

# Penketh Parish Council

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## FULL COUNCIL MEETING MINUTES

Meeting held on Monday 14<sup>th</sup> October 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 19:34 *Delayed slightly due to delays with printing important information.*

### PART ONE

Chairman: Cllr Geoff Fellows.

**Minute 24/25-073 Present; Cllrs Booth, Eriobuna, Fellows, Hollis, Hudson, McSherry, Peters, Potts, Rowley & Williams**

**Minute 24/25-074 Apologies for absence; Haywood,**

**Minute 24/25-075 Declarations of Interest**

#### 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.*

**Minute 24/25-076 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 are listed

**Minute 24/25-077 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.*

*2 Members of the public in attendance. Representations of the Carnival team/committee/association enquired for consideration of an update to the situation of the field and potential use.*

**Minute 24/25-078 Community Policing Report –**

Document shared with the council prior to the meeting. Nothing raised as a matter of concern.

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

**Minute 24/25-079 To Sign as a correct record the Full Council Meeting minutes of the last meeting held on Monday 8th July 2024.**

**Proposed Cllr E Peters**

**Seconded Cllr G Fellows**

**Vote – All in favour.**

**Minute 24/25-080 Matters arising from the minutes.**

Amendment 24/25-61 wording correction to 'Clean the plaques' not 'replace the plaques' would be approximately £3,000.

**Minute 24/25-081** Temporary Delegated Powers – Following the end of our Locum Clerk cover and subsequent resignation of our temporary Deputy Clerk, delegated powers are required to assist the council in administrative functions during our transition to full recruitment. Proposed Motion - Short term delegated power from the date of resignation to the end of January 2025 to Cllr Potts. With authorisation to make payments on behalf of the council to the only current member with banking access, Cllr Potts until both Cllrs Fellows and McSherry have received notification from the Councils nominated bank (currently delayed), and the permanent employed positions are filled. This will be reviewed or extended in January should positions not be filled. All recruitment will be dealt with by the staffing committee (known previously as the people and Governance Committee).

**Proposed Cllr R Rowley**

**Seconded Cllr C Williams**

**Vote – All in favour.**

**Minute 24/25-082** That the Staffing Committee revert to its original name of People and Governance Committee for it to fulfil its main aims and objectives when recruiting new employees, dealing with any employee training or resolutions and to focus on the Councils internal and external audit reports which will remain within the Committees own delegated budget.

**Proposed: Cllr M Potts**

**Secoder: Cllr C Williams**

**Vote – All in favour.**

**Minute 24/25-083** The Council Winter newsletter working group will be formed with all councillor's welcome to take active involvement. The final draft approved for print by the Chair and will stay within the previously approved budget set earlier in the year. The Council approve this pathway to completion of this task

**Proposer: Cllr R Rowley**

**Secoder: Cllr E Hudson**

**Vote – All in favour.**

**Minute 24/25-084** To approve a total budget not exceeding £2,000.00 for Christmas activities such the annual Honiton Way Christmas Tree, and any subsequent lighting/H&S provisions, items required for refreshments for resale, equipment hire and other costs for the Christmas event and Light Switch on.

**Proposer: Cllr M Potts**

**Secoder: Cllr L Hollis**

**Vote – All in favour.**

**Minute 24/25-085** To approve material costs within the Clerk Spending limit, to enable renovation and refresh the community nativity scene in time for this year's set up. This was generously made and donated to the community by a local contractor however it is unfair to expect him to subsidise materials to ensure the scene is maintained to its full glory.

**Proposer: Cllr G Fellows**

**Secoder: Cllr R Rowley**

**Vote – All in favour.**

**Minute 24/25-086** To approve the spend of £600 to go towards combined efforts of road closures, equipment costs and other associated costs to the community event of Remembrance Sunday held on Sunday 10th November. (shared costs with Great Sankey Parish Council) – Annual Event.

AMENDMENT: Proposed to increase amount by Cllr E Peters

To approve the spend of £1000 to go towards combined efforts of road closures, equipment costs and other associated costs to the community event of Remembrance Sunday held on Sunday 10th November. (shared costs with Great Sankey Parish Council) – Annual Event.

**Proposer: Cllr E Peters**

**Seconder: Cllr G Fellows**

**Vote – All in favour.**

**Minute 24/25-087** Vote on amended motion

**Proposer: Cllr E Peters**

**Seconder: Cllr G Fellows**

**Vote – All in favour.**

**Minute 24/25-088** It was decided that the Christmas Market event in the Parish Hall would take place on Saturday 30<sup>th</sup> November.

### **Committee reports & Recommendations –**

**Minute 24/25-089** A verbal report was given on a number of trees which need attention due to dangerous or dead, dying or diseased trees in the region of 74 trees with ash dieback on Penketh Parish Council land. A felling license is required and this would be actioned. Quotes have been received and will be considered for the new year.

**Minute 24/25-090** Grounds on Greystone will need aerating and rolling at the start of 2025 and potential more excavation will be required to investigate the damaged clay pipe that is responsible for excessive water-logged land. Works completed in September came with guidance for a further twelve months rest and settle from completion of work. The Playing fields will remain in good use all year round for the community if the fair is held at another location. If it could be guaranteed that the ground conditions were firm when the fair was going to be held it would be minimal damage but the risk is high because dry conditions cannot be guaranteed at any time of the year, rain fall can be incredibly high in summer as it is in winter and the playing fields would be impacted and affected suffering considerably if the fair was held in anything but dry conditions. If held in muddy conditions the drains could potentially be damaged, if the machinery were to get stuck and considerable renovation work would be required this could be in the region of tens of thousands of pounds to fix and put as was at the cost of the tax payer.

**Minute 24/25-091** Plans and preparations for the annual remembrance parade have been taking place and the Parish Council has joined a collaborative working group with both the Royal British Legion and Great Sankey Parish Council.

Cllr Emma Hudson had left the meeting

### **Chairmans Report –**

**Minute 24/25-092** A busy month with regards to activities and events in Penketh with the Chair attending meetings in and around the community which affects Penketh residents both socially and community driven future events.

### **Clerks report –**

**Minute 24/25-093** A verbal report was given to the Council

### **Correspondence –**

**Minute 24/25-094** Emails of importance have been forwarded to councillors throughout the month.

**Minute 24/25-095** One email to be noted was a letter of thanks from the Sugar Loaf who hosted a Macmillan Coffee morning from their converted horsebox which was set up at the entrance to Greystone Rec for the day and managed to raise £250 for the charity

## Report from Parish surgery –

**Minute 24/25-096** Cllr E Peters attended the surgery at Penketh Library but only WBC matters attended this month.

**Minute 24/25-097** Planning – No issues raised.

Application	Location Details	Proposal	Ward	Parish	Consultation End Date
2024/01206/FUL	St Josephs Primary School	Replacement of boundary fencing	Penketh and Cuardley	Penketh	22/10/2024

**Minute 24/25-098** Finance

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

*Unable to proceed with approval. Rialtas still completing restatement of accounts.*

**Vote – All in favour.**

**Minute 24/25-099** 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.

**Minute 24/25-100** It was agreed that the date of next meeting to be Monday 18th November 2024 at 19:30 at Penketh Parish Pool & Community Centre Committee Meeting Room.

**Minute 24/25-101** Matters for further discussion

*None to list*

## **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;*

**Minute 24/25-102** Workplace pensions were discussed. The Pensions regulator has requested that the Council reach a decision of which provider should be engaged. One employee has shown an interest to be included. A Report of options for providers were listed as Standard Life, Aviva and The Peoples Pension. With a recommendation especially as it is linked without payroll bureau for ease of administration. Implementation to be conducted by Cllr Potts

The amended motion below was listed

**Proposer: Cllr C Eribouna**

**Seconder: Cllr C Williams**

**Minute 24/25-103** This council approves that Aviva be selected as the council's payroll provider following further exploratory checks with the company to ensure no risk of disruption to employee payments. Implementation to be conducted by Cllr Potts with the chosen supplier and our pensions provider as well as communications and discussions with council staff members through to full resolution

**Vote – All in favour.**

**Minute 24/25-104** A vote took place on the amended motion.

**Proposer: Cllr Potts                      Seconder: Cllr L Hollis**

**Vote – All in favour.**

**Minute 24/25-105      The time reached 21:30 and it was agreed to extend the standing orders**

Cllr Erica McSherry had left the meeting

**Minute 24/25-106      MEETING CLOSE      21:43**

Temp Clerk to the Council 14/10/2024

*\*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.*