

Penketh Parish Council

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MINUTES OF THE FULL COUNCIL MEETING

Held on Monday 10th November 2025 AT 19:00

Held at Penketh Pool and Community Centre

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

MEETING OPENED AT; 19:07

Present

Cllrs Fellows (Chair), Booth, Dodd, Haywood, Peters, Potts, Treanor, Cooper, White, Towell.

Clerk: Mr Stephen McGlynn

Members of the Public: 6

Police: None present.

Meeting opened: **19:07**

25/26-320. Apologies for Absence

Apologies were received and accepted from **Cllr Chuck Eriobuna**.

25/26-321. Police Report

No formal report was received.

Clerk to **chase an update** before the next meeting.

Members noted that police had attended **Borough Councillor surgeries**, and the Clerk will request that they **also attend Parish Council meetings** where possible.

Cllr Towell highlighted reports of individuals trying front doors in Penketh West. The Chair encouraged residents to **ensure all incidents are logged with Cheshire Police** to support local intelligence.

Actions:

- Clerk to request police attendance at future **Parish Council meetings**.
- Clerk to obtain an update report for December.

25/26-322. Declarations of Interest

Cllr Fellows declared interests as Chair of Penketh Swimming Club and private pool hirer for Puddle Penguins Swim School.

Cllr Potts declared an interest due to residing at the same property as Cllr Fellows.

No further declarations.

25/26-323. Approval of Minutes

Minutes of the Full Council Meeting held on **13 October 2025** were approved as a correct record.

Proposed: Cllr Potts

Seconded: Cllr Towell

Vote: Two abstentions (Cllrs Peters and Dodd).

Resolved.

25/26-324. Matters Arising

Minor spelling and layout corrections to be made prior to publication.

25/26-325. Finance

Payment schedules and active direct debits/standing orders for **April–September 2025** were presented.

Council confirmed that all payments will continue to be reviewed against invoices following the migration to the new accounting system.

Resolved: That all payments and active direct debits/standing orders be approved.

Proposed: Cllr Potts

Seconded: Cllr Booth

Vote: Unanimous.

25/26-326. Co-option of Parish Councillor

Process Overview

The Chair outlined the statutory co-option procedure and the Council's internal policy framework, covering:

- *voting requirements;*
- *absolute majority thresholds;*
- *the elimination process;*
- *the declaration of acceptance of office;*
- *notification requirements to Warrington Borough Council;*
- *DPI forms to be completed within 28 days.*

Candidate Presentations (public session)

Four candidates had submitted applications:

- **Nigel Catlow**
- **Adrian Cunliffe**
- **Tina Rogers-Smith**
- **Pamela Tipping**

Each candidate was given up to five minutes to address Council.

One candidate, **Mr Catlow**, used his statement to raise issues relating to his previous election campaign and made unrelated personal commentary about public conduct. The Chair firmly clarified that no member of the Council had made any negative remarks towards him regarding the election and reminded candidates that the purpose of the agenda item was to present their suitability for co-option. Mr Catlow subsequently withdrew his application.

Nominations

- **Adrian Cunliffe** – *Proposed* Cllr Haywood; *Seconded* Cllr Cooper
- **Tina Rogers-Smith** – *Proposed* Cllr Dodd; *No seconder* (not taken forward)
- **Pamela Tipping** – *Proposed* Cllr Peters; *Seconded* Cllr Towell

The remaining candidates proceeding to vote:

Adrian Cunliffe and **Pamela Tipping**.

Exclusion of Public for Discussion Only

Public and candidates were asked to leave temporarily to allow Council to discuss the merits of the two shortlisted candidates. No additional business was conducted during this closed discussion.

Vote

Voting was by show of hands.

Result:

- **Adrian Cunliffe – 6 votes**
- **Pamela Tipping – 4 votes**

Resolved: That **Adrian Cunliffe** be co-opted to Penketh Parish Council.

Public and candidates were invited back into the room and informed of the decision.

The Chair thanked all applicants for their interest.

25/26-327. LoveAdmin – Swimming Lesson Management Platform

Council considered the LoveAdmin proposal, including direct debit handling, customer access benefits, administrative reduction, and improved financial reporting.

Resolved: To approve adoption of LoveAdmin, subject to confirmation of GoCardless not-for-profit rate and finalised costings.

Proposed: Cllr Towell

Seconded: Cllr Treanor

Vote: Majority in favour.

25/26-328. Chairman's Report

The Chairman provided a verbal update on ongoing community matters and recent resident engagement.

25/26-329. Clerk's Report

The Clerk reported:

- Bank statements were due to be included in the councillor packs; however, they did not arrive in time for the meeting.
- October invoicing has been issued to all pool and hall users as required.
- Public swimming session income has stabilised, as reported previously.
- Pickleball continues to grow in popularity, with new groups booking regular hall sessions. Following questions raised at the previous meeting regarding unanswered emails and Clerk office hours, the Clerk contacted the resident concerned to request details of any individuals who had emailed or visited the office without receiving a response. No further information has been provided, and it is therefore assumed there are no outstanding issues.
- No evidence has been found of any previous Clerk undertaking a formalised split of Parish/Pool staffing costs. Work will begin on developing a clear reporting method for this going forward.
- Recruitment will commence for a part-time Assistant Clerk to support workload and improve administrative capacity.

25/26-330. Correspondence

28th Warrington Scouts asking for possible sponsorship / donation for Lathem Hall at an upcoming fundraising event they are holding in February 2026

Request for a circus to use Greystone Recreation ground next year at Easter 2026.

Plenty of correspondence around a planning submission for Intermodal Logistics Park North (ILPN) at Newton Le Willows. There is a range of consultation events taking place throughout November.

Plenty of correspondence requesting information about market stalls for the Christmas market event on 29th November at the pool.

25/26-331. Planning Matters

No significant new applications.

Brief update on the BESS proposal; no material changes to report.

25/26-332. Parish Surgery Report

No attendees at the most recent surgery.

25/26-333. Public Question Time

The following questions raised by a member of the Public.

Update on drainage work to Greystone Recreation ground and possibility of holding Carnivals/Circus on there. Can parts of Scribe (Accounting system) be made available to the Cllrs to view finances.

25/26-334. Date of Next Meeting

Monday **8th December 2025** at **19:00**.

Meeting closed: **21:10**