

# Penketh Parish Council

Council Office, Penketh Pool and Community Centre, Honiton Way, Penketh, Warrington WA5 2EY  
Clerk to the Council. Mr Stephen McGlynn.  
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## **FULL COUNCIL MEETING** **Notice of Meeting and Summons to attend**

**To: Council Members;** Cllrs Booth, Cunliffe, Dodd, Eriobuna, Fellows, Haywood, Peters, Potts, Treanor, Cooper, White, Towell.

Dear Councillor,

You are hereby summoned on Wednesday 4<sup>th</sup> March 2026 to attend the Full Council Meeting of Penketh Parish Council which is to be held on **Monday 9<sup>th</sup> March 2026 at 19:00**

The meeting will be held in **Penketh Pool and Community Centre Committee Room, Penketh WA5 2EY**

**Members of the press & public are welcome; the meeting may be recorded in accordance with the openness of Local Government Bodies Regulations Act 2014.**

### **Note to Councillors:**

If you are unable to attend the meeting, please notify the clerk of your apologies

### **Note to Public:**

Residents of the Parish wishing to address the council are advised to notify the clerk before 5pm on the day of the meeting. Permission to speak at the meeting will be at the discretion of the Chairman. If representation made is considered outside the remit of Penketh Parish Council, residents will be referred to the principal authority or other appropriate body.

## **AGENDA**

Chairman: **Cllr Geoff Fellows**

### **PART ONE**

- 1. Present;**
- 2. Apologies for absence**
- 3. Declarations of Interest**

#### **3.1 Code of Conduct – Declaration of Interests**

Members are 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.

#### **3.2 Localism Act 2011 – Dispensations**

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

#### **4. Code of Conduct and Standards Reminder**

- Councillors are reminded of their obligations under the Members' Code of Conduct to act in the interests of the Council as a whole, maintaining courtesy, respect, and integrity in all dealings with fellow members, officers, and the public.

- Members are also reminded that decisions should be made collectively and not influenced by external or personal interests.

## 5. Approval of Minutes

To approve the minutes of the Full Council meeting held on 9<sup>th</sup> February 2026.

## 6. Matters Arising from the Minutes

## 7. Appointments, Co-options and Vacancies

## 8. Finance

- BACS payments
- Bank Statements

## 9. Motion from Councillors: Supporting document provided

This council approve to allocate under the Section 137 obligation a total of £9000 to benefit 11 organisations consisting of Schools and youth groups within the Parish boundary. In accordance with the presentation of 5 schools, 4 residential homes and 4 constituted long established youth groups to utilise the allocated grants to enrich the lives of residents in Penketh to give each group freedom to choose how best they feel funds could make a positive impact on their group and/or the wider community within Penketh.

Proposer: Cllr Fellows Seconded: Cllr Heywood

## 10. Committee reports & Recommendations – Verbal report

## 11. Police Report – Verbal Report

## 12. Chairmans Report – Verbal report

## 13. Clerk’s Report– Verbal report

## 14. Correspondence

## 15. Planning Matters

Application	Location	Proposal	Consulataion end
00220/FULH	33 St Marys Rd WA5 2DT	Part single part two storey front side and rear extensions.	11 <sup>th</sup> March
00259/FULH	17 Norton Avenue WA5 2RB	Two Storey Side extension and front dormer to existing roof	19 <sup>th</sup> March
00278/DISCON	Land south of 2 Cuerdley Road WA5 2TY	Confirmation of compliance with conditions No1 (commencement) attached to planning	No date

## 16. Parish Surgery Report – Verbal Report

## 17. Public Question Time

## 18. Date of Next Meeting

- Monday 13<sup>th</sup> April 2026 at 7:00pm

### **PART TWO**

Pursuant to section 1(2) of the Public Bodies (Administration of Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of;

#### **Architect cost.**

##### **Motion**

This council approves to offer delegated powers to the Clerk, Deputy Clerk and Cllr White to select a company to provide detailed plans and engage them for plans only. From this point the council will be informed of recommendations for works to be undertaken and options presented for suitable contractors to undertake the works. The decision on who to offer the contract to create the plans will not exceed 10% of the primary quote received to date which allows for other factors to be considered such as time and availability to complete the task quicker of should an architect have potential solutions which others have not presented. The value of this bid will be disclosed at the meeting

Proposer:                      Seconded:

#### **Staff pay review.**

This Council will approve increases to hourly paid employees inline with the national minimum wage policy set by Government and in accordance to employment contracts based on age. This will be actioned by the Clerk as RFO and in will remain within the payroll budget line for the following 12 months as an employee reaches an age bracket pay increases will be actioned in accordance to employment law. Clerks rates will be raised when announced by CHALK and back dated which is standard practice

Proposer:                      Seconded:

### **MEETING CLOSE**

Clerk to the Council    [Steve McGlynn \(04/03/2026\)](#)

*\*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 in order 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.*