



# Penketh Parish Council

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

Tina Rogers-Smith, Temp Clerk to the Council/RFO

Tel 01925 724 515

[clerk@penkethparishcouncil.org.uk](mailto:clerk@penkethparishcouncil.org.uk)

---

## MINUTES

### of Penketh Parish Council Meeting

held at 7.30pm on Monday 12th July 2021

at The Manna House

#### PART 1

##### Opened 7.30pm

#### 1 In attendance

Chairman Cllr Solan-Cooper

Vice Chairman Cllr Potts

Councillors Ashton, L Jones, Layfield, Wych, Heaver, Beddows, Fox, Fellows, Lenihan

Clerk & RFO T Rogers-Smith

Public 2

#### 2 To receive member's apologies for unavoidable absence

Cllr S Jones

#### 3 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. Cllr Fellows -declared a business interest in the pool.

#### 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 Full PC Meeting held on 14th June

Proposer Cllr Beddows      Seconder Cllr Fellows      Agreed by all.

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

#### 5 To approve the Minutes of the Communications & Marketing Strategy Committee Meeting held on 29 June

Proposer Cllr Fellows      Seconder Cllr L Jones      Agreed by all.

*Resolved that the minutes of the Communications & Marketing Strategy Committee Meeting held on 29 June be accepted as a true record.*

**6 To approve the Minutes of the Business Management Committee Meeting** held on 29th June  
Proposer Cllr Layfield      Seconder Cllr      Agreed by all

*Resolved that the minutes of the Business Management Committee Meeting held on 29th June be accepted as a true record.*

**7 To approve the Minutes of the Finance Management Committee Meeting** held on 29th June  
Proposer Cllr Potts      Seconder Cllr Layfield      Agreed by all

*Resolved that the minutes of the Finance Management Committee Meeting held on 29th June be accepted as a true record.*

**8 To approve the Minutes of the Open Spaces Committee Meeting** held on 1<sup>st</sup> July  
Proposer Cllr Fox      Seconder Cllr Beddows      Agreed by all

*Resolved that the minutes of the Open Spaces Committee Meeting held on 1<sup>st</sup> July be accepted as a true record.*

**9 To approve the Minutes of the People & Scrutiny Committee Meeting** held on 1<sup>st</sup> July  
Proposer Cllr Layfield      Seconder Cllr L Jones      Agreed by all

*Resolved that the minutes of the People & Scrutiny Committee Meeting held on 1<sup>st</sup> July be accepted as a true record.*

**10 To approve the Minutes of the Planning Development & Licensing Committee Meeting**  
held on 8th July

Proposer Cllr Fellows      Seconder Cllr Fox      Agreed by all

*Resolved that the minutes of the Planning Development & Licensing Committee Meeting held on 8th July be accepted as a true record.*

**11 To approve the Minutes of the Building Stronger Communities Committee Meeting**  
held on 8th July

Proposer Cllr Fox      Seconder Cllr Beddows      Agreed by all

*Resolved that the minutes of the Building Stronger Communities Committee Meeting held on 8th July be accepted as a true record.*

## **12 Matters arising from the minutes**

**Number of Committee members** Cllr Heaver queried the number of Councillors on each committee as the Terms of Reference, for example, say 3 to 5 so 5 is the maximum. Any Councillor who wants to be on a committee should be able to with no maximum number.

Cllr Fellows proposed that at the start of each Committee Meeting the Terms of Reference are agreed to show the minimum number of members to be clear that there is no maximum number.

## **13 To receive a Borough Council Report -short paragraph each**

**Cllr Heaver** This month I attended the Armed Forces Day event at the town hall. This was a very limited affair due to Covid, but it was nice to be there to honour our forces. We had success in opposing the 5G mast opposite the Butchers Arms. This was a good collaboration between Penketh and Sankey and was nice considering that I was originally told I would have no chance in stopping it. Remember, this was not about blocking it altogether, just finding a more suitable location. White Moss has proved difficult, with a distinct lack of communication from WBC, but the case continues. Body Cams for our school crossing personnel is also ongoing. Currently only people in the London area wear them, but I am keen for this to change. During the month I attended two more training seminars, so am up to speed on traffic, appeals, licencing and scrutiny (along with planning for which I sat on the DMC previously for two years). I also sat on an appeal and a licensing panel, both of which proved very interesting.

**Cllr Lenihan** Development Control have approved the flood defence work which is imminent.

In Penketh there were issues on Well Lane and Chapel Road which should be improved. On Well Lane branches were causing an obstruction contributing to the flooding. WBC will need to carry out drain work before resurfacing is done.

**Cllr Fellows** Has attended a Traffic Committee Meeting and training at WBC. The petition presented at a previous meeting, regarding the highway at the bottom of Heath Road, is now with J Fisher at WBC. The PC Planning Committee can consider doing a neighbourhood plan. For the Remembrance Parade it is intended to work with the Penketh & Sankey bridges Branch and Great Sankey Parish Council, to assist where it is needed.

The Chairman thanked the BC's for their reports.

#### **14 Code of Conduct**

All Councillors have received an email with WBC's Code of Conduct to review.

Proposal: to adopt WBC's Code of Conduct

Proposer Cllr Solan-Cooper    Seconder Cllr Lenihan    Agreed by all

*Resolved to adopt WBC's Code of Conduct*

#### **15 Proposal: To confirm the Community Hall as an emergency venue for Heathside and Heathside Mews To confirm Heathside Mews car park as an emergency venue for the Pool and Community Centre.**

Proposer Cllr Solan-Cooper    Seconder Cllr Lenihan    Agreed by all

*Resolved to have the Community Hall as an emergency venue for Heathside and Heathside Mews and to have Heathside Mews car park as an emergency venue for the Pool and Community Centre.*

#### **16 Consideration of Planning Applications**

There are no further applications since the Planning meeting last week.

Cllr Heaver queried the meeting frequency. Members are satisfied that they can continue as currently and adjust if they need to consider applications in a timely manner.

#### **17 Finance**

##### **17.1 Applications for Financial Assistance** None

Cllr Wych queried if there was a form available. Cllr Potts indicated that one will be done to go on the website.

##### **17.2 To approve Accounts for Payment for July 2021**

Payments set up as Direct Debits and the Payroll will process as usual.

No further payments will be approved today.

##### **17.3 End of Year Accounts**

The Annual Governance Statement and Accounting Statement are in draft form.

##### **17.4 Internal and External Audit**

The Internal Audit is on the 20<sup>th</sup> July at the Community Meeting Room.

The External Audit submission is due to be submitted at the end of July.

##### **17.5 NALC Financial Regulations**

Proposer Cllr Fellows    Seconder Cllr Potts    Agreed by all

*Resolved to adopt NALC Financial Regulations with the included additions from Cllrs Wych and S Jones*

##### **17.6 Financial Risk Assessment**

Proposer Cllr Solan-Cooper;    Seconder Cllr Potts; Agreed by Cllrs Ashton, Layfield, Heaver, Fox, Fellows, Lenihan; Abstained Cllrs L Jones, Beddows, Wych

*Resolved to adopt the Financial Risk Assessment*

## 18 Correspondence

### Correspondences July 2021

#### Emails

1	WBC Planning	Applications. Enforcements etc
2	WBC Democratic Services	Website check
3	Suppliers	various
4	Residents / groups	Hall booking enquiries
5	FOI Freedom of Information request	1
6	Subject access request	1
7	Residents	Meeting attendance requests
8	Residents	Access to accounts request
9	Residents	Pool – information on situation requested
10	CHALC	Newsletters , training etc
11	SLCC	Newsletters & updates
12	Coop Bank	Re access issues
13	WBC	Bus stop complaint
14	WVA	Various information including Funding and a Webinar
15	Hall user	Funding request

#### Post

16	Suppliers	Catalogues, leaflets etc
17	Coop Bank	Statements etc
18	Living Wage	Membership form
19	Everflow Water Company	Renewal

#### Facebook

20	Resident	Agenda request
21	Resident	Hall enquiry
22	Resident	Meeting queries

**13 Bus stop complaint - Cllr Heaver will follow up as this one is in Cuerdley.**

**15 Funding request – new form to be issued when it has been approved.**

**18 & 19 Cllr Lenihan wants these discussed in Business Management**

#### **The Police Report for June 2021 for Penketh & Cuerdley.**

Prepared by PCSO 23564 Carlos Paulo who officially started on the 18th of June 2021.

**SCHOOLS:** Contact made with Penketh Primary School, Penketh South Community & Nursery, St Vincent's Catholic Primary School and Penketh High School. Some visits were to introduce myself and some to deal with any parking issues and high visibility patrol during my tour of duty, as well as dealing with incidents involving pupils at the High School. Penketh South Community and St Vincent's primary Schools will send a letter out to the parents asking them to avoid parking near the school when dropping the kids off to avoid congestion. They would like them to park in the Red Line Public House carpark or at the Methodist Church carpark instead. This was after a near miss last week where a child nearly was run over by one of the cars. Efforts are being made to see if parking measures can be put in place to avoid similar incidents from happening again.

**COMMUNITY ENGAGEMENT:** Closure order on number 23 Walkers Lane under the ASB, Crime and Policing Act 2014 (section 80) Three lots of intelligence reports submitted. Road safety engagement on Warrington Road. Top Speed 52MPH average 34MPH. Visits paid to licensed premises frequently to check there were no issues. Dealt with parking issues where some vehicles were parked on the pavements, causing unnecessary obstruction to pedestrians and wheelchair users.

**REPORTED INCIDENTS** During June across the whole of Penketh and Cuerdley there were: 3 Reports of Sus person & Sus activity 2 Reports of ASB 1 Report of a Robbery on St Mary's Road 0 Reports of Theft of Motor Vehicle. 2 Report of Fraud. 1 Reports of Criminal Damage 0 Reports of Theft

from Motor Vehicle 3 Reports of Burglary at Fiddlers Ferry Power Station. One male suspect arrested and released.

The Clerk has contacted the PCSO regarding a resident's safety, traffic issues on Withycombe Road and Barnstable Road and the availability of the Hall for his use.

Cllr Layfield reported on the 2 near misses with horse riders and vehicles too close. Surgeries are taking place at various locations.

## **19 Carnival**

Representatives were invited, by email on 16/6/21, to attend this evening by Cllr L Jones.

No one has attended. No documentation or a request to use the land on specified dates has been received. The PC is meeting its obligations by requesting and storing this information appropriately.

This is a great event, and the PC will do all it can to support the event.

*Cllr L Jones to further engage with the Carnival Events Team*

## **20 Individual Councillor Reports / Questions**

**Cllr Lenihan** has been invited to Penketh Court. Parking issues to be discussed.

**Cllr Wych** attended the Councillor Surgery with **Cllr Fellows**. Residents are welcome to attend for face-to-face discussions.

**Cllr Heaver** is following up with ongoing issues at the pizza take away.

**Cllr L Jones** has attended all Committee meetings of the PC. He is the lead Councillor for the Carnival and is seeking the requested information. The website is undergoing continuous development.

**Cllr Fellows** has held a Councillor Surgery and attended all PC Committee meetings. Liaison with WBC continues regarding bins, grass cutting, parking complaints near Tesco Express and the takeaways. Residents need to report issues with parking to the Police and use 101.

**Cllr Beddows** is locating bins to identify ownership. He has attended Committee meetings for Open Spaces and Building stronger Communities and is keen to be involved with and develop events within Penketh.

**Cllr Fox** is investigating possible events for the Queens Jubilee in 2022.

**Cllr Layfield** is using his time to concentrate on the pool.

**Cllr Potts** has arranged for Andy Carter MP to attend Penketh library on the 24<sup>th</sup> of July at 10.30. He may be able to attend the August meeting. He has booked Peninsula for a Health & Safety check and advice in August.

**Cllr Solan-Cooper** is involved with all ongoing matters. He is liaising with the staff team to ensure an open line of communication.

## **21 To confirm date and venue of next meeting**

There is not usually an August meeting but given the workload it may be considered a good use of time. Cllr Wych requested a vote.

Proposal – to hold an August meeting for this year, 2021, only.

Proposer Cllr Solan-Cooper; Seconder Cllr Lenihan; Agreed by Cllrs Ashton, Layfield, Potts, Fox, Fellows, L Jones, Beddows; Abstained Cllrs Heaver and Wych.

*Resolved to hold an Extra Ordinary Meeting  
at 7.30pm on the 9<sup>th</sup> of August in the Community Meeting Room.*

**Close 8.55**

## **Public Forum**

**Mr Slater**

**Bins** – reported that Penketh gardens needs a bin.

**Pool** – asked is likely that it will not open this year?

**PC reply** – We want it open asap but it depends on funding. Grants will be applied for. Contracts allocated previously affect companies supplying quotes. There are also issues with material availability, which effects the timing for work. Updates will be given.

**Mrs Slater** – Acknowledged the good work being done by the PC which seems to be ongoing.

She queried why the PC go back to February for unpaid bills of eg £144. And about the banking.

**PC reply** – Those involved know all must be paid. There are larger bills also unpaid. There are bank issues

for many reasons, including records not kept up to date. This has resulted in no access, the bank being unable to say who the signatories are. Following the election one is left in this PC. The Chairman and clerk have spent considerable time on the phone and written. Cllr Heaver travelled to Manchester without success. Bank processes are lengthy. Direct debits, standing orders and wages are paid. Other bills have had to wait. The Clerk has paid some bills from personal finances and has knocked on doors seek support. In 2018 the PC was to pursue a further account, and this was not done. This is now in process. This substantial issue is a lesson for the future and this PC will ensure accuracy and progression with accounts.

*The Chairman asked if Councillors were prepared to continue with the meeting beyond 2 hours to go onto Part 2. A majority of Councillors acknowledged and agreed. Anyone who wants to leave is welcome to do so.*

**Closed 9.30pm**

**Signature**

**Date**