

Penkridge Parish Council

Haling Dene Centre
Cannock Road
Penkridge
Stafford
ST19 5DT

8th December 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 December 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 December 2023.
 - [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
 - [a] To receive a Police report for November, if available.
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 9th November 2023.
 - [b] To note there are no additional Follow Up sheets to those received with the November agenda.
9. COMMITTEE MINUTES
To note the minutes of the:-
 - [a] Planning Minutes for 9th November 2023.
To receive the minutes of:
 - [b] Finance and Resources meeting of 2nd November 2023

10. WORKING GROUP MINUTES
[a] To note that no minutes have been received.
11. OUTSIDE GROUPS WITH PC REPRESENTATION
[a] To note that no minutes have been received.
12. ACCOUNTS
[a] To approve the accounts for payment for the month of November 2023.
[b] To receive the expenditure summary print outs for November 2023.
[c] To receive the Pie Chart and Expenditure Summary for November 2023.
[d] To receive the Internal Auditor's half year internal audit report.
[e] To note the National Joint Council for Local Government Services have agreed:
[i] A pay increase of £1,925 for all NJC pay points upto pay point 43 and above with effect from 1st April 2023
13. CASUAL VACANCY – NORTH EAST WARD
[a] To note that no request to hold an election for the above was received.
[b] To note that the above vacancy will advertised for Co-Option.
14. SOUTH STAFFORDSHIRE COUNCIL
[a] to receive and consider an email from South Staffordshire Council's Director Partnerships with regard to holding a Member Working Group and to nominate a Council representative if Council wish to take part.
[b] To receive a letter from the Cabinet Member of Community Services with regard to Closed Churchyards.
15. STAFFORDSHIRE PARISH COUNCIL ASSOCIATION – COUNCILLOR TRAINING
[a] To note that following the arrangement of the above injunction with Brewood Parish Council only two Councillors attended from Penkridge.
16. HALING DENE CENTRE
[a] To receive and consider an updated quotation from Polair Condition with regard to the replacement of the Cellar Refrigeration System.
[b] Following the Haling Dene Centre Tree Survey undertaken by A Dunford & Son to receive a quotation from M Bissell Trees and Hedges to undertake the remedial work.
[c] To receive a quotation from Kirklands for a dishwasher for the kitchen and to note the Parish council have received a grant of £1,000 from South Staffs Council's Best Medicine Funds.
[d] To consider if the Council wish to hold the Pantomime for 2024 and once again to have three performances by M & M Productions at a cost of £2,899, if so what would be the charge for attendee.
17. NEIGHBOURHOOD PLAN WORKING GROUP
[a] To receive an update from a Council Representative of the above.
18. GRANTS
[a] To receive and consider a grant application from PACE 2000 for a grant of £500 towards their room hire cost.
19. COMMUNITY SPEED WATCH
[a] To receive the data for the above between 1st January and 10th November 2023, details of which will be required when considered the draft budgets and Precept for 2024-2025.
20. DATE AND TIME OF NEXT MEETING
Thursday 11th January 2024 at 7.30 pm.
21. 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.

22. FINANCE AND RESOURCES

[a] To receive the 2024-2025 Tax Base for Band D

[b] To receive and consider the Finance and Resources minutes of 2nd November 2023.

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.