

# Penketh Parish Council

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



## MINUTES OF THE ANNUAL MEETING OF THE FULL COUNCIL

### MEETING HELD ON MONDAY 12 MAY 2025 AT 19:00

Held at Penketh Pool and Community Centre, Committee Room

Members of the press & public were welcome; the meeting was recorded.

#### MEETING OPENED AT; 19:05

Minute Ref: 25/26–212 to 25/26–228

#### 25/26–212 – Election of Chairman

Cllr G Fellows was duly elected as Chairman for the Civic Year 2025–2026.

#### 25/26–213 – Election of Vice Chairman

Cllr Joe Dodd was duly elected as Vice Chairman for the Civic Year 2025–2026.

#### 25/26–214 – Apologies for Absence

Apologies were received and accepted from Cllr E Peters.

#### 25/26–215 – Declarations of Interest and Dispensations

*25/26–215.1 Cllr M Potts and Cllr G Fellows declared an interest as Cllr Fellows is a hirer of the pool.*

*25/26–215.2 No requests for dispensations were received.*

#### 25/26–216 – Approval of Previous Minutes

The minutes of the meeting held on 14th April 2025 were approved as a correct record. All members present voted in favour.

#### 25/26–217 – Matters Arising from Previous Minutes

None reported.

#### 25/26–218 – Appointments, Co-options & Vacancies

Item deferred to Part Two for confidential discussion on the recent recruitment exercise led by Cllrs W Trainor and M Potts.

#### 25/26–219 – Finance

*25/26–219.1 Approval of accounts was deferred due to the year-end closedown process with Rialtas overrunning.*

*25/26–219.2 No applications for financial assistance were received.*

#### 25/26–220 – Motions from Councillors

None received.

#### 25/26–221 – Committee Reports and Recommendations

No reports or recommendations were submitted.

### **25/26–222 – Chairman’s Report**

The Chairman gave thanks to all involved in the recent beacon lighting event, noting it was a well-supported and respectful occasion. Appreciation was extended to the volunteers, councillors, and local organisations who contributed to its success.

### **25/26–223 – Clerk’s Report**

The Temporary Clerk provided an update on correspondence received from residents objecting to the proposed BESS battery site.

All objections have been acknowledged. The Clerk confirmed no formal planning application has yet been submitted.

A Parish Electors’ Meeting is scheduled for Monday 19th May 2025 in the main hall to better accommodate public participation.

### **25/26–224 – Correspondence**

The correspondence log was shared with councillors, mainly relating to the BESS site objections. No further comments were made.

### **25/26–225 – Reports from Parish Surgery**

Cllr Fellows and Cllr E Peters attended the most recent surgery. Attendance was low.

The Clerk agreed to look at listing surgery dates on the website and to revisit the idea of a sandwich board for broader promotion at the venue.

### **25/26–226 – Planning**

No objections were raised to planning applications reviewed, apart from continuing public concern over the potential BESS development.

### **25/26–227 – Date of Next Meetings**

- **Parish Electors’ Meeting: Monday 19th May 2025**
- **Next Full Council Meeting: Monday 9th June 2025 at 7:00 PM**

---

## **PART TWO (Confidential Session)**

### **25/26–228 – Recruitment**

Cllrs W Trainor and M Potts reported on the recent recruitment process. A summary of the interviews, levelling, and scoring was provided.

It was resolved to appoint the highest-scoring candidate to the position of Clerk.

Staffing arrangements will be reviewed once the new Clerk is in post and all necessary pre-employment checks and training are completed.

**Meeting closed at 20:20**

Temp Clerk to the Council 30/04/2025

---

*\*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.*