



Penketh Parish Council

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Parish Council Meeting

MINUTES

Of the meeting to be held at 7.30pm on Monday 14th June 2021

at The Manna House

PART 1

Opened 7.35pm

Opening The Chairman welcomed all present this evening.

1 In attendance

Chairman	Dale Solan-Cooper
Vice Chairman	Mike Potts
Councillors	Lorraine Ashton, Leigh Jones, Lee Beddows, Lez Fox, Geoff Fellows, Steve Jones, Craig Lenihan, Kieron Layfield, Chris Wych, Andy Heaver
Members of the public	8
Clerk & RFO	Tina Rogers-Smith

2 To receive member's apologies for unavoidable absence None

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 an 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.

4 To approve the Minutes of the previous Meeting

The Minutes of PCM held on 3rd June 2021 are agreed, subject to amendments from Cllr Lenihan to item 6 – use the revised table; and item 10 – clarity of last sentence.

Proposed by Cllr Fellows Secoded by Cllr Potts Agreed by all

Cllrs Layfield, Heaver and Wych abstained as they were not at the meeting.

Resolved that the minutes of the meeting held on 3rd June 2021 be accepted as a true record.

5 Matters arising from these minutes None

6 To receive a Borough Councillor Report

Cllr Andy Heaver

School crossing personnel body cams – This has been a bee in my bonnet for many years, especially when people are lone working. I'm now in discussion with the head of crossings personnel at WBC. Apparently, this has been investigated before, but technology has moved on. There are potential problems with data protection, downloading and GDPR but since traffic wardens now have them, I'm convinced there is a solution here. Talks are ongoing. PCC could fund body cameras.

White Moss trailer park – Discussions are ongoing with Matthew Coyne, Case officer. The planning application is for storage of trailers and containers, which is clearly not the only activity on site. I'm informed that because the application is retrospective, there is no rush to resolve. At the moment highways have raised queries with the applicant, for which they are now being chased, however I have emphasised that the burning needs to stop as it is totally inappropriate for the green belt. Environmental services are now being brought into play who have extensive powers. I have "called it in" which means it has to go to the DMC if planning progress the application. They are advertising the storage containers.

White Moss railway bridge – The deck of the bridge is to be replaced starting in August for 12 weeks. Concerns have been raised regarding road blockages and accessibility. I have contacted the planners and things are in their early stages, so no permits have been applied for. Most of the time will be spent preparing the deck so it is unlikely that the road will be blocked for more than a weekend. A speed limit of 30 mph has been requested there for the duration and might be worth considering as a permanent fixture.

Hadleigh and Elmsett road adoptions – This is a long-standing legacy issue (maybe ten years old) where the roads cannot be adopted due to the drains not being connected to the main system. Clarification of status being sought. Houses were built on top of the problem area. Work should be complete.

Edward Rd 5G mast – I was requested by Sankey North to call in a planning application for a 5G mast opposite the Butchers Arms. The location was terrible considering they could move it 20 meters along onto a playing field and disguised it. Currently awaiting outcome.

Windmill Lane drains blocked – Despite WBC regularly sending their machine around, the drains have obviously not been cleared in years and cause flooding at the junction with Meeting Lane. I have reported this issue and am awaiting a response.

A562 New Pizzeria – Noise complaints for air conditioning and general non-compliance. Awaiting response from WBC.

Power station working group – I'm now on the working group for the Fiddlers Ferry power station. I'm not sure when the next meeting is to be held. At a meeting with Steve Broomhead and expressed interest.

Youth Forum – I've been working with a resident from Sankey South who approached me with the idea of forming a Warrington West youth forum for about 3 months now. Due to purdah and other

pressures this was put on hold but is now back on the table. Once we get to a point of “How and where” I’m keen to get some Parish Councillors involved. I’m thinking Lee Beddows and Kieran as they are somewhat closer to the target age group!

Other activities – I’ve completed two out of the three modules for induction training, with the third one being this Thursday, and have training sessions relevant to the borough committees I’m on coming thick and fast. I’ve already attended the first Licencing training session and full meeting.

Cllr Fellows

Noise issue Walkers Lane – liaising with residents and WBC.

Library – regular visits with updates regarding the refurbishments.

Cllr Lenihan

Member of the *Development Management Committee*.

Ditchfield Farm - approved for a field to be used for dog walking.

J11 Services – The application was rejected. The area is in greenbelt. It would affect the services at J8.

BC Surgery – a resident raised the issue of damage to property. The Housing Association will rectify the damage.

7 Data Retention and Disposal Policy

All Councillors have reviewed the document. Cllr Wych queried why WBC documents are not being used. WBC policies have previously been used by the PC however they were not adapted. This resulted in incorrect procedures being followed by previous Councillors resulting in GDPR breaches. The PC needs its own policies.

*Proposed by Cllr Potts Secoded by Cllr Solan-Cooper Agreed by 10 Councillors
Cllrs Lenihan and Heaver abstained.*

Resolved that the Data Retention and Disposal Policy be adopted

To be added to the website

8 Information and Data Protection Policy

Councillors have reviewed the policy. Last year’s breach of personal data could have been avoided if a policy had been followed.

*Proposed by Cllr Potts Secoded by Cllr Fellows Agreed by 9 Councillors
Cllrs Lenihan, Wych and Heaver abstained.*

Resolved that the Information and Data Protection Policy be adopted

To be added to the website

9 Records and Retention Policy included in 7 and 8 above

10 Consideration of Planning Applications

Councillors discussed the applications listed.

Clerk to submit comments as directed

11 Finance

11.1 Applications for Financial Assistance None

11.2 To approve Accounts for Payment for June 2021

Creditor		VAT	Goods	Total
CHALC	30.00	0.00	Course	30.00
GTH Garden Maintenance	1900.00	0.00	Planters	1900.00
Concept Pools	1050.00	210.00	Sump testing	1260.00
HL	50.00	0.00	Monthly maintenance	50.00
Zoom	11.99	2.40	Monthly	14.39
PKF	887.50	177.50	Audit to year end 31/3/2020	1065.00
Zurich	6082.53	50.00	Insurance	6132.53
Collette Fellows	360.00	0.00	QTR 4 VAT return	360.00
Collette Fellows	525.00	0.00	Annual Accounts	525.00
Live pay	41.00	8.20	Payroll	49.20
Microsoft	58.84	11.77	Subscription	70.61
Total Gas & Power	152.73	7.64	gas	160.37
Tina Rogers-Smith	19.99	4.00	Mailbox	23.99
Tina Rogers-Smith	84.80	2.66	Stationary [paper ink wallets]	87.46
Leigh Jones	76.80	0.00	Mike hire	76.80
	11331.18	474.17		11805.35

11.3 End of Year Accounts

The data needed is now available to complete the Accounting returns. The Clerk intends to complete this for the end of June. A Finance meeting is needed to review the summaries and to identify any potential documentation which may be needed.

11.4 Internal and External Audit

It is intended to arrange the Internal Audit by the end of June. Subject to this the return will be submitted for the External Audit return.

12 Correspondence

Emails

WBC Planning	Applications. Enforcements etc
WBC Democratic Services	Website updates
WBC Legal	Q&A
Suppliers	various
Residents / groups	Hall booking enquiries
FOI Freedom of Information requests	3
Subject access requests	2
Residents	Meeting attendance requests
CHALC	Speeding survey results
CHALC	Training
SLCC	Newsletters & updates
SLCC	Q&A

Carnival	Responses to document requests
Post	
Zurich	Zurich
Suppliers	Catalogues, leaflets etc
Coop Bank	Statements, update documents etc
The Clerk	Journal
Facebook	
Resident	Agenda request
Resident	Hall enquiry
Resident	Request for activities list at the hall

13 Individual Councillor Reports

Cllr Potts – MP Surgery-Andy Carter is expected to attend a 10th July Surgery in the library. This is for all issues at local or national level.

Cllr Lenihan / Cllr Beddows - Parking permits for Farnworth Road. Problems due to Penketh Court, where parking should be encouraged in their own parking areas, hence permits being looked at. Could help residents and the mot centre, however no permits for visitors.

Cllr L Jones - Sportsmans Arms – no recent update.

Mr Ross was invited to contribute from the public present. In early March the key people, responsible for the Asset of Community Value order some years back, and WBC were notified of the ‘intention to dispose of the land’. The owners of the land want to sell. Those notified had 6 weeks to respond, raise funds needed to purchase etc. Nothing has happened and the time runs out on 21/6/2021. There is planning approval for 6 properties at the back. Now awaiting notice from the owners New River retails. It is likely they will choose to demolish, despite interest from those wanting to possibly buy the Sportsmans, to maximise their return. The company prefers to sell for commercial use. An application was previously turned down for a supermarket. All are asked to watch out for notices.

14 To confirm date and venue of next meeting

7.30pm Monday 12th July at a venue to be confirmed. Although the Parish Hall is suitable there are bookings in place from 3 groups currently. The Manna house cost is confirmed at £25.

Closed at 8.35pm

Public Forum

8.35-9.05pm

MR asked about the **pool** with people particularly wanting swimming lessons.

Cllrs: All are working for a fix and are committed to updating but as yet there is no timescale.

There are various jobs needed from various businesses. The previous administration agreed a contract, which is part done, but does not work well with existing pipework. The floor also needs work. Applying for grants will be needed. Cllrs are at the point of understanding all the issues and what needs to be done, and they will update regularly.

Committees Dates are to be agreed. The Clerk will attend the first meeting for each committee and a chairman will be elected. Future meetings can nominate a minute taker.

EP & LJ asked about **employees**

Cllrs were able to update that a HR company had been appointed. Following a meeting this week employees will be updated in the next few days. The previous administration had used WBC which has had a bad impact on some staff. Cllrs acknowledge that they have heard and are sad that employees had not been kept up date. Senior staff should have been communicating with each employee and all can now see that has not happened. This will be addressed moving forward. Apologies were expressed from the current Councillors for employees' poor experiences. Now all can move forward and be kept updated.

BJ queried who will deputise given staff absence. Please message the Clerk.

EP Cuerdley There is no longer a PC. WBC indicate that residents no longer wanted it and that it was disbanded in 1994. They would not allow an election and said it would need to go back to parliament. Cuerdley PC showed online until the election when information disappeared overnight. Annual Returns have been submitted beyond 2014 indicating it was in place. Residents are likely to want or need the PC in future years with potential developments.

Clerk to write to the Residents Association

GS asked which **HR** company was appointed – Peninsula.

Clerk to provide names for Councillors for the next meeting.

Part 2 None

DATE

SIGNATURE