

Penkridge Parish Council

Haling Dene Centre
Cannock Road
Penkridge
Stafford
ST19 5DT

5th January 2024

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 11th January 2024 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 January 2024.
 - [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 December/January, if available.
 - [b] To note that Staffordshire Police have advised the contents of the Police report is an official Police document which cannot be shared outside of the Parish Council and therefore is to only be read out during the monthly meeting.
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 14th December 2023.
 - [b] To receive the Follow Up Sheets for Full Council.
9. COMMITTEE MINUTES

To note the minutes of the:-

 - [a] Planning Minutes for 14th December 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 December 2023 [to follow].
 - [b] To receive the expenditure summary print outs for December 2023 [to follow].
 - [c] To receive the Pie Chart and Expenditure Summary for December 2023.
 - [d] To receive the PA's update with regard to the Council having a Credit Card.
13. CASUAL VACANCY – NORTH EAST WARD
 - [a] To receive and consider Expressions of Interest for the vacancy on North East Ward.
14. NEIGHBOURHOOD PLAN WORKING GROUP
 - [a] To receive an update from a Council Representative of the above.
15. DATE AND TIME OF NEXT MEETING

Thursday 8th February 2024 at 7.30 pm.
16. 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.