

# Penkridge Parish Council

Haling Dene Centre  
Cannock Road  
Penkridge  
Stafford  
ST19 5DT

3<sup>rd</sup> July 2013

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> July 2013 at 7.30 pm** in Room 1 of the Haling Dene Centre. Please note that prayers will be led by the Rev Sheila Finn at 7.25 pm prior to the commencement of the meeting.

Yours faithfully  
Lynne Hames  
Parish Administrator

## AGENDA

1. APOLOGIES
2. STAFFORDSHIRE YOUTH OFFENDING SERVICE  
To receive an outline report from Mr Kevin Williamson, Staffordshire Youth Offending Reparation Worker, on the work the Youth Offending Service do with young people to make amends for their behaviour.
3. PERSONALIA AND EVENTS
4. DECLARATIONS OF INTEREST
5. DISCLOSABLE PECUNIARY INTEREST (DPI)
  - [a] To receive and consider any DPI requests.
  - [b] To receive an email on behalf of Lin Robinson, South Staffordshire Council's Monitoring Officer, reminding councillors to review their Register entries and if necessary advise of any amendments.
6. PUBLIC PARTICIPATION
7. POLICE MATTERS  
To receive a police report and invitation from PCSO Andy Poxon.
8. MINUTES  
To approve the minutes of the meeting of the 13<sup>th</sup> June 2013.

9. COMMITTEE MINUTES

To note the minutes of the:-

[a] Planning meetings of the 13<sup>th</sup> June and 27<sup>th</sup> June 2013.

[b] Haling Dene meeting of the 27<sup>th</sup> June 2013.

To receive the minutes of the:-

[c] Finance and Resources meeting of the 4<sup>th</sup> July 2013 (to follow).

10. WORKING GROUP MINUTES

To receive the minutes of the:-

[a] Website Working Group meeting of the 16<sup>th</sup> April 2013.

[b] Transport Working Group meeting of the 9<sup>th</sup> May 2013

[c] To receive and consider proposals from the Parish Plan Group.

11. OUTSIDE GROUPS WITH PC REPRESENTATION

To receive the minutes of the PNN meetings of the 4<sup>th</sup> March and 15<sup>th</sup> April 2013.

12. ACCOUNTS

[a] To approve the accounts for payment for the month of June 2013.

[b] To approve the expenditure summary printouts for June 2013.

13. DISCRETIONARY SCHOOL TRANSPORT

To receive and consider the proposed changes that Staffordshire County Council wish to make to the above scheme.

14. LET'S CELEBRATE PENKRIDGE NETWORKING EVENT

[a] To receive and consider Councillor Morris's report and update on the progress to date on organising the event.

[b] To consider if the event should be held and on what basis.

[c] Consider the financial implications of holding the event.

15. COMMUNICATIONS

[a] To receive and consider the circulation of council news.

[b] To receive and consider quotations for an additional noticeboard for the reception area.

[c] To receive and consider a request from Councillor Craddock to have a copy of the 'draft' minutes of the Haling Dene and Recreation and Amenities meetings placed on the website prior to being accepted and signed at the next meeting.

16. SOUTH STAFFORDSHIRE DEVELOPMENTS

To receive and consider a letter dated 9<sup>th</sup> May from Councillor Peter Jones incorporating councillors amendments prior to publication on the website.

17. PLAYGROUP COMMITTEE REQUEST

To receive and consider a letter from Mrs C Biddlestone asking if any councillor would like a place on the Jubilee Playgroup Governing Committee.

18. DATE AND TIME OF NEXT MEETING  
Thursday 12<sup>th</sup> September 2013 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.

**Private Session**

20. CONFIDENTIAL MINUTES  
To consider any matters arising.

# Penkridge Parish Council

Minutes of the Penkridge Parish Council Meeting held  
on 11<sup>th</sup> July 2013 at 7.30 pm at the Haling Dene Centre

## PRESENT

Councillor	Mrs Sandra Chambers [Chairman]
“	Bevan Craddock
“	John L Eastwood
“	Sean Flynn
“	Mrs Isabel G A Ford
“	Mrs Anne J Geoghegan
“	Gordon Hawkins
“	Mrs Petula M C Hughes
“	Victor Kelly
“	John McPheat
“	Anthony Minshall
“	Mrs Sandra Morris
“	David Oldfield

## Part I - Public Session

### 2585. APOLOGIES

Apologies were received from Councillors Jones and Stonehouse.

### 2586. STAFFORDSHIRE YOUTH OFFENDING SERVICE

The Chairman advised that this item had been withdrawn.

### 2587. PERSONALIA AND EVENTS

Personalia and Events as per the sheet circulated at the meeting and attached to the official copy of the minutes.

The Chairman advised that there would be a Health and Wellbeing day at South Staffordshire Council on 19<sup>th</sup> July.

### 2588. DECLARATIONS OF INTEREST

There were no Declarations of Interest.

### 2589. DISCLOSABLE PECUNIARY INTEREST (DPI)

[a] There were no DPI requests received.

[b] Councillors received an email on behalf of the Monitoring Officer from South Staffordshire Council which reminded Councillors to review their registered entries and to advise the PA of any updates where necessary. Councillor Mrs Ford said the Monitoring Officer would be taking early retirement at the end of the month.

**Resolved** that:

[i] Councillors should advise the PA of any updates to their registered entries.

[ii] A letter be sent to the Monitoring Officer, who is shortly due to retire, thanking her for the help she has given to the Parish Council over a number of years.

### 2590. PUBLIC PARTICIPATION

There were no members of the public present.

### 2591. POLICE MATTERS

[a] PCSO Andy Poxon forwarded his apologies and submitted a Police report for the previous month, a copy of which is attached to the official copy of the minutes.

[b] An email was received dated 13<sup>th</sup> June from PCSO Poxon which asked if Councillors would be interested in going on warrants/patrols with him and if so could they please supply their names and contact numbers.

2591. POLICE MATTERS [Cont'd]

**Resolved** that;

- [i] Councillors Eastwood, Flynn, Mrs Ford, Mrs Geoghegan, Hawkins, Kelly and Minshall wished their names to be put forward.
- [ii] Councillors asked if the Mobile Police Station event, held at Riverside, could be an annual event and if so could the event be better publicised in future.

2592. MINUTES

**Resolved** that the Minutes of the meeting held on 13<sup>th</sup> June 2013 be confirmed and signed as a true and correct record.

The Chairman advised that Item 2574 - Raising Awareness Of Council Matters – read – ‘The Chair and PA to meet and compile a list of suggested items to be placed on Noticeboards/within the Library’. She advised that the resolution made was:

The Council's Agendas and Minutes be made available in the Library.

2593. COMMITTEE AND OTHER MINUTES

**Resolved** that the following minutes were noted:

- [a] Planning Meetings of 13<sup>th</sup> June and 27<sup>th</sup> June 2013
  - [b] Haling Dene Management Meeting of 27<sup>th</sup> June 2013
- The minutes were received from:
- [c] Finance and Resources meeting of 4<sup>th</sup> July 2013

The PA/DPA to review the contents under Minute headers in order that there are no unnecessary duplication of wording in the resolutions.

2594. WORKING GROUPS

Minutes received from:

- [a] Website Working Group meeting of 16<sup>th</sup> April 2013
- [b] Transport Working Group Meeting of 9<sup>th</sup> May 2013
- [c] Parish Plan Group Meeting of 27<sup>th</sup> June 2013 and consideration given to proposals within the Minutes and attached Action Plan.

**Resolved** that the Council approved the suggested changes to the Action Plan and the Chairman, Vice Chairman and Councillor Mrs Hughes meet with the Parish Plan Committee to put these forward for consideration.

2595. OUTSIDE GROUPS WITH PC REPRESENTATION

The minutes were received from the PNN meetings of 4<sup>th</sup> March and 15<sup>th</sup> April 2013.

2596. ACCOUNTS

**Resolved** that:

- [a] The accounts for payment for the month of June 2013 be approved
- [b] The expenditure summary print outs for June 2013 be approved

2597. DISCRETIONARY SCHOOL TRANSPORT

The Council were advised that the proposed changes to the above by Staffordshire County Council had been withdrawn.

2598. LET'S CELEBRATE PENKRIDGE NETWORKING EVENT

- [a] Councillor Mrs Morris's report and update on the progress to date with regard to the organisation of the above event was received and considered.

**Resolved** that approval be given for the 'Planning Meeting' to be held on 18<sup>th</sup> July and a budget of £100 be allocated for the cost of room hire, tea/coffee and stationery.

- [b] Consideration was given to if the Let's Celebrate Penkridge event should be held, on what basis and who should attend.

After discussions Councillors agreed that if they are to organise and promote the event then they should fund it.

2598. LET'S CELEBRATE PENKRIDGE NETWORKING EVENT [Cont'd]

**Resolved** that:

- [i] The Let's Celebrate Penkridge event be approved to take place.
- [ii] A budget of up to £300 plus room hire costs be made available from the Publicity/Advertising Budget.
- [iii] School PTAs should be included in the event.
- [iv] Councillor Mrs Morris report back to the September Full Council with regard to the Planning Meeting of 18<sup>th</sup> July.

2599. COMMUNICATIONS

[a] Consideration was given to the circulation of Council news.

A number of proposals were put forward and considered by Councillors with regard to the above.

**Resolved** that:

The PA to obtain costings to have:

- [i] PPC News produced on a monthly basis.
- [ii] Have a two page update in the Penkridge Advertiser.
- [iii] Have a separate Newsletter produced and delivered.

The above costs to be included on the September Full Council Agenda for consideration.

[b] Consideration was given to quotations for an additional Noticeboard for the Haling Dene Reception Area to display Council notices.

**Resolved** that a new 'pinboard' Noticeboard be purchased for the Reception Area to display Community/Organisation activities which would be placed on the right hand side wall and the existing glass covered Noticeboard be used to display Council information.

[c] Consideration was given to a request from Councillor Craddock to have copies of the 'draft' Haling Dene Management and Recreation and Amenities Minutes placed on the website prior to being accepted and signed at their next meeting.

**Resolved** that the draft Haling Dene Management and Recreation and Amenities minutes be placed on the Website but with a Watermark 'draft' through each of the pages.

2600. SOUTH STAFFORDSHIRE DEVELOPMENTS

A letter dated 9<sup>th</sup> May was received and considered from Councillor Peter Jones which incorporated the Councillors amendments prior to publication on the website.

**Resolved** that the PA check the information on the document and update where necessary, it then be made available to the local area as a statement of fact from the Parish Council.

Councillors Mrs S Chambers, Mrs I Ford, J McPheat and D Oldfield asked that their names be recorded against the proposal.

2601. PLAYGROUP COMMITTEE REQUEST

The Chairman advised that this item had been withdrawn, Councillors started discussions on the Playgroup and the PA asked that this be moved into Confidential where the discussion could continue.

2602. DATE AND TIME OF NEXT MEETING

Thursday 12<sup>th</sup> September 2013 at 7.30 pm.

2603. STANDING ORDER NO 64

**Resolved**

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.

The meeting closed at 9.20 pm

Chairman: \_\_\_\_\_

Date: \_\_\_\_\_