

# Penketh Parish Council

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## FULL COUNCIL MEETING MINUTES

**MEETING HELD ON MONDAY 10 MARCH 2025 AT 19:30**

**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 19:30**

### **PART ONE**

**Chairman: Cllr Geoff Fellows.**

**Cllrs Michael Potts, Tracey Booth, Wendy Treanor, Lesley Hollis, Geoff Fellows (Chair) Members of the Public: 1**

**Officers Present: Acting Clerk – Cllr M Potts**

**Minute 24/25-180 – Apologies for absence**

**Apologies received from Cllr Chuck Eriobuna.**

**Minute 24/25-181 – 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.*

*Both interests were declared verbally in the meeting.*

**Minute 24/25-196      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 24/25-183 – Matters Arising from the Minutes**

There were no matters arising.

**Minute 24/25-184 – Co-option of Councillor**

Cllr Andrea Haywood addressed the Council regarding her application, which had been circulated to all members prior to the meeting. She outlined her contributions to the community and provided clarification on previous work-related restrictions.

Council moved to a vote.

**Resolved:** That Cllr Andrea Haywood be elected to Penketh Parish Council.  
4 in favour - one abstention.

**Minute 24/25-185 – Community Policing Report**

The Chairman spoke on the community policing report. No major issues were highlighted.

### **Minute 24/25-186 – Finance**

**8.1** Finance documents for the period 1st February 2025 to 28th February 2025 were reviewed and approved.

Vote: Majority in favour. One abstention.

**8.2** Discussion was held regarding bank signatories. It was agreed that the Chairman would prepare the relevant forms once the newly co-opted councillors are fully in place.

**8.3** No financial assistance applications were received within the window for this meeting. One application has been received outside of this and will be deferred to the next meeting for consideration.

### **Minute 24/25-187 – Committee Reports and Recommendations**

There were no formal reports to receive. A brief discussion was held regarding the need to reinstate the Finance Committee once officer support is back in place.

### **Minute 24/25-188 – Chairman's Report**

The Chairman gave a verbal report outlining the work undertaken over the previous month. A discussion was held regarding the need to prioritise workload given current pressures and limited officer availability.

**Minute 24/25-189 – Clerk's Report** Cllr M Potts, acting as Clerk, provided an overview of the current vacancy situation and confirmed that the process for calling an election for two seats had commenced. A member of the public was issued a nomination pack during the meeting. The Council discussed the timeline for the election and noted earlier issues with the Council's website had delayed the publication of vacancy notices; these issues have since been resolved. An FOI request from the media was shared with councillors for awareness. Further updates regarding HR matters were deferred to Part 2 of the meeting.

**Minute 24/25-190 – Correspondence** A correspondence log had been circulated to all councillors prior to the meeting. No questions were raised in relation to the items listed.

**Minute 24/25-191 – Parish Surgery** Cllr G Fellows attended the most recent Parish Surgery and reported that there was nothing significant to note for committee action. An invitation was extended to councillors to attend future surgeries. A discussion followed regarding some members' ongoing difficulty attending due to work commitments.

**Minute 24/25-192 – Planning** A planning pack had been circulated to councillors and was summarised at the meeting. Live updates had also been shared throughout the month. There were no items of significance to report. A brief discussion was held in relation to correspondence received from a member of the public concerning the proposed solar farm. Councillors noted the development was currently in its consultation phase. Further information will be shared as it becomes available.

**Minute 24/25-193 – Motions** Quotations for tree works at Withinshaw were circulated to councillors prior to the meeting. As the quotes fell within the financial threshold for tender requirements, the Council proceeded to discussion. A vote was held to select the preferred supplier.

**Resolved:** To proceed with the chosen supplier for the tree works.  
All in favour.

**Minute 24/25-194 – Date of Next Meeting** The next Full Council meeting is scheduled for Monday, 14th April 2025 at 19:30 in the Committee Meeting Room. This was approved by all members present.

## Part Two – Confidential Matters

**Minute 24/25-195 – HR and Tribunal Update** A brief discussion was held regarding the outcome of the recent employment tribunal. Councillors expressed concern about the process and noted perceived flaws in how the case had been handled. It was agreed that the Council would consider moving toward an appeal once the formal judgment had been received. No judgment had been issued at the time of the meeting. Further updates to be provided in due course.

**Meeting closed at 21:15**

Temp Clerk to the Council 15/03/2025

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*\*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.*