

Penkridge Parish Council

Haling Dene Centre
Cannock Road
Penkridge
Stafford
ST19 5DT

1st June 2022

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 9th June 2022 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 June 2022.
 - [b] Members of the Council and Public in attendance to declare if they are video/audio recording the meeting.
 - [c] To receive the updated Annual Appointments for 2022-2023
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 March 2022.
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 12th May 2022.
9. COMMITTEE MINUTES
To note the minutes of the:-
 - [a] Planning Minutes for 12th May 2022.
 - [b] Recreation and Amenities meeting of 26th May 2022
 - [c] Haling Dene Management meeting of 26th May 2022

10. WORKING GROUP MINUTES
To note that no minutes have been received.
11. OUTSIDE GROUPS WITH PC REPRESENTATION
 - [a] Penkridge Sports and Recreation Centre 14th March 2022 minutes.
12. ACCOUNTS
 - [a] To approve the accounts for payment for the months of April and May 2022.
 - [b] To receive the expenditure summary print outs for April and May 2022
 - [c] To receive and consider a report from the Internal Auditor giving the year-end findings and recommendations for the 2021-2022 financial year.
 - [d] To note the April Monthly Summary of Accounts and Pie Chart for the website.
 - [e] To note Mrs Viv Evans will undertake the Internal Audit for the financial year 2022-2023.
 - [f] To consider holding a Parish Councillors in-house Financial Accounts Training with the Parish Administrator
13. STAFFORDSHIRE COUNTY COUNCIL
 - [a] To receive an email dated 26th May from the SCC Director for Economy, Infrastructure and Skills following the resolution made at the May Full Council meeting in relation to the Highway Liaison Group notes.
14. SOUTH STAFFORDSHIRE COUNCIL
 - [a] To receive an email dated 19th May from the SSC Lead Planning Manager following the resolution made at the May Full Council meeting in relation the Local Plan.
15. POLICIES AND PROCEDURES

Following the Notice of Motion at the May Full Council meeting to consider the amendments to the below Procedures:

 - [a] Freedom of Information
 - [b] Standing Orders
 - [c] To receive and consider adopting the new Model Code of Conduct approved and adopted by South Staffordshire Council.
16. CHAIRMAN'S CHARITY

To receive the above for 2022-2023.
17. NEIGHBOURHOOD PLAN
 - [a] To note a meeting was held with the four applicants for the Steering Group on 30th May and all have been offered a place on the Steering Group.
 - [b] The first formal Steering Group meeting will be held on 27th June and minutes will be taken and placed on the Full Council agenda for updates.
18. CIVIC SERVICE
 - [a] Following the discussion at the May Full Council meeting consider holding the Civic Service in September/October.
19. WEBSITE
 - [a] To note the new Parish Council Website is ready, new email addresses will be allocated and it will go live at the beginning of July.

20. GRANTS

To receive and consider grant applications, together with the guidelines, from:

- [a] Penkridge Anglo German Remembrance Day Association for a grant of £250 towards their room hire costs for the Remembrance Day Reception at the Haling Dene Centre.
- [b] The Methodist Church for a grant of £500 towards the cost of replacement roof felt for the Hall.
- [c] PACE for a grant of £500 towards the cost of their room hire at the Haling Dene Centre.
- [d] St Michaels Church Bellringers for a grant of £458 towards the cost of new bell ropes.
- [e] Penkridge Organ Restoration Group for a grant of £500 towards the cost of the organ restoration.
- [f] Penkridge Parochial Church Council for a grant of £1,500 towards the cost of the Churchyard maintenance.
- [g] Penkridge Voices Community Choir for a grant of £500 towards the cost of advertising to increase their membership numbers.
- [h] Penkridge District Round Table for a grant of £635 towards the cost of their room hire cost.
- [i] The Old Goal for a grant of £500 towards their building insurance cost.
- [j] Penkridge Widows for a grant of £1000 towards the support of the group.
- [k] Penkridge Peace Memorial Hall for a grant of £500 towards the cost of replacing the Emergency Lighting.
- [l] Penkridge Phoenix Art Club B for a grant of £500 towards their room hire costs.

21. DATE AND TIME OF NEXT MEETING

Thursday 7th July 2022 at 7.30 pm.

22. 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 9

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.