

# Penketh Parish Council

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## FULL COUNCIL EXTRA-ORDINARY MEETING

### Notice of Meeting and Summons to Attend

**To: Cllr Geoff Fellows (Chairman), Cllr Andrea Haywood (Vice Chairperson), Cllr Michael Potts, Cllr Leigh Jones, Cllr Eunice Peters, Cllr Kath Harkin, Cllr Nicola Farrell, Cllr Les Fox, Cllr Kieran Layfield, Cllr Craig Lenihan, Cllr Steve Jones**

Dear Councillor,

Dated this twelfth day of April 2024, you are hereby summoned to attend an Extra-Ordinary Meeting of Penketh Parish Council to be held at 19:30 on the seventeenth day of April 2024, to transact business listed in the agenda.

The Meeting will be held in Penketh Pool and Community Centre, Committee Room, Penketh, WA5 2EY.

**Members of the press & public are welcome; the meeting may be recorded in accordance with the openness of Local Government Bodies Regulations Act 2014.**

#### **Note to Councillors:**

If you are unable to attend the meeting, please notify the clerk of your apologies.

#### **Note to Public:**

*Residents of the parish wishing to address the Council are advised to notify the clerk before 5pm on the day of the meeting. Permission to speak at the meeting will be at the discretion of the Chairman. If the representation made is considered outside the remit of Penketh Parish Council, residents will be referred to the principal authority or other appropriate body.*

Your sincerely,

Mr L Trevaskis, CiLCA, PSLCC.  
Locum Clerk

#### **Agenda**

Members will commence the meeting by observing a minute's silence in memory of former Councillor Ray McKay.

- Apologies** - to receive apologies for absence and consider any reasons for acceptance.  
*(Local Government Act 1972, Section 85)*
- Declarations** - to record any declared interests relating to the business of the meeting and receive any dispensation requests from the Proper Officer. Members are reminded of their responsibility to declare any personal or prejudicial interests that they may have in any item of business on the agenda no later than when the item is opened. Members are also reminded of their responsibility to make a request for a dispensation to speak on any matter for which they have declared an interest.  
*(Localism Act 2011, Section 31)*

3. **Minutes** - to approve the minutes of the last meeting.  
(*Local Government Act 1972, Section 111*)

4. **Greystone Recreational Ground**  
(*Local Government (Miscellaneous Provisions) Act 1976, Section 19*)

At its meeting held on 8 April 2024, members noted additional works required to the playground on Greystone Recreational Ground. Members advised there had been a contingency budget set for the overall project (installation of the MUGA) of approximately £11K. Members requested the quote for the additional work be formally accepted by the Council, at a cost of £6,675.00. The full scope of the works includes the below.

- Removal of Tornado Carousel from Withenshaw, and installation at Greystone (including excavation work, and supply of subbase ready and install of wetpour.
- Excavation around two benches and supply of subbase and install of rubber gravel surface.

5. **Bank Mandate** - to note that no existing signatories will retain their council seats following the election, and agree which members of the new administration will become banking signatories.

6. **Pool Website**

To note that Cllr Mike Potts had commenced the design of a new website for the pool, aiming to avoid website build fees for the Council. However, it has been discovered that the hosting costs for the new site amount to £63 per month, with additional charges incurred once the site exceeds 500 views per month. Consequently, this option is deemed unsuitable. In light of this, Penketh Parish Council's existing website supplier, VinciTech Group, has provided a quote of £1,000 for the redesign of the pool's website, with an additional £50 per month for hosting and management thereafter. The Council is asked to consider the quote and agree actions.

7. **Penketh Pool and Community Centre Cleaning**

The Council unanimously resolved to engage a local cleaning company, Minster Cleaning, at its meeting held on 11 April 2023 (Minute C191 Cleaning Contract)<sup>1</sup>. Following some operational changes, the Council is asked to approve the revised cleaning schedule (which will be delivered following a variation in hours, and no overall increase in cost) for a period of twelve months (three visits per week - Mon, Wed, and Fri) at a total cost of £152.91+VAT per week.

8. **Penketh Carnival**

To note that Penketh Carnival has requested the use of Greystone Recreational Ground on 20 July 2024. The planned drainage works are scheduled to commence in May and may extend until the end of July, with additional time required for settlement afterward. Given this circumstance, the Council is asked to consider if Withinshaw Recreational Ground may be a possible site to offer Penketh Carnival to use this year, or the possibility of rescheduling the event at Greystone Recreational Ground to a different time of year, or on a smaller scale. Additionally, it is important to understand the potential weight limit that may be imposed on Greystone Recreational Ground following the drainage works and clarify how this may affect the future use of the site.

9. **Tree Survey**

It is recommended that the Council acknowledges the Forestry Commission Operational Guidance Booklet 1 (Tree Safety Management)<sup>2</sup>, which suggests that high-usage sites should undergo inspections at least once annually.

Penketh Parish Council has recently undertaken a tree survey at Greystone Recreational Ground and Penketh Gardens. In light of a previous legal case (*Witley Parish Council v Cavanagh 2018*), where a council was found liable for injuries resulting from a fallen tree due to insufficient inspection frequency, it is imperative for the Council to prioritise tree inspections. The court ruled that the Council's policy of inspecting trees every three years was inadequate, leading to a six-figure compensation payment.

To mitigate similar risks, the Council is advised to authorise immediate inspections of trees at Withinshaw Recreational Ground and the Community Centre, delegating to the PO to facilitate the procurement of the most cost-effective option and initiate any necessary urgent work to ensure public safety.

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<sup>1</sup> file:///Users/morecambetowncouncil/Downloads/Full-Council-Meeting-the-10th-April-2023%20(2).pdf

<sup>2</sup> <https://tree-surveys.com/wp-content/uploads/2015/11/fc-tree-safety-manual-2007.pdf>

## 10. Telecommunications

Members are asked to note that there has been a significant increase in participants on the swim scheme which has resulted in additional calls (there are currently 195 active swimmers vs a 260 person capacity).

A need has arisen for additional phones, with four separate lines (including calling plans to reduce the cost of calls currently incurred).

The main benefits of an upgrade to the current system would include:

- Menu (IVR) options on the main phone number, to inform and automate call pathways with key information and reduce contacts into the centre.
- Allow 'hunt groups' to be set up that distributes calls from a single phone number to a group of numbers in a company. Simply put, when callers ring the phone number, the group will route the call to a group of members so they can answer the call. So, the main office phone could ring first, then second office phone, then kitchen, then pool side for example. Currently they all ring at once which causes unnecessary distractions at times.
- Remote access (as currently in place via an app) to pick up voicemails, change messages, and activated DND (do not disturb).
- Additional line to call out, with the main benefit and reason being **Emergency Assistance can be called on the poolside during an incident.**
- Unlimited calling plan, meaning the net overall cost are more or less the same given call usage and this new option would provide two additional handsets and significantly more control over set up.

### Currently the Council pays:

*Regular charges 1 Mar 24 - 31 Mar 24*

**£66.94**

*Bundled services : £ 54.95*

*Broadband services : £ 7.00*

*Other account related items:£ 4.99*

*This is the charge in advance for your 1 Business Antivirus Protection from BT licence(s) at £4.99 per licence per month*

The latest bill demonstrated the Council has incurred **£48.23** in call charges but there is no itemised billing currently. These costs would be covered by the new 'Unlimited calling plan'.

Members are asked to consider approving the above upgrade to be implemented as an enhancement to the current supplier contract.

## 11. Representations from the Public - to received representations from the public.