

Penkridge Parish Council

Haling Dene Centre
Cannock Road
Penkridge
Stafford
ST19 5DT

5th July 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 11th July 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 July 2024.
 - [b] Members of the Council and Public in attendance to declare if they are video/audio recording the meeting.
 - [c] To congratulate Cllr Mrs Smith following Staffordshire County Council awarding her Volunteers Week for her commitment and contribution as a Volunteer who makes a difference to all the families she supports on a weekly basis at the Penkridge Parent and Toddler Group.
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.
 - [b] To receive an email dated 25th June from CI Tim Norbury in relation to Councillors' request for monthly Police Reports.
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] 13th June 2024
 - [b] To receive the Follow Up Sheets for the May and June Full Council.

9. COMMITTEE MINUTES
To note the minutes of the:-
[a] Planning Minutes for 13th June 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 May [attached] and June 2024 [to follow].
[b] To receive the expenditure summary print outs for May [attached] and June 2024 [to follow].
[c] To note the May Monthly Summary of Accounts and Pie Chart [attached] and the June Monthly Summary and Pie Chart [to follow] for the website.
[d] To note the 2024-2025 Annual Expenditure Pie Chart for the website.
[e] To note the Bank Mandate has been updated and the following Councillors are now on the Mandate and able to sign cheques:
Cllr Mrs Helen Adams, Andrew Adams, Mrs Jo Chapman, Mrs Petula Hughes, Victor Kelly, Ron Kenyon, Gary Poston and Mrs Vivienne Smith.
13. PENKRIDGE PARISH CASUAL VACANCY – NORTH EAST WARD
[a] To receive and consider applications for the vacancy on the North East Ward.
14. RECREATION AND AMENITIES MEETING – 23RD MAY 2024
[a] Burial Ground – Conifer Removal
Following the below resolution at the June Full Council meeting to receive an email from the SSC Senior Arboriculture Officer advising the tree can be removed.
- Resolved that** the quotation from M Bissell Trees and Hedges be accepted but the PA to find out the legalities of cutting a leylandii conifer tree down with a wide girth and this item be placed on the July Full Council agenda.
15. PENKRIDGE LIBRARY
[a] To receive and consider the draft Lease for Penkridge Library for the coming five years.
[b] Council to consider approving the above document.
16. SPEED INDICATOR DEVICES
[a] Following the presentation by Morelock on 9th July and the paperwork distributed with the March Recreation and Amenities agenda to consider how the Council wish to take this item forward.
17. NEIGHBOURHOOD PLAN
[a] To receive an update on the above from Parish Council representatives.
18. STAFFORDSHIRE PARISH COUNCIL ASSOCIATION
[a] To receive an email dated 27th June from the above for information, the PA has reserved two places for Councillors and will advise once a date and time has been agreed.
[b] To nominate two Councillors to attend the above.
19. DATE AND TIME OF NEXT MEETING
Thursday 12th September 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.