

Penketh Parish Council

Council Office, Penketh Pool and Community Centre, Honiton Way, Penketh, Warrington WA5 2EY
Tel: 01925 724 515
Email: clerk@penkethparishcouncil.org.uk



FULL COUNCIL MEETING MINUTES MEETING HELD ON MONDAY 8 APRIL 2024 AT 7:30PM at Penketh Pool and Community Centre Committee Room, Penketh WA5 2EY

Members of the press and public were welcome in accordance with the openness of Local Government Bodies Regulations Act 2014. The meeting was also recorded.

Meeting opened at 7:34pm

Council Members Present: Cllr Geoff Fellows (Chairman), Cllr Andrea Haywood (Vice Chairperson), Cllr Eunice Peters, Cllr Kieran Layfield, Cllr Leigh Jones, Cllr Steve Jones, Cllr Craig Lenihan, Cllr Lez Fox, Cllr Michael Potts.

Officers Present: L Trevaskis, Locum Clerk

Public/Press: 3

Glossary:

PO = Proper Officer, Cllr = Councillor, IA = Internal Audit, EA = External Audit, YE = Year End, FY = Financial Year, GDPR = General Data Protection Regulations

Minute 24/25-001 - Apologies for Absence

Cllr Nicola Farrell, Cllr Kath Harkin

Minute 24/25-002 - Declarations of Interest

Members were reminded of their responsibility to declare any personal or prejudicial interest that they may have in any item of business on the agenda no later than when the item is reached.

Members were also reminded of their responsibility to make a request for a dispensation to speak on any matter for which they have declared an interest.

Cllr Geoff Fellows declared an interest as Chair of the Penketh Swimming Club, and a customer of the swimming pool.

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

Minute 24/25-003 - Community Policing Report

The Council noted a report had not been provided recently. However, it was understood there had been recent changes in staffing capacity for local PCSOs and shift pattern changes. The PO agreed to check emails to see if there had been any recent communication.

Minute 24/25-004 - Minutes

The Council approved the minutes of the meeting held on 8 March 2024 subject to the addition of Cllr C Lenihan, Cllr S Jones, and Cllr L Fox being added to the list of 'Apologies for Absence'. Chairman to sign once amends have been made.

The Council approved the minutes of the meeting held on 11 March 2024 subject to that date being amended on page eight to read '11/03/2024'.

Minute 24/25-005 - Matters Arising

The were no matters raised by members.

Minute 24/25-006 - Asset Register & YE Close Down

The Council unanimously approved the updates to the Asset Register, noting that there would be additional items (including a sound system for Aqua Fit, office equipment/furniture, and two hot water urns) brought for approval at the May meeting. Following questions regarding whether some items should be considered assets or consumables, clarification was provided to members as to the reasoning behind the inclusion of some items (such as the pool liner), with the PO advising that all items the authority wishes to insure should be included on the list for continuity with the insurance schedule.

During the YE close down for FY2324 it was noted that the previous year's VAT calculations in the transition from Xero (the prior accounting software used by the authority in FY2223) to Rialtas (the current accountancy software used by the authority in FY2324) had identified a VAT sum for a payment produced a debit of £917.05 and a credit of £1,157.32. Therefore, a correction of £240.27 (credit) to the account is required. The Council unanimously approved this adjustment on the advice of Rialtas to ensure good housekeeping of the YE accounts.

Minute 24/25-007 - Committee Reports and Recommendations

The Council noted an update from the Open Space Committee. It was advised that the pathway resurfacing works at Penketh Gardens had been complete.

It was noted that the drainage works scheduled to take place at Greystone Recreation Ground looked likely to commence in May once the surface water had cleared - the work program will take approximately 10-12 weeks to complete, and it is likely that a period of time will be needed following the work to allow the land to settle. Members noted this may present some challenges for the annual Penketh Carnival (scheduled to take place on 20 July 2024) and the PO agreed to contact the organisers to open a conversation. It was clarified that the drainage program would result in no disruption to the playground works, as the work parcel areas do not overlap.

It was noted the play equipment for Withinshaw Recreational Ground had been ordered, and delivery is looking likely to be within the next four weeks. The Council were also advised an additional quote had been received for consideration. Members discussed that a contingency budget was agreed for the project, and it was agreed that an additional meeting be called to consider the scope of the additional work and cost.

Members were advised following the most recent tree survey that six trees were felled, and other recommended tree works were required to take place within six months. It was noted that no tree surveys were undertaken on Withinshaw Recreational Ground, or the car park of Penketh Community Centre.

Minute 24/25-008 - Chairman's Report

The Chairman offered a reflection on the Council's journey as the current administration's term drew to a close. Members were encouraged to consider the Council's growth, from the initial challenges faced during

the first meeting post-lockdown (in the car park without any keys to the community centre) to the successful reopening of vital local facilities such as the pool, creating job opportunities for the community. Fond memories were shared of significant events such as the Queen's Jubilee and the Coronation of King Charles, as well as successful projects like the Queen's Canopy initiative and various improvement works to open spaces.

Members were thanked for their dedication and contributions to these endeavors, including their efforts on projects such as the pathway resurfacing at Penketh Gardens, playground upgrades at Withinshaw Recreational Ground, and planned drainage works at Greystone Recreational Ground.

With the results of an uncontested election announced, the Chairman expressed best wishes to the new administrations contributions to the community.

Minute 24/25-009 - Clerk's Report

The locum clerk informed members that he would be providing support to the authority for a brief period while they recruit new officers, complete their IA and EA, and undergo training during the election transition period. The proper officer encouraged members to reach out if needed but noted that responses may take a few days due to limited hours of locum support. Members welcomed the locum clerk.

Minute 24/25-010 - Correspondence

There were no matters of correspondence to report. PO would check emails and report back to May meeting on any matters that may require council oversight.

Minute 24/25-011 - Report from Parish Surgery

It was noted that the majority of residents attending the parish surgery were requesting confirmation of when the drain works would be completed. Thanks were expressed regarding the installation of the new pathway, and questions were raised as to whether anything else was planned for the beacon. It was noted that the shield on the beacon required painting, however the existing contractor that manufactured the beacon was no longer trading. It was noted that other residents had raised questions regarding an event due to take place on Ditchfield Farm - it was noted that the event was an outdoor dance event which would take place on the field to the left of Station Road. A Temporary Events Notice was in place for 499 attendees, and liaison with ESAG was not a requirement due to the fact that the event was taking place on private land.

Minute 24/25-012 - Planning

The below planning applications were noted and no objections raised.

2024/00418/DISCON (Discharge of Condition) - The Sportsmans Arms, 181 Warrington Rd, WA5 2EN

2024/00370/FULH (Household Planning - Rear Extension) - 39 Chapel Road, WA5 2NU

2023/01569/FULH (Household Planning - Two-Storey Extension) - 14 Haslemere Drive, WA5 2RP

2024/00258/FULH (Household Planning - Retrospective Gazebo) - 57 Mansion Road, WA5 2HS

2024/00283/FULH (Household Planning - Retention of Garage) - 3, The Orchard, Warrington Rd, WA5 2EN

2024/00223/FULH (Household Planning - Side and Rear Extension) - 49 Shoreham Drive, WA5 2HY

Minute 24/25-013 - Finance

The Council approved the cashed income and list of payments from 1 March 2024 to 31 March 2024 for both the Community Direct account and the Kingfisher Pool account.

Minute 24/25-014 - Date of Next Meeting

The Council approved the Annual Parish Meeting would take place at 19:00 on Monday 13 May 2024.

The Council approved the Annual Meeting of the Council would take place at 19:30 on Monday 13 May 2024.

Minute 24/25-015 - Public Question Time

No members of the public in attendance requested to speak.

Minute 24/25-016 - Matters for Further Discussion

Members acknowledged receiving two complaints from customers regarding the changing times of Aqua Fit classes. It was emphasized the need to ensure the classes remain cost-effective, and thus, the class times have been adjusted to accommodate the majority of attendees, aiming to optimize income and enhance the overall financial viability of the pool. Additionally, members highlighted the challenge posed by a shortage of Aqua Fit instructors, leading to limited availability for holding sessions.

The meeting was closed to the press and public in accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960 for the following business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons arising from the nature of that business or of the proceedings.

Minute 24/25-017 - Sign Writer

The Council approved a budget of up to £1,000 to contract a professional sign writer to update the Parish Honorary Chairpersons board (currently completed from 1968 to 2015). Members noted the board was nine years out of date and the historical importance of each administration leaving office with this undertaken. The Council delegated facilitation to the PO.

Minute 24/25-018 - Member Discussion

A member requested additional information regarding a staffing payment and a response was provided that is exempt from inclusion within the minutes due to the GDPR.

It was requested that a staffing report be compiled to inform members of current state of play in relation to staffing structure, contractual terms, appraisals, DBS (Disclosure and Barring Service) checks, and processes and procedures. It was also noted that operational efficiency could be improved through fixed work patterns.

Signed:

Print:

Date: