

# Penkridge Parish Council

Haling Dene Centre  
Cannock Road  
Penkridge  
Stafford  
ST19 5DT

3<sup>rd</sup> May 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 9<sup>th</sup> May 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. CHAIRMAN & VICE CHAIRMAN
  - [a] To elect the Chairman of Council.  
[Chairman to sign Register of Acceptance to Office].
  - [b] To elect the Vice Chairman of Council.
3. PERSONALIA AND EVENTS
  - [a] To receive the above for May 2024.
  - [b] Members of the Council and Public in attendance to declare if they are video/audio recording the meeting.
  - [c] To receive the 2024-2025 Meetings Calendar.
  - [d] To receive an email dated 24<sup>th</sup> April from South Staffordshire Council advising they have raised the payment request for the S106 monies, land north west of Penkridge.
  - [e] To receive Cllr Mrs Adams update on funds raised for her Charity, The Daisy Garland Trust.
4. COMMITTEES
  - [a] To elect members to each of the Parish Council's two Committees.  
Please refer to item 22.2 of Standing Orders.
  - [b] To note that the Chairman and Vice-Chairman of each Committee will be elected at the first meeting.
5. APPOINTMENT OF REPRESENTATIVES TO OTHER BODIES

To appoint Council representatives to outside bodies.
6. DECLARATIONS OF INTEREST
7. DISCLOSABLE PECUNIARY INTEREST (DPI)

To receive and consider any DPI requests.

8. PUBLIC PARTICIPATION  
**As per Standing Orders - Public Participation** 7.3[a], 33.5, 33.6, 33.7 and 33.8 [attached]
9. POLICE MATTERS  
[a] To receive a police report for January through to April.  
[b] To note that future Police reports will be issued quarterly.
10. SOUTH STAFFORDSHIRE & STAFFORDSHIRE COUNTY COUNCIL  
[a] To receive updates/reports from the above Councillors.
11. MINUTES  
To approve the minutes of the Full Council meetings of the:  
[a] 14<sup>th</sup> March 2024  
[b] 11<sup>th</sup> April 2024.  
[c] To receive the Follow Up Sheets for the April Full Council.
12. COMMITTEE MINUTES  
To note the minutes of the:-  
[a] Planning Minutes for 11<sup>th</sup> April 2024.
13. WORKING GROUP MINUTES  
[a] To note that no minutes have been received.
14. OUTSIDE GROUPS WITH PC REPRESENTATION  
To note that no minutes have been received.
15. ACCOUNTS  
[a] To approve the accounts for payment for the month of April 2024 [to follow] .  
[b] To receive and approve the end of year Final Accounts for 2023-2024.  
[c] To receive and approve the Annual Return for the year ended 31<sup>st</sup> March 2024 – Section 1 Annual Governance Statement 2023/2024.  
[d] To receive and approve the Annual Return for the year ended 31<sup>st</sup> March 2024 – Section 2 Accounting Statements 2023/2024.  
[e] To receive the Internal Auditor's year end audit report for 2023 – 2024.  
[f] To receive the year end Pie Chart for 2023-2024.
16. POLICIES AND PROCEDURES  
To receive and approve the amendments to the below Procedures:  
[a] Financial Regulations to include an additional item  
1.8 – Contracts for work to be advertised on Social Media Items within Annex II  
[b] Standing Orders to move Item 24.4 to 23.3.  
[c] To note there are no updates to the Transparency Code 2015.  
[d] To receive dates available for South Staffordshire Council's S106 training.  
Councillors to advise the PA which date and location they will be attending the training.
17. PENKRIDGE PARISH CASUAL VACANCY – NORTH EAST WARD  
[a] To receive and consider applications for the vacancy on the North East Ward.
18. NEIGHBOURHOOD PLAN  
[a] To receive an update on the above from Parish Council representatives.
19. CROWN BRIDGE HANGING BASKET TREE  
[a] To receive and consider quotations to re-align the above.

20. HALING DENE CENTRE DRIVE  
[a] To approve the PA's action in conjunction with the Chair and Vice Chair of Council to have a repair to the manhole cover on the driveway by TJB Properties at a cost of £1,500 plus VAT.
21. DATE AND TIME OF NEXT MEETING  
Thursday 13<sup>th</sup> June 2024 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 8

### 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.