

Penkridge Parish Council

Haling Dene Centre
Cannock Road
Penkridge
Stafford
ST19 5DT

6th September 2019

To: Members of the Penkridge Parish Council

Dear Sir/Madam

I write to invite you to attend a meeting of the Penkridge Parish Council to be held on **Thursday 12th September 2019 at 7.30** pm in Room 1 of the Haling Dene Centre. Please note that prayers will be led by the Rev Greg Yerbury at 7.25 pm prior to the commencement of the meeting.

Yours faithfully

Lesley Hough
Parish Administrator

Part I - Public Session

Audio recordings will be made of all Ordinary and Special Council meetings and Committee meetings, with the inclusion of confidential matters.

AGENDA

1. APOLOGIES
2. PERSONALIA AND EVENTS
 - [a] To receive the above for September 2019.
 - [b] Members of the Council and Public in attendance to declare if they are video/audio recording the meeting.
3. DECLARATIONS OF INTEREST
4. DISCLOSABLE PECUNIARY INTEREST (DPI)
To receive and consider any DPI requests.
5. PUBLIC PARTICIPATION
As per Standing Orders - Public Participation 7.3[a], 33.5, 33.6, 33.7 and 33.8 [attached]
6. POLICE MATTERS
To receive a police report containing incidents reported during July and August 2019.
7. MINUTES
To approve the minutes of:
 - [a] Full Council Meeting of 13th June 2019
 - [b] Full Council Meeting of 11th July 2019
 - [c] Full Council Meeting of 25th July 2019 [to follow]
 - [c] Full Council Meeting of 8th August 2019
8. COMMITTEE MINUTES
To note the minutes of the:-
 - [a] Planning Meeting of the 11th July 2019
 - [b] August Planning Submission

9. WORKING GROUP MINUTES
To note that no Minutes have been received.
10. OUTSIDE GROUPS WITH PC REPRESENTATION
 - [a] To receive the minutes of the SSC Standards and Resources minutes of 22nd July 2019.
 - [b] To receive any verbal reports following outside group meetings Councillors have attended where any information may be of interest to the Council and its Parishioners.
11. ACCOUNTS
 - [a] To approve the accounts for payment for the months of July and August 2019.
 - [b] To approve the expenditure summary print outs for July 2019.
 - [c] To receive the signed Audit Commission Annual Return for the year ended 31st March 2019.
 - [d] To note that a Pie Chart will be presented to the Finance and Resource Committee at their meeting in October showing the half year income and expenditure.
12. STAFFORDSHIRE COUNTY COUNCIL
To receive and consider a verbal report from County Councillor David Williams with regard to the reduction in speed limit on Otherton Lane and Boscomoor Lane.
13. SOUTH STAFFORDSHIRE COUNCIL
To receive an email dated 2nd September from the Corporate Support reminding Councillors of the two Code of Conduct training sessions.
14. POLICIES & PROCEDURES
 - [a] To receive and approve the introduction of a Managing Sickness Absence Policy & Procedure Policy as per South Staffordshire Council's policy.
15. WEST MIDLAND INTERCHANGE
To note that two letters were sent to the Planning Inspectorate dated 8th August – Request for Further Information and 21st August – Summarise Information.
16. LIBRARY
 - [a] To note that the Library transferred over to the Parish Council as a Community Managed Library on Monday 12th August 2019.
 - [b] To receive the PA's report following a meeting with the Library Volunteers on Wednesday 11th September.
 - [c] To consider the proposals in relation to the running and opening of the Library.
17. PARISH PLAN
Following the production of the Parish Plan in 2013 and the resolution made at the Annual Parish Meeting in March 2019 to consider formally writing to the Parish Plan Group and ask that this be reviewed.
18. GRANTS AND DONATIONS
To receive and consider an application from Samaritans Stafford for a grant towards the refurbishment of their bathroom.
19. DATE AND TIME OF NEXT MEETING
Thursday 10th October 2019 at 7.30 pm.

Agenda Item 5

Standing Orders – Public Participation

7.3

- [a] For a period of no longer than 15 minutes at the commencement of the meeting to receive comments from the general public present at the meeting, concerning relevant items or business of the Council. No person may speak **for more than 2 minutes** at the discretion of the Chairman.
- 33.5 The public are permitted to make representations, answer questions and give evidence in respect of any item.
- 33.6 The period of time which is designated for public participation in accordance with standing order above shall not exceed 15 minutes.
- 33.7 Each member of the public is entitled to speak **once only** in respect of business itemised on the agenda.
- 33.8 A question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.