

Penkridge Parish Council

Haling Dene Centre
Cannock Road
Penkridge
Stafford
ST19 5DT

8th September 2023

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 14th September 2023 at 7.30 pm.**

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 2023.
 - [b] Members of the Council and Public in attendance to declare if they are video/audio recording the meeting.
 - [c] Following the letter of congratulations to the King and Queen following their Coronation, to receive a card thanking the Parish Council for their kind and thoughtful message.
 - [d] The Chairman to welcome the new Co-Opted Councillors, Luana Bills and Stephen Coomer, and present their badge of Office.
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
 - [a] To receive a Police report for September, if available.
 - [b] To welcome Insp Chris Cotton to the meeting to give an update and answer Councillors' questions.
7. SOUTH STAFFORDSHIRE & STAFFORDSHIRE COUNTY COUNCIL
 - [a] To receive updates/reports from the above Councillors.
8. MINUTES
 - [a] To approve the minutes of the Full Council meeting of the 13th July 2023.
 - [b] To receive the Follow Up Sheets for Full Council, Haling Dene Management and Recreation and Amenities.

9. COMMITTEE MINUTES

To note the minutes of the:-

- [a] Planning Minutes for 13th July 2023.
- [b] Haling Dene Management of 27th July 2023
- [c] Recreation and Amenities of 27th July 2023

10. WORKING GROUP MINUTES

- [a] To note that no minutes have been received.
- [b] To consider the Highway Liaison Group being transferred under the remit of the Recreation and Amenities Committee.

11. OUTSIDE GROUPS WITH PC REPRESENTATION

- [a] To receive the Penkridge Sports and Recreation Centre minutes for their meeting of 22nd May and 26th June 2023.
- [b] To receive the WMI CLG minutes from their meeting of 21st June 2023.

12. ACCOUNTS

- [a] To approve the accounts for payment for the month of July and August 2023.
- [b] To receive the expenditure summary print outs for July and August 2023.
- [c] To receive the signed Audit Commission Annual Return for the year ended 31st March 2023.
- [d] To receive and consider the draft Pie Chart showing summary income and expenditure for June and to note there will be a year end Pie Chart showing actual spend.
- [d] To note following the resolution made at the July meeting with regard to the Internal Auditor attending the December Full Council meeting:

Resolved that Councillors forward any questions to the Clerk no later than Monday 31st July.

Only one question has been received and this has been emailed to the Internal Auditor for an emailed response.

13. POLICIES AND PROCEDURES

To receive and approve the below Polices/Procedures:

- [a] Councillor Dress Code Policy
- [b] Induction and Aide Memoire for Councillors Policy.

14. ONE YEAR AND FOUR YEAR PLAN

- [a] To receive and consider the above for 2024-2025 following the Working Group meeting of 14th September.

15. NEIGHBOURHOOD PLAN WORKING GROUP

- [a] To receive an update from a Council Representative of the above.

16. PENKRIDGE COMMUNITY MANAGED LIBRARY

To note that the Parish Council will be considering if they wish to extend their initial five year partnership with Staffordshire County Council for the above at the October Full Council meeting and Councillors to advise the PA of any questions they have no later than 30th September so answers will be received for the meeting.

17. SPCA TRAINING

- [a] To note that joint SPCA training for new and current Councillors will be jointly held with Brewood Parish Council in October, date and location to be confirmed.

18. BLEED KITS
Following the donation of £240 from the Inner Wheel to purchase two Bleed Kits to consider where they should be located [within Defibrillator Cabinets only].
19. COUNCIL EMAILS
To receive the PA's update with regard to the above.
20. PENKRIDGE 2050
Following the meeting with Bloor Homes and St Phillips and the advice that the pocket of land for the bypass is not available, to formally disregard any further conversations with SCC regarding the above.
21. GRANTS
[a] To receive and consider a grant application from PenkrIDGE Juniors Colts Under 10 for a grant of £174 towards the cost of their room hire costs for a Christmas Party for the Team.
22. DATE AND TIME OF NEXT MEETING
Thursday 12th October 2023 at 7.30 pm.
23. Local Government Act 1972 - Exclusion of Press and Public - to resolve that the Press and Public be excluded from the meeting during consideration of the following items of business on the grounds that they are likely to involve the disclosure of exempt information as defined in the appropriate paragraph(s) Section 1[2] Public Bodies/Admission to meetings Act 1960.

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.