



Penketh Parish Council

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

(RPC)

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**
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Police Report for August

Penketh and Cuerdley 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 Cuerdley 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 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.