



Penketh Parish Council

Council Office, Penketh Pool and Community Centre, Honiton Way, Penketh, Warrington WA5 2EY

Tina Rogers-Smith, Clerk & RFO to the Council

Tel 01925 724 515

clerk@penkethparishcouncil.org.uk

NOTICE OF MEETING AND SUMMONS TO ATTEND

Chairman Cllr Solan-Cooper

Vice Chairman Cllr Potts

Councillors Fellows, Lenihan, Layfield, L Jones, S Jones, Fox, Beddows, Heaver

You are hereby summoned to attend a meeting of **Penketh Parish Council**

to be held at **7.30pm on Monday 11th October 2021**

The meeting will be held at a venue to be confirmed

Members of the public are welcome, please notify the Clerk if you want to attend to ensure seating availability

PART 1

- 1 Chairman's welcome**
- 2 To record attendance**
- 3 To receive member's apologies for unavoidable absence**
- 4 To receive Declarations of Interest and requests for Dispensation**

4.1 Code of Conduct – Declaration of Interests

Members are reminded of their responsibility to declare any personal interest or prejudicial interest which they have in any item of business on the agenda as soon as they become aware of that interest.

4.2 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.

- 5 To approve the Minutes of the previous meetings**
- 6 Matters arising from Previous meetings**
- 7 To receive updates from Committee Meetings**
- 8 To receive a Police Report**

9 Co-option

To consider persons for co-option in line with the Co-option Policy

10 Planning

10.1 To consider planning applications received

10.2 To note planning decisions

10.3 Local Plan

11 Land Use Agreement

Motion

Land under the jurisdiction of Penketh Parish Council can only be used by a ‘group’ with the express permission of the Council, to be agreed at a meeting, and by the submission of required documentation and the signing of a Land Use Agreement. This proposal supersedes any previous agreements made before this day.

Proposer Cllr Solan-Cooper; Seconder Cllr L Jones

12 Finance

12.1 To consider Funding Requests

a British Legion

Motion

Penketh Parish will continue their longstanding support for the Remembrance Parade this year with a donation of £600 towards the cost of putting the event on. As a council we understand the importance of such an event to the community and recognise the additional difficulties faced this year after the impact Covid-19 has had and the withdrawal of support for these parades by Cheshire Police.

Proposer: Cllr Lenihan; Seconder: Cllr Fox

b Penketh Lions

c Penketh Support Group

d TALE The Adam Lewis Effect

12.2 To approve Accounts for Payment

12.3 To receive Summary Accounts to date for 2021/2022, including Receipts, Payments, and Bank Reconciliation to the end of September.

13 13.1 To receive the Internal and External Audit Reports

13.2 To agree an action plan for the Internal and External Audit Reports

14 Correspondence

To consider responses to correspondence received

15 Individual Councillor Reports

To receive reports, updates, and questions from Councillors

To include the following unless included in any item above:

White Moss– Cllr Heaver

Pool – Cllr Layfield

16 To confirm the date and venue of next meeting

Resolve to close the meeting and open to the Public

Public Forum

No questions received in advance

Resolve to close the meeting to the Public for Part 2 containing items of a confidential nature

Part 2

1 Finance -budget

2 HR - Clerk

Tina Rogers-Smith

Tina Rogers-Smith, Clerk & RFO 5/10/21



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Parish Council Meeting

MINUTES

Of the Meeting held at 7.30pm on Monday 9th August 2021

at The Community Meeting Room

Police Report for July 2021

SCHOOLS:

Contact made with Penketh South Community & Nursery, St Vincent's Catholic Primary School and Penketh High School. Routine visits with school receptions and deal with any parking issues and high visibility patrol. Visits to Penketh High School during the ASB week and spoke to a few pupils using scooters to inform them the legal side of things on how and when to or not to use them.

COMMUNITY ENGAGEMENT:

- Closure order on number 23 Walkers Lane under the ASB, Crime and Policing Act 2014 (section 80) is still in place until the 11th September 2021.
- Posting residents Questionnaire letters to various addresses around Penketh.
- Visits to an elderly female and offered Crime Prevention Advice.
- Street a week on Warrington Road where various residents were spoken to for their views on ASB in the area.
- Online surgery on 27/07/21 between 14:00-15:00 hours. No issues raised by the residents.
- Reports of a driver driving over the speed limit of 20mph on Walkers Lane. The driver was identified and spoken to by Police.
- Frequent visits paid to shops for reassurance and some reported some issues with shoplifters.
- Vehicles parked on the pavements causing unnecessary obstruction to pedestrians, wheelchair users were dealt with around Penketh, and some issued with Police advisory notices.
- Routine visit to the Oaks Centre and engaged with the knitting group as well as Mr William Ferris.
- CCTV enquiries made on Farnworth Road after reports of a dog that had been ran over by a vehicle on 12/07/21.
- Attended the church service on Farnworth Road on 18/07/21 and met with various members of the community.

REPORTED INCIDENTS

During July across the whole of Penketh and Cuerdley there were:

6 Reports of Burglaries. 2 from Fiddlers Ferry Power Station, 1 from Heath Road as an attempt and 3 from an address on Withycombe Road (false alarms).

3 Reports of ASB

1 Report of Theft from a Motor Vehicle.

2 Reports of Criminal Damage

1 Report of shoplifting on Warrington Road.

Police Report from PCSO 23564 Carlos Paulo

PART 1

Opening

17 In attendance

Chairman Cllr Solan-Cooper
Vice Chairman Cllr Potts
Councillors L Jones, Layfield, Heaver, Beddows, Fox, Fellows, Lenihan, S Jones
Clerk & RFO T Rogers-Smith
Public 5 including Andy Carter MP

18 To receive member's apologies for unavoidable absence

Cllr Ashton

19 3.1 Code of Conduct – Declaration of Interests

Members are reminded of their responsibility to declare any personal interest or prejudicial interest which they have in any item of business on the agenda as soon as they become aware of that interest.
None

19.2 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.
None.

20 To approve the Minutes of the Full PC Meeting held on 12th July

Proposed by Cllr Fellows Seconded by Cllr Potts Agreed by all present at that meeting
Cllr S Jones abstained as he was not in attendance.

Resolved that the minutes of the Full PC Meeting held on 14th June be accepted as a true record.

21 Matters arising from the minutes

None

22 To receive updates from Committee Meeting

Open Spaces

Cllr Beddows has completed the bin check with reference to GPS locations and liaison with WBC. Locations are noted. It may be possible to relocate some. WBC not funding any new ones currently so the PC need to look at costings where any may be needed. There are no dog waste bins. The Clerk reported that few places now put them in as it is considered less hazardous to use normal bins.

People & Scrutiny

The draft copy of the grant form with instructions can now be reviewed. This will be trialled with one group initially.
NALC/SLCC Accreditation is being considered.

23 To agree the Use of Land Agreement Document

Cllr L Jones has circulated the document to all Councillors. It is a template for future use. It can always be adapted.

Proposed by Cllr Solan-Cooper Seconded by Cllr L Jones Agreed by all

Resolved that the Use of Land Agreement be adopted.

24 Carnival

Cllr Jones has been in discussion with PET since 16th June. Paperwork was received from them at 5.20pm today. The Event Management and Risk Assessment Documents were also received today. Cllr L Jones will review all received and is comfortable with the contents. There are professional caterers. This is at the point to sign. A named person must be given to comply with 3.1.2 of the agreement. GDPR does not apply.

Cllr L Jones is dealing directly with the fairground as PET do not want to include it or take responsibility for it. A Use of Land Agreement will be agreed and signed.

It is proposed to sign the use of Land Agreement with PET for the Carnival for Saturday 14th August and Sunday 15th August. There will be a site walk through.

Final wording was agreed. The name of the responsible person will be passed to the Clerk.

25 Proposal – to undertake a drainage survey

Cllr Layfield gave an explanation and has quotes needed to proceed.

It was agreed to have the drainage survey

26 Consideration of Planning Applications

This is deferred to the meeting on 12th August.

27 Finance

9.1 Applications for Financial Assistance None

9.2 To approve Accounts for Payment for August 2021

Documents were issued with details on cash and bookings, and a list of payments for August.

Cllr Lenihan is not happy with these and wants further documentation. Also they are needed further in advance, ideally 7 days prior to the meeting. Dates etc to be included.

Proposed by Cllr Solan-Cooper Seconded by Cllr Potts Agreed by 4 further Councillors.
4 Councillors abstained – Cllrs Lenihan, Heaver, Beddows, S Jones

Resolved that the accounts for August 2021 are approved for payment

28 Correspondence

Emails

23	WBC Planning	Applications. Enforcements etc
24	Suppliers	various
25	Residents / groups	Hall booking enquiries
26	Residents	Meeting attendance requests
27	Resident	Accommodation for elderly
28	Resident	Greystone – lack of maintenance in some parts damage to fence
29	CHALC	Updates
30	Carnival	Responses to document requests
31	Resident	old wood

Post

32	Suppliers	Catalogues, leaflets etc
33	Coop Bank	Statements, update documents etc

Facebook

34	Resident	Website not up to date
35	Youth Worker	Activities on Greystone

Cllr L Jones re 34 above – there were payment issues with the bank which are now resolved, and the site has been updated.

35 There is a Youth worker in discussions about activities on Greystone.

29 Individual Councillor Reports / Questions

Bus stop Cllr solan-Cooper reported that the contractor is based in Scotland and will attend by adding to other nearby jobs.

Pool Refunds

Cllr L Jones is reviewing payments to the pool account for lessons etc. All paperwork has not been available.

Surgery

Cllr Lenihan – no attendees but he has been dealing with blocked pavements, disputes and concerns about businesses being run from certain premises. Plans discussed on social media include the TSB site. Need to clarify if it is all the site or part of it. Queries about the Sportsman’s Arms also.

The land and property have exchanged hands. It is with a case officer.

The Farnworth Road traffic restrictions will be in the press soon.

Cllr Beddows had tried to contact the owners of the Sportsman’s Arms, but no information could be given out at this point.

British Legion site

Cllr Fellows attended a site visit. It is due for completion by Easter 2022. There are residents in Penketh who are interested in it. The list will open soon.

Hedgerow cuts are needed on Greystone.

Residents Association

They have a ‘Pass Wide and Slow’ event in September.

For funding there are possible sources they can tap into that the PC cannot access.

30 To confirm date and venue of next meeting

The next full **Parish Council Meeting** will be at 7.30pm on Monday 13th September.

Close

Public Forum

A member of the public felt that it was too long to wait until the end of the meeting for him to ask questions.

Issues going back have not been dealt with, including the junction of Heath Road near Tesco Express.

Response: the petition is with WBC.

Andy Carter MP was invited to speak.

Mr Carter said he was pleased to have been able to attend a well organised meeting and could see people working together. He also raised the issue of the local plan, soon to be available for public consultation.

Councillors will need to question the suitability of the plan for Penketh.

Part 2 none

Signature

Date

Tina Rogers-Smith, Clerk to Penketh Parish Council



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Parish Council Meeting

MINUTES

Meeting to be held at 7.30pm on Monday 13th September 2021

At the Pool & Community Meeting Room

PART 1

Opening

- 1 **In attendance** Vice Chairman Cllr M Potts
Councillors Lenihan, S Jones, Fellows, Beddows, Layfield, Fox, Heaver
Clerk T Rogers-Smith
Public 3
- 2 **To receive member's apologies for unavoidable absence** Cllr Solan-Cooper, L Jones
- 3 **3.1 Code of Conduct – Declaration of Interests**
Members are reminded of their responsibility declare any personal interest or prejudicial interest which they have in any item of business on the agenda as soon as they become aware of that interest.
Cllr Fellows agenda item 10.
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.
None
- 4 **To approve the Minutes of the previous meeting**
The Clerk asked for this to be deferred as they are not ready due to the workload.
- 5 **Matters arising from the minutes**
na

Police Report for August

Penketh and Cuedley PCSO 23564 Carlos Paulo

SCHOOLS:

Contact will be made with the schools as some already started this week and others will start next week commencing on Monday 6th September.

COMMUNITY ENGAGEMENT:

- I was on annual leave for over 2 weeks since 15th August and returned on 2nd September.
- The Closure order on number 23 Walkers Lane under the ASB, Crime and Policing Act 2014 (section 80) is still in place until the 11th September 2021.
- Visits were made to various places as routine, and also contacts were made to addresses/residents which some reported incidents and others just needed a chat, etc.
- Passing attention was given to various places such as alleyways, the back of some buildings where possible ASB was occurring and to residencies while the occupants were away on holiday.

- On the 4th of August, Bike registration was done outside the Penketh Police station between 1400-1700hrs and bike locks were also provided free of charge. Many residents turned up with their bicycles and they were all registered into the bike register database.
- A driver has been reported to the police for racing up and down over the speed limit on Warrington road, while his friend was stood outside filming on his mobile phone. Both the vehicle and the people involved have been identified, and the matter is still being investigated.
- Frequent routine visits paid to shops and takeaways for reassurance.
- Vehicles parked on the pavements is still a problem causing unnecessary obstruction to pedestrians and wheelchair users around Penketh, and some Police advisory notices were issued.
- A Fixed penalty notice was issued to a Van double parked on the pavement during the Penketh Carnival on Greystone Road, after various efforts were made to locate the driver with no success. The van caused a major disruption where myself and a police Officer had to stand on the Road to direct traffic.
- Various intelligence reports submitted.
- Various foot and Cycle patrols around the area.

REPORTED INCIDENTS

During the month of August across the whole of Penketh and Cuedley there were:

7 police generated Reports.

0 Burglaries

1 Theft.

1 Report of a Robbery.

1 Report of fraud where the suspects tried to use false bank notes in the shop.

1 Highway disruption on Arlington drive.

1 Stop and search.

2 Reports of shopliftings.

3 Concerns for safety.

Councillors appreciate the support given at the Carnival.

The PCSO meeting online this evening could have taken place within the PC meeting and may have been beneficial to more people.

6 To receive updates from Committee Meetings

There have been some meetings where the Clerk is not present, due to attending meetings elsewhere. The Clerk did highlight that she would not be available on the first and last Tuesday of each month. Notes need to be forwarded asap for the Clerk to type up.

Cllr Potts

People and Scrutiny Committee

Councillors have looked at the Council Awards Scheme and it is recommended to go forward with this. As the PC is not a member of CHALC there will be an increased cost, but not high in comparison to CHALC fees. All have received the documents for the Co-option Policy and Grant Application Forms. These need to be adopted this month.

7 Consideration of Planning Applications

Nothing submitted for last month or this so far – the problem is deadlines can be missed and we should follow best practice and submit comments including ‘noted’ where appropriate.

8 Finance defer to part 2

8.1 Applications for Financial Assistance - 2

A Penketh Lions - Kit £250

B Penketh Support Group – Room Hire for Community Events estimate 3 x £100 =£300

8.2 To approve Accounts for Payment for September 2021 – as list

8.3 Summary accounts to date for 2021/2022

8.4 Christmas Tree

9 Survey report

Cllr Layfield had issued the 12 page survey report to Councillors. It was discussed with explanations given as needed.

10 Pool - Business Plan and

11 Strategy/priorities

Cllr Jones

This originated from a query from Lee regarding the future business plan for the pool and whether had one. Lee suggested a discussion via an agenda item but it wasn't answered. But the point is valid. At the moment, there is a lot of work going on to assess what needs to be done with the pool to get it open again, but any plan beyond that is either not being developed or updates aren't being shared from the Business management Committee. If it is already being considered then the agenda item might be short, however, it may also raise the question whether we need standing agenda items for updates from each committee chair during full council meetings so all councillors (and the public are appraised with what is happening.

There is a need to maximise use of the pool, to be self-sufficient and save precept funds.

A plan is needed for the pool and hall use. At the moment, we seem to be reactive in the public's eyes and there is little information available to the public of what our objectives are during our term as the council.

There is currently nothing for the public to hold us to account against. The individual committees are discussing ideas and moving some things forward, but there is no coherent plan of what we aim to achieve. I would like to discuss whether we should document what are priorities are etc and set these out. In a normal political sense, a party would have a manifesto, but as a majority of independents, we don't have this.

However, we still should be setting things out. I know a lot is based on finance, but almost 5 months in we still don't know what the budget is either.

Finance and Business now need to prioritise. The budget needs to be in place.

12 MS Teams & Office 365

Cllr Jones

This also stemmed from a comment during e-mail exchanges from another councillor, Andy. He mentioned we don't have a strategy for the use of Teams. I agree on this and think that although we are paying for the service, we aren't getting the best use out of it because we haven't set out what it will be used for or how? As a tool, it can provide most things we need, including meeting management, reminders (a good example is the committees that were cancelled the other week because agendas hadn't gone out). If everything is on teams, each councillor and the clerk could have sight of calendars and meetings and generate reminder when they are needed. A strategy will also ensure documents are stored in a defined and consistent manner. At the moment, each councillor has access to a general 'Team' and then a separate one for each committee they are in. I couldn't say where I would need to look for certain documents, or whether I have access to them. All need to know how to use it. There is a barrier where committees don't have access.

Information is stored securely. It can be used for team calls etc. Training is needed.

Action Log Cllr L Jones and Cllr Lenihan

13 Correspondences September 2021

Emails

37	WBC Planning	Applications. Enforcements etc
38	Suppliers	various
39	Residents / groups	Hall booking enquiries
40	Residents	Meeting attendance requests
41	**Resident	Planters A
42	**Residents	Queries about meetings
43	CHALC	Updates
44	**WVA	Updates / training etc
45	Audit	Queries
46	**Residents	Sportsman's queries
47	WBC	Updates
48	**WBC	Christmas trees
49	Residents/EDR	Greystone

Post

50	Suppliers	Catalogues, leaflets etc
51	Coop Bank	Statements, update documents etc
52	Audit Commission	Audit letter
53	HMRC	Updates

Facebook

54	Residents	Queries
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Phone

55 various

Pool and booking enquiries

In person

56 various

General enquiries

All items marked ** will be followed up as appropriate.

14 Individual Councillor Reports / Questions

Cllr Potts

Health & Safety

A compliance review has taken place with the HR company H&S Representative.

The individual points are traffic lighted and to date there are 39 satisfactory – green

and 37 amber which will be checked and documented. These will then be included on the HR system.

The Clerk reported that a Fire Inspection has taken place and all is satisfactory.

15 To confirm date and venue of next meeting

Monday 11th October at 7.30pm

Close 9.08pm

Public Forum

Please note these have been answered by email by the Clerk

1. Penketh Parish Council held an extra ordinary full council meeting on Monday, August 2 but no agenda or minutes from this meeting appear on the council website. Can this oversight be corrected as quickly as possible?

2. The main hall at Penketh Baths has an “honours board” listing the names of previous chairpersons of the Parish Council. This needs to be updated. Can this be done as soon as possible to recognise those people who have served our community to the best of their ability.

1 If a member of the public attending a meeting has a question arising from that meeting are they disallowed from asking it at the meeting but must submit the question to be discussed at the following monthly meeting?

2 Who decided that questions from the public would not be allowed at the meeting and why?

Public did not want these answered by the Clerk.

Cllr Lenihan said names must not be included.

There is a misunderstanding about the post on the website. Questions asked ahead can be replied to after access to information if it is needed, Questions on the night may have to wait for a full answer.

Tina Rogers-Smith, Clerk & RFO to Penketh Parish Council



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Parish Council Meeting

MINUTES

Meeting to be held at 7.30pm on Monday 13th September 2021

At the Pool & Community Meeting Room

PART 2

1 Finance

Agenda item 8 for Finance was discussed at length.

Cllr Lenihan remains unhappy with the documents available, saying that there have been 5 months to progress.

However it is 4 months and statements etc from the bank were not available until July. And there was a lack of access to the computer in the first 10 days. This resulted in a back log of work.

The Clerk will do her best to get this up to date, but there are other demands on time.

Internal Audit - this needs to be discussed at the October meeting.

Fund raising for pool – ideas have been suggested by the public including Just Giving. This will be reviewed.

Clerk to check fundraising with the SLCC.

Budget A summary of figures to date and a budget need to be discussed and agreed.

2 HR

Peninsula – work for Peninsula to complete is out of the scope of work agreed.

Some employee meetings have been arranged.

Clerk - Booked week off wb 20/9 .

An Extraordinary Meeting is to be called for 22nd September

AOB

Resident queries – if general send to clerk

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Parish Council Meeting

MINUTES

Of the Extraordinary Meeting held at 7.30pm on Wednesday 22nd September 2021

At the Pool & Community Centre Committee Room

PART 1

Opened 7.33pm

31 In attendance

Vice-Chairman M Potts

Councillors G Fellowes, A Heaver, L Beddows, L Fox, L Jones,
C Lenihan [joined later after a WBC meeting]

Clerk T Rogers-Smith

Public 2

32 To receive member's apologies for unavoidable absence

Councillors Solan-Cooper, S Jones, K Layfield

33 3.1 Code of Conduct – Declaration of Interests

Members are reminded of their responsibility to declare any personal interest or prejudicial interest which they have in any item of business on the agenda as soon as they become aware of that interest.

None

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.

None

34 To approve the Minutes of the previous meeting

Minutes for August and September will be approved at the October meeting.

Draft Minutes for August will be on the website from Friday.

35 Matters arising from the minutes na

36 Adoption of the Councillor Co-option Policy

Cllrs to Propose and vote of the Co-Option Policy to be implemented by Penketh Parish Council to guide us through the process, reassure the public that any future co-options will be in an open, transparent and fair way and to publish on the council's website.

Forms will be issued from Monday 27th September.

Proposed by Cllr Potts Secoded by Cllr Fellows Agreed by All

37 Small Grants Form

Cllrs to Propose and vote on the adoption of the Small Grants from following recommendation from the People and Scrutiny Committee to implement the form following trial submissions from local Community groups. This is to vote on the Grant form itself and the supporting guidance notes only. Separate budget considerations to be picked up by the Finance Committee (*The last Budget made provisions for £2000 for grant funding for the financial year in total*)

Proposed by Cllr Jones Secoded by Cllr Potts Agreed by All

38 Finance 8.1 to 8.4 inclusive deferred to part 2

8.1 To approve Accounts for Payment for September 2021

8.2 Summary accounts to date for 2021/2022

8.3 Income and Expenditure Report - Cllrs to receive the detailed income and expenditure reports for August 2021.

8.4 Bank Reconciliations - Cllrs to receive the Bank Reconciliations for August 2021

8.5 Christmas Tree – Cllr Fox has engaged with local businesses and has agreed a Christmas Tree donation from a local business. She has also achieved a loan of safety fencing to be used around the tree. Cllr Fox was thanked for her time in ensuring the PC have a tree, whilst saving the PC money.

8.6 Cashless Payment – Councillors agree to move towards cashless payment methods for all hall bookings. No deadline date has been agreed yet. The Clerk reported that all group users now pay direct to the bank and those with smaller bookings, eg badminton, are considering this. Party bookings etc are only given the option to pay direct to the bank. There is a need to consider the technology being used onsite, as the current method is costly. Councillors to look at alternatives.

9 To confirm date and venue of next meeting as

Monday 11th October 2021a t7.30pm in the Pool & Community Hall Meeting Room

Public Forum none

Tina Rogers-Smith, Clerk & RFO to Penketh Parish Council