

# Penkridge Parish Council

Haling Dene Centre  
Cannock Road  
Penkridge  
Stafford ST19 5DT

5<sup>th</sup> April 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 11<sup>th</sup> April 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  
[a] To receive Councillors apologies.
2. PERSONALIA AND EVENTS  
[a] To receive the above for April 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 March/April, 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 14<sup>th</sup> March 2024.  
[b] To receive the Follow Up Sheets for the March Full Council meeting.
9. COMMITTEE MINUTES  
To note the minutes of the:-  
[a] Planning Minutes for 14<sup>th</sup> March 2024.  
[b] Annual Parish meeting of 7<sup>th</sup> March 2024  
[c] Recreation and Amenities Committee meeting of 28<sup>th</sup> March 2024 [to follow]  
[d] Haling Dene Management Committee meeting of 28<sup>th</sup> March 2024 [to follow]

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.
  - [b] To receive an update from Cllr Minshall following his attendance at the South Staffordshire Council's Community Engagement meeting.
  
12. ACCOUNTS
  - [a] To note the accounts for payment and the expenditure summary printouts for the month of March 2024 will be included on May 2024 Agenda due to end of year close down.
  - [b] Councillors are reminded to have their Councillor Allowance submission in no later than 12<sup>th</sup> April 2024.
  
13. CROWN BRIDGE HANGING BASKET TREE
  - [a] To receive and consider quotations to re-align the above [to follow].
  
14. NEIGHBOURHOOD PLAN WORKING GROUP
  - [a] To receive an update from a Council Representative of the above.
  
15. CASUAL VACANCY
  - [a] To receive and consider applications for the vacancy on the North East Ward.
  
16. SOCIAL MEDIA
  - [a] Following the recent item on Social Media following a Full Council meeting Councillors are reminded of the Social Media Policy.
  
17. COUNCILLORS' EMAILS
  - [a] To note an email has been circulated to all Councillors giving instructions on how they can change their account password if they so wish.
  
18. DATE AND TIME OF NEXT MEETING

Thursday 9<sup>th</sup> May 2024 at 7.30 pm.
  
19. 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.