

# Penketh Parish Council

Council Office, Penketh Pool and Community Centre, Honiton Way, Penketh, Warrington WA5 2EY  
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## FULL COUNCIL MEETING MINUTES

**Meeting held on Monday 9<sup>th</sup> June 2025**

**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 19:05**

### **PART ONE**

**Chairman: Cllr Geoff Fellows.**

**Minute 25/26-234 Present; Cllrs Fellows, Booth, Eriobuina (Arrived 19:20), Haywood, Peters, Potts.  
In Attendance: Mr Stephen McGlynn (Clerk) and members of the public**

**Minute 25/26-235 Apologies for Absence; Cllrs Dodd, Rowley.**

**Minute 25/26-236 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.*

#### 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

**Minute 25/26-237 Approval of Previous Minutes**

The minutes of the Full Council meeting held on 12th May 2025 were approved as a correct record. and signed by the Chairman.

The minutes of the Extraordinary Meeting held on 30th May 2025 were approved as a correct record and signed by the Chairman.

**Minute 25/26-238 Matters Arising from the Minutes**

1. It was agreed that all meeting minutes would list both councillor attendees and apologies moving forward.

2. Further objections were being considered in relation to the Battery farm planning application. Members agreed to establish who could attend the planning meeting before submitting additional objections.

**Minute 25/26-239 Appointments, Co-options & Vacancies**

1. Co-option onto Parish Council: Deferred to the next meeting pending circulation of the application form to councillors.

2. Welcome to Clerk: The Chair formally welcomed Mr Stephen McGlynn, who had now commenced post.

3. Vacancy Update: It was noted that a new vacancy had arisen due to a resignation. The Council may now proceed to co-option following expiry of the 14-day by-election notice period.

**Minute 25/26-240 Finance Payments and Authorisations:**

1. Deferred. A future finance meeting to be scheduled.
2. Section 137 Grants: No applications received. Members noted that small community grants may be considered from the existing Penketh budget.

**Minute 25/26-241 Standing Orders 2025–26**

1. The revised Standing Orders were approved. Amendments included updated notice requirements, adjustments for hybrid meetings (subject to legislation), and the introduction of an officer-led Governance Committee.
2. Action to look at purchase of Electronic Tablets for Council officials to use.

**Minute 25/26-242 Financial Regulations 2025–26**

The revised Financial Regulations were approved, incorporating updated formatting, spelling, references and removed reference to allotments. Confirmed IT Management is contracted to Galaxy IT.

**Minute 25/26-243 Scheme of Delegation 2025–26**

The Scheme of Delegation was approved as presented, confirming delegated authority thresholds and clarifications on record-keeping and financial roles also the delegation of day-to-day staffing matters in line with HR guidance.

**Minute 25/26-244 Energy Monitoring Proposal – Pulse Energy**

The proposal was deferred to a business meeting which needs to be arranged. It was agreed to consider further discussions with the supplier to establish potential next steps and assess viability of the £200/month cost target.

**Minute 25/26-245 Committee Reports**

Verbal updates were received.

**Minute 25/26-246 Chairman's Report**

The Chairman provided a verbal report update.

**Minute 25/26-247 Clerk's Report**

1. The Clerk reported on training progress for new clerk including requesting training dates from RIALTAS prior to handover and H&S familiarisation training.
2. Hedge cutting on Graystone park is required.

**Minute 25/26-248 Correspondence**

Relevant correspondence was noted and had been circulated in advance.

**Minute 25/26-249 Report from Parish Surgery**

Verbal update received. Next Parish Surgery scheduled for 5th July 2025, 10:30am – 11:30am.

**Minute 25/26-250 Planning**

Objections regarding the Battery farm development were discussed under Matters Arising.

**Minute 25/25-251** Date of next meeting confirmed as 14th July 2025 at 19:00 at Penketh Parish Pool & Community Centre Committee Meeting Room.

**Minute 25/26-252 Public Question time**

A non-resident attended to discuss the cancelled carnival event and expressed interest in operating a funfair on Parish Council land. A general discussion took place regarding event responsibilities, land use, and the potential impact on the field following recent drainage works. The Council reiterated its position that protecting the field during the 12-month bedding-in period remains a priority. It was confirmed that the Council had previously advised the carnival organisers that the event would not be going ahead.

