

Penketh Parish Council

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ANNUAL 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 6th May 2026 to attend the Full Council Meeting of Penketh Parish Council which is to be held on **Monday 11th May 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. Minutes Silence

The Council wish to express deepest sympathy to the family and friends of much loved and appreciated team member Will Ogden. As a mark of respect Councillors will be asked to pause taking a minute's silence at the start of the meeting.

3. Election of Chairman of the Council

To elect the Chairman of the Council for the Municipal Year 2026/27 For the Chairman to sign the declaration of office.

4. Election of Vice-Chairman of the Council

To elect Vice Chairman of the Council for the Municipal Year 2026/27

5. Apologies for absence

6. Declarations of Interest

6.1 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.

6.2 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.

7. 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.

8. Amendments to Standing Orders

8.1 To accept a change in the terms that meetings will commence at 19:00 rather than 19:30

8.2 To note that only three Committees will be listed for the year 2026/27 and proposed dates will fall on the first or last Monday of the month should Parish meetings conflict with Borough Council Meetings and that a minimum of 4 Committee meetings will be held during that civic year. Terms of Ref to be approved at a future meeting.

9. Membership of Committees 2026/27

To appoint members of Committees of the Council for the Municipal Year 2026/27.

- 1) Business Management Committee to incorporate People and Governance, Communication and Marketing**
- 2) Finance Committee**
- 3) Building Stronger Communities to incorporate Open Spaces**

N.B. Clerk and chairman to review Terms of reference for the year ahead and bring back to full council for approval.

10. Bank Mandate

To nominate four Members to be authorised signatories to the Council and to authorise Bacs payments. This will be as previously discussed Cllrs Booth, Fellows, Potts &

11. Community Policing Report

11.1 Issues raised by members of the public solely for the attention of the attending representative. This item must not exceed 10 minutes.

12. Approval of Minutes

To approve the minutes of the Full Council meeting held on 13th April 2026.

13. Matters Arising from the Minutes

14. Finance

14.1 Authorisation of accounts for payment/approval – (Documents enclosed)

14.2 Invoices for payment/approval

14.3 Applications for Financial assistance – In accordance with Section 137 of the Local Government Act 1972 which enables local councils to spend a limited amount of money for purposes for which they have no other specific statutory power for the direct benefit of its area, or part of its area, or all or some of its inhabitants.

15. Motion from Councillors:

15.1 This Council have recommended the date to hold a Summer Holiday Fete on Greystone Recreation Ground on Saturday 22nd August which being a Parish run event will run with a budget of £5000.00 and to ensure the protection of recently installed drainage will observe weight load restrictions in all factors thereof.

Prop Cllr Cunliffe **Sec** Cllr Cooper

15.2 This Council Approves the invoice and continual rolling contract until no longer required of a storage unit needed for additional equipment acquired over previous years for safety, security and to present a clutter free environment for users of the hall and meeting spaces. This will also assist during times of renovation until no longer required or a better storage solution is available and to store items such as pool and cleaning supplies and Ladders with consideration to Health and Safety Audit requirements. While this can be with arranged within the powers of the clerk it has been considered to seek approval from the cull council with officer recommendation to approve. All due diligence has been carried out with enquiries made to WBC Planning in the first instance.

Prop Cllr White **Sec** Cllr Haywood

15.3 This Council approves to install a Disability Swing in place of a standard use swing as per a request from the community, equipment will generally be replaced as and when necessary if all swings on the next safety audit pass checks, then this could be removed/stored and used later. However, if the next safety audit proves replacements are needed then this council approves to have one accessibility swing installed to offer a more inclusive play environment on Greystone Recreation Ground.

Prop Cllr Fellows **Sec** Cllr Booth

15.4 Additional Sumer Bin to be arranged for the Season on Greystone Recreation Ground with a weekly collection.

Prop Cllr Fellows **Sec** Cllr Potts

15.5 The Council seeks to approve the purchase of 12 tablets as previously discussed for councillors to access data and documents digitally this reducing paper reports increasing efficiencies while reducing overall production and staff costs this will also be used to allow for better cyber control of emails meaning councillors no longer need to use personal devices for council business. These can be returned and re issued to new council members when a councillor leaves/resigns and managed by the Councils chosen supplier of tec management which is already in situ.

Prop Cllr Fellows **Sec** Cllr Treanor

16. Committee reports & Recommendations – Verbal report

17. Chairmans Report – Verbal report

18. Clerk’s Report– Verbal report

19. Correspondence

20. Planning Matters

Application	Location	Proposal	Consulataion end
2026/00488/FULH	15 Susan Drive WA5 2RF	Single storey extension to rear and rendering the whole dwelling	12 th May
2026/00509/FULH	2 St Bridges Close WA5 2NX	Single-storey side extension and loft conversion with dormers	13 th May
2026/00475/FUL	Manna House WA5 2EN	Conversion of existing Hall to a dwelling with associated works	14 th May
2026/00546/TPO	The Sportsmans Arms WA5 2EN	Fell x 7	20 th May

21. Parish Surgery Report – Verbal Report

22. Public Question Time

Due to the large agenda the public will be limited to no more than 2 questions in which responses may be offered via email/written correspondence if the agenda item exceeds 10 minutes.

23. Date of Next Meeting

to be proposed as Monday 8th June 2026 at 19:00 at Penketh Parish Pool & Community Centre Committee Meeting Room.

24. Matters for further discussion

Councillors are reminded of the option to present detail prior to the opening of the agenda item to encourage an efficient meeting which consists only of relevant matter.

Items to upcoming to be aware of – Internal Audit, External Audit, AGAR and Annual Meeting of the Parish.

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;

MEETING CLOSE

Clerk to the Council [Steve McGlynn \(6/5/2026\)](#)

**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.*