cllr M Potts**

**Seconded Cllr Fellows**

**Vote – All in favour.** (1 abstentions due to non-attendance of previous meeting)

**C154. Matters arising from the minutes.** None

**C155. Committee reports & Recommendations** – Verbal report.

Cllr Eunice Peters advised she had attended the town hall with residents and met with David Boyer and Ian Brackenbury and officers of the council, for issues with the council regarding the planters. Outcome was that they would do a consultation on the future of the Planters on Warrington/Penketh Road. Issues were related to costs, and upkeep and ongoing maintenance issues. Also raised was the junction at Heath Road junction opposite Tesco along with Parking up at Tavistock Road, road lines to be repainted and the issues of traffic and dangerous parking outside the former sportsman's arms. Consultation with the public proposed after the local elections. Scottish Power have a permit for the underground cables in the gully impacted by surface water. Number of consultations already undertaken, and the costs involved were raised.

Cllr Layfield advised that Cllr Peters and Cllr Michael Potts and himself met with the contractors for the Greystone and Withenshaw park enhancements and work is booked in, and final measurements taken and options for equipment layout and measurements. Cllr Layfield then led into the tree survey completed by WBC and Cllr Peters advised that this had now been received as was being reviewed. Actions and related finances and contractors were deferred to part 2 – Chair agreed. Noted that previous meeting, which was an extraordinary selected a contractor for the Penketh Gardens pathway resurfacing and an updated would be given in part 2 re finances due to work not yet commencing.

**C156. Chairmans Report -**

Cllr Geoff Fellows advised that lots of work being undertaken to make sure that the year end processes are all tied off for handover to the next council. Advised that some remedial works to the room and one unit needed to be completed under the clerks spend approval for emergency measures and will be agreed in the finance section.

**C157. Clerks report** – Not Available.

**C158. Correspondence –**

Discussion had about the correspondence received that month. Chairman advised that one of the issues about cancellation of Fridays Aquafit sessions as this was no longer commercially viable. Other options being looked into for future.

Cllr Michael Potts asked about the community centre being used as a voting location, needs to be confirmed, chairman to pick up as we'd need to update service users. Auditors came in and Cllr Potts advised this was delayed as RFO had to leave and the Auditor had arrived late after delays at another venue. Cllr Potts advised that Rialtas YE close down service is booking in with Rialtas for the 4<sup>th</sup> of May.

**C159. Report from Parish surgery –**

Cllr N Farrell advised no attendance was of the last surgery, Cllr Peters confirmed the next meeting in April was her rotation.

**C160. Planning – No issues 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 <u>Babbacombe</u> 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



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C161. Finance

13.1 Authorisation of March ad hoc/regular spend for – (Documents enclosed)

Date: 04/03/2024		Penketh Parish Council		Page 1	
Time: 12:45		Community Direct			
List of Payments made between 01/02/2024 and 29/02/2024					
<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2024	AMAZON SERVICES	GB4QOP8LAE	58.44		STATIONARY
01/02/2024	MAC PLUMBING SOLUTIONS	30	50.00		BLOCKED TOILETS
05/02/2024	MICROSOFT	DD	3.96	GF	2144 MSFT*E0700Q
05/02/2024	MICROSOFT	DD	5.04	GF	2144 MSFT*E0700Q
05/02/2024	MICROSOFT	DD	49.44	GF	2144 MSFT*E0700Q
05/02/2024	MICROSOFT	DD	82.32	GF	2144MSFT*E0700Q
05/02/2024	Peninsula	050224	400.66		EMPLOYMENT SERVICES
05/02/2024	OLENA NOVIKOVA	penketh01-	800.08		AQUAFIT/PILATES
05/02/2024	JP LENNARD	205261	882.48		BENCH SEAT
05/02/2024	WUFOO	4331889	139.00		SUBSCRIPTION FOR SWIM SCHEME
07/02/2024	LEMUR SOFTWARE	918	14.99		LEMUR SWIM PUFFIN
07/02/2024	LEMUR SOFTWARE	904	39.99		LEMUR SWIM SEALION GROUP 1-31J
07/02/2024	LEMUR SOFTWARE	895	39.99		LEMUR SWIM SEALION DEC
07/02/2024	LORD OF THE RUNGS	15910	54.00		WINDOWS CLEANED7.2.24
07/02/2024	AMAZON SERVICES	GB2024-595	17.99		SAFETY GOGGLES
08/02/2024	AMAZON SERVICES	INV-GB-202	27.80		TILL ROLLS
08/02/2024	AMAZON SERVICES	100058901-	27.99		BOOK OF CONDOLENCE
08/02/2024	GLASDON UK LTD	SI880409	440.68		P/Ledger Electronic Payment
08/02/2024	CATHEDRAL LEASING LIMITED	MI1569979	215.28		SUPPLY OF HYGIENE SERVICES
08/02/2024	HAGS-SMP LTD	093923	566.40		FIXINGS FOR WYTHENSHAW REC
09/02/2024	AMAZON SERVICES	173256961	24.99		3 M AURA INSULATION AND HARDWO
09/02/2024	AMAZON SERVICES	090224	3.39		P/Ledger Electronic Payment
12/02/2024	BT	DD	95.23	GF	DD BT GROUP PLC GP01106259-000
12/02/2024	AMAZON SERVICES	120224	19.38		P/Ledger Electronic Payment
12/02/2024	JP LENNARD	206051	38.69		HAND SOAP
12/02/2024	MB GROUP SERVICES LTD	45892	480.00		POWERWASH AT WYTHENSHAW PARK
12/02/2024	RTC SAFETY SURFACES LTD	1000963	3,968.40		BLACK WET POUR WYTHENSHAW REC
12/02/2024	Kingfisher Lodger (Pool)	TFR	9,850.00		FROM COMM TO KFL
14/02/2024	AMAZON SERVICES	140224	25.99		P/Ledger Electronic Payment
14/02/2024	AMAZON SERVICES	140224AMA	37.95		P/Ledger Electronic Payment
14/02/2024	VINCI TECH GROUP	DD	50.00	GF	DD GOCARDLESS VINCITECHGRP-H6S
14/02/2024	PALLADIUM LOCKS LTD	#PENKETHPO	50.00		REPLACE LOCKS CHANGING ROOM&PO
19/02/2024	DKG ELECTRICAL SERVICES	INV-0250	1,120.00		HARD WIRE
23/02/2024	ENGIE POWER LTD	1022023000	1,347.67		ELEC 01.01.24-31.01.24
29/02/2024	FEDEX	CARD	25.77	JL	Fed Ex Express Chems
<b>Total Payments</b>			<b>21,053.99</b>		

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09/02/2024	COOPERATIVE BANK	BACS	1.96	JL	FEES COMMISSION
09/02/2024	COOPERATIVE BANK	BACS	3.00	JL	008528 FEES COMMISSION
19/02/2024	EVERFLOW WATER	EFW013687	608.69		WATER
20/02/2024	TOTAL ENERGIES LTD	TGP4931610	3,861.41		Purchase Ledger DDR Payment
21/02/2024	LIVEPAY	DD	69.60	GF	CENT COMP MAN LT
22/02/2024	PPC	BACS	6.42	JL	MONTHLY PAYROLL DD
23/02/2024	FASTPAY	DD	118.50	MP	FASTPAY FEES
23/02/2024	PAYROLL	BACS	8,835.80	JL	MONTHLY PAYROLL
26/02/2024	BT	DD	7.50	JL	BT GB 13639762-000118

**Total Payments**      13,512.88

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Time : 12:49

## Community Direct

## Payments made between 01/02/2024 and 29/02/2024

<u>Date</u>	<u>Payment Reference</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
<b>AMAZON SERVICES</b>						
01/02/2024	GB4QOP8L	STATIONARY	58.44	0.00	58.44	VAT
07/02/2024	GB2024-595	SAFETY GOGGLES	17.99	0.00	17.99	VAT
08/02/2024	INV-GB-202	TILL ROLLS	27.80	0.00	27.80	VAT
08/02/2024	100058901-	BOOK OF CONDOLENCE	27.99	0.00	27.99	VAT
09/02/2024	090224	P/Ledger Electronic Payment	3.39	0.00	3.39	VAT
09/02/2024	173256961	3 M AURA INSULATION AND	24.99	0.00	24.99	VAT
12/02/2024	120224	P/Ledger Electronic Payment	19.38	0.00	19.38	VAT
14/02/2024	140224	P/Ledger Electronic Payment	25.99	0.00	25.99	VAT
14/02/2024	140224AMA	P/Ledger Electronic Payment	37.95	0.00	37.95	VAT
			<b>243.92</b>	<b>0.00</b>	<b>243.92</b>	
<b>BT</b>						
12/02/2024	DD	DD BT GROUP PLC	79.36	15.87	95.23	S
<b>CATHEDRAL LEASING LIMITED</b>						
08/02/2024	MI1569979	SUPPLY OF HYGIENE	215.28	0.00	215.28	VAT
<b>DKG ELECTRICAL SERVICES LTD</b>						
19/02/2024	INV-0250	HARD WIRE	1,120.00	0.00	1,120.00	VAT
<b>ENGIE POWER LTD</b>						
23/02/2024	1022023000	ELEC 01.01.24-31.01.24	1,347.67	0.00	1,347.67	VAT
<b>FEDEX</b>						
29/02/2024	CARD	Fed Ex Express Chems	25.77	0.00	25.77	Z
<b>GLASDON UK LTD</b>						
08/02/2024	SI880409	P/Ledger Electronic Payment	440.68	0.00	440.68	VAT
<b>HAGS-SMP LTD</b>						
08/02/2024	093923	FIXINGS FOR	566.40	0.00	566.40	VAT
<b>JP LENNARD</b>						
05/02/2024	205261	BENCH SEAT	882.48	0.00	882.48	VAT
12/02/2024	206051	HAND SOAP	38.69	0.00	38.69	VAT
			<b>921.17</b>	<b>0.00</b>	<b>921.17</b>	
<b>Kingfisher Lodger (Pool)</b>						
12/02/2024	TFR	FROM COMM TO KFL	9,850.00	0.00	9,850.00	
<b>LEMUR SOFTWARE</b>						
07/02/2024	918	LEMUR SWIM PUFFIN	14.99	0.00	14.99	VAT
07/02/2024	895	LEMUR SWIM SEALION DEC	39.99	0.00	39.99	VAT
07/02/2024	904	LEMUR SWIM SEALION	39.99	0.00	39.99	VAT
			<b>94.97</b>	<b>0.00</b>	<b>94.97</b>	
<b>LORD OF THE RUNGS</b>						
07/02/2024	15910	WINDOWS CLEANED7.2.24	54.00	0.00	54.00	VAT

<b>MAC PLUMBING SOLUTIONS</b>	01/02/2024	30	BLOCKED TOILETS	50.00	0.00	50.00	VAT
<b>MB GROUP SERVICES LTD</b>	12/02/2024	45892	POWERWASH AT	480.00	0.00	480.00	VAT
<b>MICROSOFT</b>							

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Penketh Parish Council

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Community Direct

Payments made between 01/02/2024 and 29/02/2024

<u>Date</u>	<u>Payment Reference</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
05/02/2024	DD	2144MSFT*E0700Q	68.60	13.72	82.32	S
05/02/2024	DD	2144 MSFT*E0700Q	3.30	0.66	3.96	S
05/02/2024	DD	2144 MSFT*E0700Q	4.20	0.84	5.04	S
05/02/2024	DD	2144 MSFT*E0700Q	41.20	8.24	49.44	S
			<b>117.30</b>	<b>23.46</b>	<b>140.76</b>	
<b>OLENA NOVIKOVA</b>						
05/02/2024	penketh01-	AQUAFIT/PILATES	800.08	0.00	800.08	VAT
<b>PALLADIUM LOCKS LTD</b>						
14/02/2024	#PENKETH	REPLACE LOCKS	50.00	0.00	50.00	VAT
<b>Peninsula</b>						
05/02/2024	050224	EMPLOYMENT SERVICES	400.66	0.00	400.66	VAT
<b>RTC SAFETY SURFACES LTD</b>						
12/02/2024	1000963	BLACK WET POUR	3,968.40	0.00	3,968.40	VAT
<b>VINCI TECH GROUP</b>						
14/02/2024	DD	DD GOCARDLESS	50.00	0.00	50.00	Z
<b>WUFOO</b>						
05/02/2024	4331889	SUBSCRIPTION FOR SWIM	139.00	0.00	139.00	VAT
			<b>21,014.66</b>	<b>39.33</b>	<b>21,053.99</b>	

Vote – All in favour.

13.3 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.

**C162. Update of DBS checks for staff. – Completed.**

**C163. Date of next meeting to be proposed as 8th April 2024 at 19:30 at Penketh Parish Pool & Community Centre Committee Meeting Room. Confirmed**

**C164. Public question time**

*Due to the large agenda the public will be limited to no more than 2 questions in which responses may be offered via email/written correspondence if the agenda item exceeds 10 minutes.*

**C165. 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.*

**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;*

Discussion had about commencement of the works to Penketh Gardens footpath works, park to be closed for a few days and communications scheduled on Parish Council social media channels. Discussions about duty of care to the Parish Clerk action taken by Cllr Eunice Peters to make contact and Council discussed next steps to ensure continuity up to the next election.

**MEETING CLOSE**

Clerk to the Council *Miss Jo Locke 11/02/2024*

\*Produced post meeting via recordings and notes taken by Cllr L Fox

*\*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 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.*