

Penkrige Parish Council

Haling Dene Centre
Cannock Road
Penkrige
Stafford
ST19 5DT

3rd April 2014

To: Members of the Penkrige Parish Council

Dear Sir/Madam

I write to invite you to attend a meeting of the Penkrige Parish Council to be held on **Thursday 10th April 2014 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. PERSONALIA AND EVENTS
3. DECLARATIONS OF INTEREST
4. DISCLOSABLE PECUNIARY INTEREST (DPI)
To receive and consider any DPI requests.
5. PUBLIC PARTICIPATION
6. POLICE MATTERS
To receive a police report if available.
7. MINUTES
To approve the minutes of the meeting of the 13th March 2014.
8. COMMITTEE MINUTES
To note the minutes of the:-
 - [a] Planning meetings of the 13th and 27th of March 2014.
 - [b] Special meeting of the 13th March 2014
 - [c] Annual Parish Meeting of the 20th March 2014
 - [d] Recreation and Amenities meeting of the 27th March 2014.
9. WORKING GROUP MINUTES
To receive the minutes of the Parish Highways Liaison Group meeting of the 13th March 2014.
10. OUTSIDE GROUPS WITH PC REPRESENTATION
None received.

11. ACCOUNTS
To note the accounts for payment and the expenditure summary printouts for the month of March 2014 will be included on May 2014 Agenda due to end of year close down.
12. STAFF HOUSE
To receive the P.A's quotations for the staff house repairs/improvements.
13. SUBSCRIPTIONS
To consider renewing the subscription for the above at a cost of £25.
14. WEDDING FAYRE
To receive a report from Councillor Mrs Morris on the progress of the above.
15. WEBSITE
To receive and consider quotations/recommendations for the provision of the Parish Council's website from the Website Working Group (to follow).
16. LET'S CELEBRATE PENKRIDGE
To receive an update from Councillor Mrs Morris on the progress of the above.
17. PARISH NEWS
To receive and consider the costs and distribution area for the above.
18. STAFF APPRAISAL/STAFFING REVIEW
To note a meeting between the P.A, Chairman and Vice Chairman to discuss the above has been arranged for 17th April 2014.
19. GRANTS
 - [a] To receive the recommendation from the Grant Award Panel on the grant application from the Organ Restoration Appeal Committee.
 - [b] To receive a report from the Monckton Recreation Centre on how last year's grant was spent.
20. DATE AND TIME OF NEXT MEETING
Thursday 8th May 2014 at 7.30 pm.
21. 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

22. CONFIDENTIAL MINUTES
To consider any matters arising.

Penkridge Parish Council

Minutes of the Penkridge Parish Council Meeting held
on 10th April 2014 at 7.30 pm at the Haling Dene Centre

PRESENT

Councillor	Calvert Stonehouse [Vice-Chairman]
"	Bevan Craddock
"	John L Eastwood
"	Sean J Flynn
"	Gordon Hawkins
"	Mrs Petula M C Hughes
"	Peter M Jones
"	Victor Kelly
"	Mrs Sandie Morris
"	David Oldfield

There were three members of the public present

In the absence of the Chairman, the Vice Chairman Cllr Calvert Stonehouse, chaired the meeting

Part I - Public Session

2772. APOLOGIES

Apologies were received from Cllrs Mrs Sandra Chambers, Mrs Isabel Ford, Mrs Anne Geoghegan, John McPheat and Anthony Minshall.

2773. PERSONALIA AND EVENTS

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

2774. DECLARATIONS OF INTEREST

There were no Declarations of Interest.

2775. DISCLOSABLE PECUNIARY INTEREST (DPI)

There were no DPI requests received.

2776. PUBLIC PARTICIPATION

As per the sheet attached to the official copy of the Minutes.

2777. POLICE MATTERS

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.

Resolved that Councillors asked for a report on the Road Traffic Accident on Abbey Close/Saxon Road and also was speed a contributory factor.

2778. MINUTES

Resolved that the Minutes of the meeting held on 13th March 2014 be confirmed and signed as a true and correct record.

2779. COMMITTEE MINUTES

Resolved that the following minutes were noted:

[a] Planning meetings of the 13th and 27th March 2014

[b] Special meeting of the 13th March 2014

[c] Annual Parish Meeting of the 20th March 2014

[d] Recreation and Amenities meeting of the 27th March 2014

2780. WORKING GROUPS

Resolved that the following minutes were received:
Highway Liaison Group meeting of 13th March 2014

Cllr Eastwood advised that as the Highway Liaison Group Meeting was on the same day as Full Council it took over a month for items raised to be approved.

Item 7 – Right Turn from Rodbaston onto A449

Cllr Eastwood said that this was to be monitored by SCC Highways but the coaches cause problems turning into and out of the driveway together with slow vehicles turning right out of the driveway onto the A449.

Councillors agreed that a letter be sent to SCC Highways with a copy to SCC Cllr David Williams and Cllr Eastwood to compile the letter and send to the PA for distribution.

Resolved that Cllr Eastwood compile a letter and send to the PA for distribution.

Item 8 – Sainsbury's Exit Bollards

Councillors asked if SSC Planning could clarify what was agreed on the Planning Application and confirm that vehicles are not allowed to exit onto the A449 from the Car Park except for delivery vehicles. Councillors had concerns that this may be a breach of the Planning Regulations.

Resolved that Cllr Eastwood compile a letter and send to the PA for distribution.

Item 9 – Station Parking

Councillors were asked to submit their comments to the Highway Liaison Group meeting on the above.

2781. OUTSIDE GROUPS WITH PC REPRESENTATION

No minutes had been received from Outside Bodies.

2782. ACCOUNTS

It was noted that the accounts for payment and the expenditure printouts for the month of March would be included on the May 2014 Agenda due to end of year closedown.

2783. STAFF HOUSE

The PA's quotations for repairs/improvements on the Staff House were received.

Councillors thought a Gas Fire would be more economical and that the carpets should be replaced. This item be deferred until the May Full Council meeting.

Resolved that this item be deferred until the May Full Council meeting.

2784 SUBSCRIPTIONS

Consideration was given to if the Council wished to renew their subscription to the Community Council at a cost of £25.00.

Resolved that the Council renew their subscription at a cost of £25.00

2785. WEDDING FAYRE

Cllr Mrs Morris said that they now had three confirmed bookings that had paid and eight verbal confirmations but they had not paid yet. The Ceremony Room would be dressed and Caterers would dress a table. Cllr Mrs Morris said she had other queries but would raise these in confidential.

2786. WEBSITE UPDATE

Consideration was given to quotations/recommendations for the provision of the Parish Council's website from the Website Working Group.

Councillors discussed the three quotations put forward and were advised that the current provider had been asked to quote but to date nothing had been received.

The Group asked if Council could approve that they contact the chosen Contractor with regard to the basic set up of the Website and the contents/details be bought back to Full Council to discuss/approve the recommendations from the Group.

A proposal was put forward and seconded that the quotation from Quick and Simple be accepted at a cost of £400 to setup and import the data. The Website Working Group to liaise with Quick and Simple and generate a draft Website together with the basic set up, content/details to bring proposals/images back to the May Full Council meeting. Councillors also agreed that the domain names penkridgeparishcouncil.co.uk and penkridgeparishcouncil.org.uk should be purchased.

2786. WEBSITE UPDATE [Cont'd]

Resolved that:

- [i] The quotation from Quick and Simple be accepted at a cost of £400 to setup and import the data
- [ii] The Website Working Group to liaise with Quick and Simple to generate a draft Website together with the basic set up, content/details to bring proposals/images back to the May Full Council
- [iii] The domain names penkridgeparishcouncil.co.uk and penkridgeparishcouncil.org.uk should be purchased.

2787. LET'S CELEBRATE PENKRIDGE

Cllr Mrs Morris gave an update on the above. She said that todate 43 Groups had confirmed but there were still a few yet to submit their forms. Some of the organisers had met at the Haling Dene on Wednesday to draw up plans for each room. Cllr Mrs Morris asked if she could put Banners on Council property a week before advertising both the LCP and the Wedding Fayre, to which Councillors agreed.

Resolved that Banners be placed on Council property a week before advertising both the LCP and the Wedding Fayre.

2788. PARISH NEWS

Consideration was given to costs and distribution for the above.

A proposal was put forward and seconded that the quotation from the Chronicle be approved at a cost of £58.90 plus VAT per edition which would be 3100 properties, excluding Gailey. The quotation from Footprint be approved at a cost of approximately £120 per issue based on 3,100 copies. Councillors voted four for the proposal, three against and three abstentions.

Councillors also asked that a letter be sent to St Michaels Church advising that the Council will no longer be adding the PPC News to their bi-monthly Fishnet.

Resolved that:

- [i] The quotation from the Chronicle be approved at a cost of £58.90 plus VAT per edition which would be 3100 properties, excluding Gailey.
- [ii] The quotation from Footprint be approved at a cost of approximately £120 per issue based on 3,100 copies
- [iii] A letter be sent to St Michaels Church advising that the Council will no longer be adding the PPC News to their bi-monthly Fishnet.

2789. STAFF APPRAISAL/STAFFING REVIEW

It was noted that the PA, Chairman and Vice Chairman would discuss the above at a meeting arranged for 17th April.

2790. GRANTS AND DONATIONS

- [a] The recommendation was received and approved from the Grant Award Panel that a grant of £1,000 be made to the Organ Restoration Appeal Committee.

Resolved that a one off donation of £1000 be made. A letter be sent to the committee stating the Parish Council was interested to see how the project proceeds and explore if the council can be of help in further ways as the project proceeds.

- [b] A letter was received dated March 2014 from the Chairman of the Monckton Recreation Centre advising how they spent last year's grant.

2791. DATE AND TIME OF NEXT MEETING

Thursday 8th May 2014 at 7.30 pm.

2792. 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.

2793. CONFIDENTIAL MINUTES

Consideration was given to the matters arising from the Recreation and Amenities Committee minutes.

2794. WEDDING FAYRE

Councillor Mrs Morris advised that there had been three confirmed and paid bookings for the above and eight verbal confirmations. She said that Mrs Jackson would not claim her payment until after all the money had been paid in for the Stands and all the expenditure paid out, if this meant there was insufficient money to pay her she would not ask to be paid. Cllr Mrs Morris said the three people who had paid would cover an advert to go in the Penkrige Advertiser at a cost of £160, with deadline of 11th April, but two of the bookings had paid by BACS and the Council had not yet had their bank statement to show the payments. She asked if the Council would be prepared to cover the cost of the Advertisement until the payments had been confirmed.

A proposal was put forward and seconded that the advert be placed in the Penkrige Advertiser at a cost of £160.

Resolved that an advert for the Wedding Fayre be placed in the Penkrige Advertiser at a cost of £160.

The meeting closed at 9.00 pm

Chairman: _____

Date: _____

Penkridge Parish Council

Attachment to the Minutes of the Penkridge Parish Council Meeting held on 10th April 2014 at 7.30 pm at the Haling Dene Centre

2776. PUBLIC PARTICIPATION

Mr Ray Bower, Lower Drayton Farm, said that further to comments made at last month's meeting with regard to many people crossing the A449, this was due to a private event held by Katherine House Hospice.

Cllr Mrs Morris said that she had been approached by Mr T Rowland of Templars Way asking when the path along Princefield School leading to the Wharf was going to be cleared as this matter had been raised previously and the path was still over-grown.

Cllr Oldfield, Chairman of the Recreation and Amenities Committee, advised that the path had now been cleared and the Committee were to consider quotations to have the pathway, which ran along the Wharf, tarmaced at their May meeting.

Cllr Kelly said he had been approached by Parishioners who advised that the cars are turning right from Bellbrook towards the Star Car Park, which is a one way system and has a No Entry sign.