

# Penkridge Parish Council

Haling Dene Centre  
Cannock Road  
Penkridge  
Stafford  
ST19 5DT

2<sup>nd</sup> February 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 8<sup>th</sup> February 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 February 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 January, 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 11<sup>th</sup> January 2024.
  - [b] To receive the Follow Up Sheets for the Recreation and Amenities and Haling Dene Management Committees.
9. COMMITTEE MINUTES

To note the minutes of the:-

  - [a] Planning Minutes for 11<sup>th</sup> January 2023.
  - [b] Recreation and Amenities minutes for the 25<sup>th</sup> January 2024
  - [c] Haling Dene Management minutes for the 25<sup>th</sup> January 2024

10. WORKING GROUP MINUTES  
[a] To note that no minutes have been received.  
[b] Following the resolution made at the September 2023 Full Council meeting:  
**Resolved** that the Highway Liaison Group come under the remit of the Recreation and Amenities Committee.  
Full council be requested to rescind the resolution and the Highway Liaison return to a Working Group due to there not being sufficient time at the Recreation and Amenities meetings to give full consideration all the items.
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 January 2024 [to follow].  
[b] To receive the expenditure summary print outs for January 2024 [to follow].  
[c] To receive the Pie Chart and Expenditure Summary for January 2024 [to follow].  
[d] To note Barclaycard are increasing their fees for Merchant payments, Barclays will be given 30 days notice that the Parish Council are terminating this service.
13. PERFORMANCE AND DEVELOPMENT REVIEW  
[a] To receive and consider updating the attached form.
14. CROWN BRIDGE HANGING BASKET TREE  
To receive and consider a quotation from TJB Properties to re-align the above at a cost of £698.00.
15. NEIGHBOURHOOD PLAN WORKING GROUP  
[a] To receive an update from a Council Representative of the above.
16. GRANTS  
To receive and consider a grant application from South Staffordshire Council for the hire of Room 1 to hold a Job Fair in April.
17. DATE AND TIME OF NEXT MEETING  
Thursday 14<sup>th</sup> March 2024 at 7.30 pm.
18. 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.