

# Penkridge Parish Council

Haling Dene Centre  
Cannock Road  
Penkridge  
Stafford  
ST19 5DT

6<sup>th</sup> September 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 12<sup>th</sup> September 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 September 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 an email dated 27<sup>th</sup> August from CI Tim Norbury together with a Police report to August 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] 11<sup>th</sup> July 2024
  - [b] To receive the Follow Up Sheets for the July Full Council.

9. COMMITTEE MINUTES

To note the minutes of the:-

- [a] Planning Minutes for 11<sup>th</sup> July 2024.
- [b] Haling Dene Management meeting of 25<sup>th</sup> July 2024
- [c] Recreation and Amenities meeting of 25<sup>th</sup> July 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 July 2024.
- [b] To receive the expenditure summary print outs for July 2024.
- [c] To note the July Monthly Summary of Accounts and Pie Chart.
- [d] To receive the signed Audit Commission Annual Return for the year ended 31<sup>st</sup> March 2024.

13. PENKRIDGE PARISH CASUAL VACANCY – NORTH EAST WARD

- [a] To note the Council have received the resignation of Miss Luana Bills, copy attached, and South Staffordshire Council Election Team have been notified and the correct Notice displayed.

14. RECREATION AND AMENITIES COMMITTEE

- [a] To note following the 25<sup>th</sup> July meeting for the coming Council year, ending on the 8<sup>th</sup> May 2025, there will be no Vice Chair.

15. HALING DENE CENTRE

- [a] To receive and consider two quotations to have the door in the West Wing either amended or changed.

16. SPEED INDICATOR DEVICES

- [a] To receive an email dated 11<sup>th</sup> August from Staffordshire County Council advising of the proposed locations for the above devices.

17. PENKRIDGE LIBRARY

- [a] To approve the continuation of Staffordshire County Council to provide the Health and Safety checks for the above at a cost of £300 per year.

18. NEIGHBOURHOOD PLAN

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

19. STAFFORDSHIRE PARISH COUNCIL ASSOCIATION

- [a] Following the query from Cllr Minshall with regard to his position at the above to note that all the vacancies for South Staffordshire have now been filled.
- [b] To receive and note the content of document '10 Big Employment Mistakes Councils Make' circulate by the SPCA.

20. WEST MIDLANDS INTERCHANGE

To receive the minutes of the CLG meeting held on 9<sup>th</sup> July 2024.

21. GRANTS

- [a] To receive a grant application from the Civic Society for a grant of £1,000 towards the cost of their Insurance for the Old Goal.

22. DATE AND TIME OF NEXT MEETING

Thursday 10<sup>th</sup> October 2024 at 7.30 pm.

23. 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.