PENWORTHAM TOWN COUNCIL
MEETING OF THE COUNCIL

Meeting of the Council held at Penwortham Community Centre, Kingsfold Drive, Penwortham on Tuesday 2nd December, 2025 at 6:30pm.

Present:	The Mayor:	Cllr W Adams
	Councillors:	D Ashton, D Bennett, G Crewe, H Crewe, P Cronin, D Howarth, K Martin, A Rae, D Shaw, R Taylor, A Turner, I Watkinson, and T Young.
	In attendance:	Clare Burton-Johnson
		Marie Curran, Town Manager Daniel Guise, Democratic Services Officer
		Lancashire Constabulary: 2
		Members of the Public: 3

95. **Apologies for Absence**

Apologies were received from Councillors Alban Cassidy, Tracey Flannery and Jim Patten.

96. **Declarations of Interest**

No declarations were made.

97. **Minutes of the Last Meeting**

Councillor Watkinson proposed that the minutes of the last meeting be approved. Cllr Howarth seconded the proposal.

RESOLVED: that the minutes of the meeting held on 4th November 2025 be approved as a correct record and signed by the mayor.

98. **Matters Arising from the Minutes**

No matters were raised.

99. **Co-option of a Town Councillor**

Cllr Howarth proposed that Clare Burton-Johnson be co-opted as a Town Councillor to fill the vacancy in Broad Oak ward, noting that she was a longstanding resident of Penwortham who had previously served as a trustee of Scope and the Space Centre. Cllr H Crewe seconded the proposal.

RESOLVED: that Clare Burton-Johnson be co-opted as a Town Councillor to fill the vacancy in Broad Oak ward.

Cllr Burton-Johnson signed the declaration of acceptance of office and took her seat on the Council.

100. **Communications by the Town Mayor**

The mayor noted that the Town Council was running an appeal for new toys, to provide Christmas presents for local children in difficult circumstances. He asked that information about the appeal be circulated as widely as possible.

The mayor reported on his engagements since the previous meeting:

5th November – The mayor attended the annual fireworks display on Middleforth Green. He thanked the Penwortham public for their kind donations to the mayoral charities at this event.

24th November – The mayor met with the Girl Guides at Kingsfold Methodist Church. As part of UK Parliament week, the mayor was invited to talk about politics and the Guides' ideas for new facilities they would like to see in Penwortham. The mayor was asked to choose the idea he liked best, which was a Penwortham Museum.

30th November – The mayor attended the St Leonard's Christmas Tree festival and chose the winning tree, designed by Middleforth Primary School.

30th November – Later the same evening, the mayor attended "Light Up a Life", an event at St Catherine's Hospice. The mayor reported that it was a moving tribute to the work that the Hospice did, and he was very happy to attend and give a short speech.

1st December – The mayor enjoyed the successful but wet Christmas Market in Kingsfold. Many businesses and charities were there, despite the soggy weather.

Cllr Turner left the meeting.

101. **Town Manager's Report**

The Town Manager reported as follows:

HILL ROAD CEMETERY AND PENWORTHAM WAR MEMORIAL

The lengthsman and assistant have been carrying out general maintenance and repairs at Hill Road Cemetery, in the town and at the centres clearing leaves and ensuring public footpaths and path ways are safe for pedestrians and visitors to the cemetery.

The lengthsman has recently completed a week-long training course to successfully achieve a Chainsaw qualification for professional users. This builds on the tree survey and inspection award James has been awarded.

If you would like the lengthsman to tidy a particular area of public land in Penwortham or if you would like to volunteer at Hill Road Cemetery please email: marie@penworthamtowncouncil.gov.uk

Please report highways issues such as potholes, street lights, damaged signs etc to: Report it - Lancashire County Council

Report It on the go with the 'Love Clean Streets' app on your mobile phone or tablet. It's simple to use and your issue can be logged in seconds.

i) WHAT'S ON AT THE COMMUNITY CENTRES

In addition to the regular activities that take place at Priory Lane Community Centre and Penwortham Community Centre, please make a note of the following additional events and support where you can.

Penwortham Community Centre

- Monday 8th December – Lunch Club's Christmas Lunch (for the elderly)
- Thursday 11th December – Final Job Club before Christmas
- Tuesday 16th December – Progress Housing's Christmas Present room, 4 – 5pm. This event offers children the opportunity to come and choose a small gift, free of charge and wrap it in Christmas paper for their parent/carer. A few healthy snacks and drinks are also provided.
- Friday 19th December – Final Youth Club before Christmas
- Monday 22nd & Tuesday 23rd December – HAF Activities with Prime Sports

- Friday 2nd January 2026 – HAF Activities with Prime Sports
- Monday 5th January – Youth Club re-starts
- Thursday 15th & Thursday 22nd January (mornings) – Community Creative arts & crafts sessions
- Wednesday 21st January – Job Club re-starts.
- Unfortunately, the Police and Crime Commissioner, Clive Grunshaw could not make the planned visit to the youth club on 7 November, 2025. The event has since been rearranged to 29th January, 2026. Both Paul Foster, MP and Clive Grunshaw will both be in attendance to witness the youth provision and facilities provided for young people in Kingsfold.

Sadly, Dana Aubrey-Williams, Youth Club Manager is leaving the youth club. Dana has worked hard with the young people and will be missed. Amy, a full time Community Engagement Officer, will be taking over Dana's responsibilities at the club. Amy has been attending the club over the past few weeks, developing and delivering the workshops there. Due to this, we are hoping that it will be a seamless transition, as she already knows the staff and young people.

Priory Lane Community Centre

- Wednesday 10th December – Liverpool Road Christmas Market – Centre accommodating stallholders
- Thursday 18th December – Final Community Library session before Christmas
- Monday 5th January 2026 – Community Library re-opens
- Extra church bookings over the festive period, including a booking at both centres on Christmas Day morning.

Penwortham Arts Centre 'The Venue'

- Life drawing at The Venue every Thursday from 7pm until 9pm.
- Guitar classes start earlier from 11.30am until 3pm every Thursday from 8 January, 2026, due to popular demand!
- Penwortham Community Cinema screen a range of monthly films on the last Wednesday evening of the month and the third Friday afternoon.

- History Talk – Date to be confirmed.

- **FURTHER UPDATES AND REPORTS;**

- **Kingsfold Christmas Market – Monday 1 December, 2025**
- **Liverpool Road Christmas Market – Wednesday 10 December, 2025**

South Ribble Borough Council have written to stakeholders to invite views on proposed updates to the byelaws governing public parks and open spaces. The proposed revisions aim to:

- Ensure our parks remain safe, welcoming, and inclusive for all users
- Reflect current usage patterns and community expectations
- Support responsible enjoyment of the borough's greenspaces

This consultation is part of a commitment to ensuring Parks and Open spaces remain an enjoyable space for all.

The proposed new byelaws have been drafted based on a template of byelaws provided by the Government. The byelaws are designed to provide regulation for local issues in parks and open spaces but cannot replicate or replace the provisions of national laws.

How to Participate: you can view the proposed new byelaws alongside the current byelaws and provide feedback by accessing the council's online consultation portal at https://yoursay.citizenspace.com/parks-and-neighbourhoods/parksbyelaws

The consultation process will run until 31st January 2026.

The Fire Service are putting on their Christmas event at Middleforth Fire Station again this year. The date will be **Sunday 21st December from 2pm to 5pm**.

They are planning on hosting 10 stalls and are hoping to arrange a carol competition. All councillors are very welcome.

Orsted East Irish Sea Transmission Project have invited you to attend the first in a series of workshops, giving you the opportunity to feedback on their proposals for an onshore substation in Penwortham (please see map below).

Orsted is planning to submit an application in 2027 for planning permission to develop the infrastructure needed to connect the Mooir Vannin Offshore Wind Farm in Isle of Man waters, to the UK. This infrastructure includes a new substation in the area around Penwortham connecting to the National Grid substation at Penwortham (please see map below). Your local knowledge will help select the location and shape a design that is considerate of the community and local environment.

In September 2025, Orsted held a series of community workshops in the local area. The feedback we received included a desire for the local community to be engaged in these proposals as they evolve. You are therefore being contacted as a representative of the local community.

A provisional date of the afternoon of 27th January at Penwortham Arts centre has been booked to hold the first Onshore Substation Consultation Group.

Cllr Bennett asked what time the visit by Paul Foster and Clive Grunshaw would be taking place on 29th January. Cllr Bennett also asked if there was any information on how anti-social behaviour at Penwortham Community Centre had been affected by the Youth Club provision. The Town Manager advised that she would check on both these matters and report back.

Cllr Howarth asked if updates could be obtained regarding youths causing trouble at Hurst Grange Park (see minute 103 below).

102. **Questions from Councillors**

The Mayor reported that he had received correspondence personally regarding flags tied to lampposts around the war memorial and on Leyland Road. The mayor commented that he personally thought the flags were divisive and not patriotic, and that the Town Council should write to Lancashire County Council (LCC) asking for them to be dealt with.

Cllr Howarth commented that he would fully support this. He advised that friends groups and residents had asked for the flags to be taken down, but the response from LCC was that they won't be taken down unless they are a danger.

Cllr Martin declared a personal interest in that he worked for LCC, although not in a position of management or control. He noted the danger that people put themselves in when putting the flags up, and the environmental problems with synthetic flags which disintegrate into small particles.

Cllr Martin proposed that the Town Council write to LCC to ask that the flags attached to lighting columns be taken down. Cllr Howarth seconded the proposal.

RESOLVED: that the Town Council write to LCC to ask that the flags attached to lighting columns be taken down.

103. **Questions from Members of the Public**

A member of the public reiterated the issues with the former Shampan site. He asked if overgrown hedges could be cut back, self-seeded trees removed and the site generally

tidied up. He commented that it was a terrible eyesore in the middle of the community.

The mayor noted that overgrown hedges could be raised with South Ribble Borough Council. Cllr Martin reported that there was a pit on the site which was full of water, which may pose a risk to children. He advised that it needed filling or cordoning off with barriers.

The same member of the public reported that some hedges along Cop Lane were overgrown. Cllr Howarth advised that he had written to Tesco about the hedges under their control, and they replied it was on a job sheet to get done. With respect to hedges at residential properties, Cllr Howarth advised this was the responsibility of the householder. If owners failed to manage a hedge properly, ultimately the relevant authority could do the work and bill them. Cllr Howarth noted that the Town Council had occasionally arranged for the Lengthsman to do such work, but only where there was a social need (for example, an elderly home owner with no means to resolve the problem themselves).

The same member of the public asked if there was any report back on the traffic challenge on Pope Lane / Cop Lane. The Town Manager advised that data had been requested from LCC.

Cllr Young noted that the hedge on the north side of Liverpool Road, running from Howick Cross Lane to opposite Howick Primary School, was in need of cutting back. Cllr Martin advised that this would be best reported via Love Clean Streets, in the first instance.

Representatives of Lancashire Constabulary entered the meeting. The mayor invited them to provide an update on police matters in Penwortham. The police provided an update regarding Cllr Howarth's earlier question about Hurst Grange Park (see minute 101 above). They reported that there had been youth on youth assault and issues with fireworks being let off in the park. The police advised that they believed the group was coming into the town from Preston. They advised that patrols of the park had been increased, and the issues appeared to have stopped for the time being.

104. **Development Control – Plans List**

Cllr Rae advised that the Council should keep an eye on the proposal from network Rail for an upgrade to the West Coast Main Line. Although the upgrade was needed, a key point was how materials for a new substation, to be built at Flag Lane, would be delivered. Cllr Rae noted that LCC Highways had raised objections. The main issues were the weight limit on certain bridges and a tight turn off Leyland Road onto Flag Lane, which would all be problems for large HGVs.

105. **Minutes of Committee Meetings**

The Council was asked to approve the minutes of the November committee meetings:

Cemetery Committee – Tuesday 18th November 2025

Cllr Rae proposed that the minutes be approved. Cllr Shaw seconded the proposal.

RESOLVED: that the minutes of the meeting held on 18th November 2025 be approved as a correct record.

Community Centres Management Committee – Tuesday 18th November 2025

Cllr Bennett proposed that the minutes be approved. Cllr Shaw seconded the proposal.

RESOLVED: that the minutes of the meeting held on 18th November 2025 be approved as a correct record.

Events Committee – Tuesday 18th November 2025

Cllr Taylor proposed that the minutes be approved. Cllr H Crewe seconded the proposal.

RESOLVED: that the minutes of the meeting held on 18th November 2025 be approved as a correct record.

Strategy & Finance Committee – Tuesday 18th November 2025

The Mayor noted that approval of the minutes of the November Strategy & Finance meeting would be taken as approval by the Full Council of the precept figure which the committee resolved upon (at minute 43, “Estimates and Precept 2026-27”).

Cllr Howarth proposed that the minutes be approved. Cllr Watkinson seconded the proposal.

RESOLVED: i) that the minutes of the meeting held on 18th November 2025 be approved as a correct record; and

ii) that the Precept for 2026-27 be set at £267,755.

106. **Dates of Committee Meetings**

The Council was asked to approve the proposed date of a forthcoming meeting of the Community Centres Management Committee:

Community Centres Management Committee – Thursday 11th December 2025 1:30pm at Priory Lane Community Centre

Cllr Watkinson proposed that this date be approved. Cllr Bennett seconded the proposal.

RESOLVED: that the proposed date of 11th December, for a meeting of the Community Centres Management Committee, be approved.

The Council was then asked to approve the following proposed dates of other forthcoming meetings:

Personnel Board – Date TBC
Events Committee – Tuesday 20th January 2026
Strategy and Finance Committee – Tuesday 20th January 2026
Cemetery Committee – Not Applicable
Environment Committee – Not Applicable
Planning Committee – Not Applicable

Cllr Watkinson proposed that the date for the above two meetings be moved to **Tuesday 27th January**. Cllr Howarth seconded the proposal.

RESOLVED: that the Events Committee and the Strategy & Finance Committee meet on Tuesday 27th January 2026.

107. **Delegates' Reports**

There were no reports from delegates.

108. **Accounts for Payment – November 2025**

The Council was asked to note the below accounts for payment:

NOVEMBER 2025 ACCOUNTS FOR AUTHORISATION

FOR	AREA	AMOUNT	VAT
PRINTERLAND CARTRIDGES	ADMIN	£ 288.44	£48.07
MENTAL HEALTH TRAINING TRAINER, TRAVEL & ACCOM	ADMIN	£1,115.88	£-
NATWEST CREDIT CARD	ADMIN	£ 5.99	£-
VODAFONE LTD	ADMIN	£ 24.24	£ 4.04
VENTBROOK LTD ROAD CLOSURE (REM SUN)	ADMIN	£3,456.00	£576.00
NATIONAL ALLOTMENT SOCIETY	ADMIN	£ 84.00	£ 14.00
FIRST KICK FOOTBALL	ADMIN	£5,000.00	£-
MHFA ENGLAND	ADMIN	£ 511.95	£-
SRBC MAYORAL BANQUET	ADMIN	£ 90.00	£-
LOSTOCK HALL MEMORIAL BAND	ADMIN	£ 375.00	£-
DARLINGTON & CO	ADMIN	£ 162.00	£ 27.00
FRIENDS OF KINGSFOLD LIBRARY	ADMIN	£ 250.00	£-
ONECOM LTD	ADMIN	£ 382.51	£ 63.75
ELECTRICITY INVOICE	CEMETERY	£ 14.78	£ 0.70
GARDNERS HARDWARE	CEMETERY	£ 27.21	£ 4.54
C&W BERRY LTD	CEMETERY	£ 576.39	£ 96.06
C&W BERRY LTD	CEMETERY	£ 1.49	£ 0.25
ALL STAR FUEL INVOICE	CEMETERY	£ 166.42	£ 27.73
WATER INVOICE	PRIORY LN	£ 121.66	£-
GAS INVOICE	PRIORY LN	£ 110.87	
ELECTRICITY INVOICE	PRIORY LN	£ 350.53	£ 16.65
GAS INVOICE	PEN CC	£ 549.38	£ 91.56
ELECTRICITY INVOICE	PEN CC	£ 500.42	£ 23.76
WATER INVOICE	PEN CC	£ 106.05	
KEY ENGINEERING LTD	PEN CC	£ 241.40	£ 40.23
WATER INVOICE	VENUE	£ 56.86	£ 1.88
GAS INVOICE	VENUE	£ 70.48	£ 3.36
ELECTRICITY INVOICE	VENUE	£ 278.85	£ 13.25
CROWD SAFETY SOLUTIONS	FIREWORKS	£1,550.00	£-
S&B MEDICAL SERVICES	FIREWORKS	£ 210.00	£-
STAR FIREWORKS	FIREWORKS	£5,500.00	£ 916.67

Cllr Young proposed that the presented accounts be noted. Cllr Taylor seconded the proposal.

RESOLVED: that the presented accounts be noted.

109. **Hill Road Cemetery – November 2025**

The Democratic Services Officer reported that in November 2025 there were 9 interments at Hill Road Cemetery. Of these, 6 were full coffin burials and 3 were for cremated remains. Six of the interments were in new plots.

The Democratic Services Officer requested permission for the Mayor to sign the six new deeds.

RESOLVED: that the presented deeds be approved.

110. **Delegation of Urgent Decisions**

RESOLVED: that, in accordance with the Scheme of Delegation, the Town Manager, in consultation with the Town Mayor, be authorised to pay outstanding invoices and take any other action considered urgent before the February meeting. Any action taken to be reported to that meeting.

……Town Mayor

(The meeting finished at 7:05pm.)

The minutes of this meeting will be published on the website
www.penworthamtowncouncil.gov.uk