

Penkridge Parish Council

Haling Dene Centre
Cannock Road
Penkridge
Stafford
ST19 5DT

7th June 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 13th June 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 June 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 note that future Police reports will be issued quarterly, last report issued May 2024.
7. SOUTH STAFFORDSHIRE & STAFFORDSHIRE COUNTY COUNCIL
 - [a] To receive updates/reports from the above Councillors.
8. MINUTES

To approve the minutes of the Full Council meeting for:

 - [a] 9th May 2024
 - [b] To receive the Follow Up Sheets for the May Full Council.

9. COMMITTEE MINUTES

To note the minutes of the:-

- [a] Planning Minutes for 9th May 2024.
- [b] Haling Dene Management for 23rd May 2024.
To receive the minutes of the:
- [c] Recreation and Amenities for 23rd May 2024.

10. WORKING GROUP MINUTES

- [a] To note that no minutes have been received.

11. OUTSIDE GROUPS WITH PC REPRESENTATION

To note that no minutes have been received.

12. ACCOUNTS

- [a] To approve the accounts for payment for the month of April 2024.
- [b] To receive the expenditure summary print outs for April 2024.
- [c] To note the April Monthly Summary of Accounts and Pie Chart for the website [to follow].
- [d] To note there have been two responses received from Councillors for the Internal Auditor, copies attached, these have been forwarded to the Internal Auditor and a response will be received on Monday 10th June. The response will be circulated to Councillors who will advise if they are satisfied with the response or still wish the Internal Auditor to attend.

13. STAFFORDSHIRE COUNTY COUNCIL

- [a] To receive and consider an email dated 29th April from Staffordshire County Council offering a Data Protection Service to Parish Councils. To note the Parish Council's current Policy is under the above.

14. CHAIRMAN'S CHARITY

- [a] To receive the above for 2024-2025.

15. GUIDANCE BETWEEN PARISH ADMINISTRATOR AND COUNCILLORS AND THEIR RESPECTIVE ROLES

- [a] To receive the above document and note the contents.

16. RECREATION AND AMENITIES MEETING – 23RD MAY 2024

Due to the above meeting not being quorate after five minutes of the meeting being open, items marked as 'Resolved to Recommend' are to be ratified at the Full Council meeting:

- [a] Chairman and Vice-Chairman
Resolved to Recommend that Cllr Mrs Vivienne Smith be accepted as Chair of the Recreation and Amenities Committee.
- [b] Minutes
Resolved to Recommend that:
 - [a] The minutes of the meeting of 28th March 2024 be approved as a true and correct record and signed by the Chairman.
 - [b] The Follow Up Sheets were received for the March meeting.
- [c] Highway Matters
Resolved to Recommend that the Speed Indicator Devices be included on the July agenda for consideration.
- [d] Kingfisher Walk
Resolved to Recommend that the grass and shrubs be left to grown naturally and South Staffordshire Council be asked to not cut the grass and shrubs.
- [e] Burial Ground – Memorial Tree
Resolved to Recommend that a Willow tree not be allowed due to the vast spread of the roots but Council would approve a native British tree.
- [f] Burial Ground – Conifer Removal
Resolved to Recommend that:
 - [i] The quotation from M Bissell Trees and Hedges be accepted.
 - [ii] The offer by the Contractor to donate and plant a seven foot fir tree to replace the conifer be accepted.

17. GRANTS

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

- [a] Penkridge Anglo German Remembrance Day Association for a grant of £400 towards their room hire costs for the Remembrance Day Reception at the Haling Dene Centre.
- [b] Penkridge Parochial Church Council for a grant of £1,500 towards the cost of the Churchyard maintenance.
- [c] Penkridge PCC Organ Appeal Group for a grant of £1,000 towards the cost of the Pipe Organ at St Michale's Church.
- [d] Penkridge Peace Memorial Hall for a grant of £500 towards the cost of decorating the inside of the Hall and upgrading the Kitchen to provide a commercial dishwasher and freezer.
- [e] Penkridge Phoenix Art Club A for a grant of £500 towards their room hire costs.

18. NEIGHBOURHOOD PLAN

- [a] To receive an update on the above from Parish Council representatives.

19. DATE AND TIME OF NEXT MEETING

Thursday 11th July 2024 at 7.30 pm.

20. 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.