

Penkridge Parish Council

Haling Dene Centre
Cannock Road
Penkridge
Stafford
ST19 5DT

5th September 2014

To: Members of Penkridge Parish Council

Dear Sir/Madam

I write to invite you to attend a meeting of Penkridge Parish Council to be held on **Thursday 11th September 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

Lesley Griffiths

Deputy 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 the August Police report from PCSO Andy Poxon.
7. STAFFORDSHIRE COUNTY COUNCIL – LIBRARIES CONSULTATION
To receive a verbal report on the above from SCC Sarah Garner, Community Partnership Officer.
8. MINUTES
To approve the minutes of the meetings of 10th July and 31st July 2014.
9. COMMITTEE MINUTES
To note the minutes of the:-
[a] Planning meetings of the 10th July and 24th July 2014.
[b] Recreation and Amenities meeting of 24th July 2014.
To receive the minutes of:
[c] Finance and Resources meeting of the 31st July 2014.
10. WORKING GROUP MINUTES
To receive the minutes of the Staffing Working Group meeting of 24th July 2014.
11. OUTSIDE GROUPS WITH PC REPRESENTATION
To receive the minutes of:
[a] Penkridge Neighbourhood Network meeting of 9th June 2014.
[b] Penkridge Twinning Association meeting of 15th July 2014

12. ACCOUNTS
[a] To approve the accounts for payment for the months of July [attached] and August [to follow] 2014.
[b] To approve the expenditure summary print outs for July [attached] and August [to follow] 2014.
[c] To receive the signed Audit Commission Annual Return for the year ended 31st March 2014.
[d] To note that the National Minimum Wage will increase on 1st October from £6.31 to £6.50 and notification will follow short from NALC if this may affect pay scales.
13. STAFFORDSHIRE COUNTY COUNCIL – LIBRARIES CONSULTATION
To receive a letter dated 11th July from the Cabinet Member for Communities and Localism advising of a 12 week Libraries Consultation commencing 16th July and to agree a proposal for Parish Council response.
14. LOCAL GOVERNMENT PENSION SCHEME
To consider adopting the additional regulations of the new pension scheme and decide if the Parish Council agree to stay in line with Staffordshire County Council policy or set their own policy [additional information attached further to the resolutions made at the 10th July 2014 meeting].
15. LOCAL GOVERNMENT TRANSPARENCY CODE 2014
To receive and consider adopting the above [Please read the Code on-line at www.nationalarchives.gov.uk/doc/open-government-licence]. Summary attached to Agenda.
16. THE OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014
Further to the above act being approved by Local Government in August 2014 to receive and consider the two below draft policies and notice:

[a] Draft Policy For Audio Recording of Council Meetings
[b] Draft Policy for Recording, Filming and Photographing of Council Meetings
[c] Draft Notice to be Displayed at Council Meetings
17. STANDING ORDERS
[a] To approve the amendment to Section 32 – Admission of the Public and Press at Meetings, to incorporate the Recording, Filming and Photographing of Council Meetings. The wording under Section 32.2 – highlighted in red should be removed and replaced with:

Any meeting of the Council and any joint committees with other local authorities may be recorded, filmed, photographed or broadcast, whilst these meetings are in public session only. However any such activity, broadcast, commentary or expression of views is subject to the UK legislation, including the laws of defamation, public order, data protection and human rights.

[b] To consider updating the Standing Orders at a future Full Council meeting.
18. RECORDING OF MEETINGS
Further to the resolutions made at the 10th July Full Council meeting - to investigate the inclusion of a recording facility in the current microphone system, to note the system cannot be upgraded to incorporate this facility. To consider alternative systems.
19. LEAVE POLICY
To consider adopting a formal Leave Policy for all Parish Council employees [Specimen attached].
20. WEBSITE UPDATE
To note that the domain name has not been transferred to our new server and this may be due to delays at the Government Registration Site [JANET]

21. NOTICE OF MOTION FROM CLLR EASTWOOD

The Parish Council requests the County Council to review the system for weed control on the streets of Penkrige Parish as the current arrangements are failing.

22. DATE AND TIME OF NEXT MEETING

Thursday 9th October 2014 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.

Penkridge Parish Council

Minutes of the Penkridge Parish Council Meeting held
on 11th September 2014 at 7.30 pm at the Haling Dene Centre

PRESENT

Councillor	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
"	Anthony Minshall
"	Mrs Sandie Morris
"	David Oldfield
"	Mrs Vivienne Smith
"	Calvert Stonehouse
Minutes	Mrs D Turton Mr D Walker

There were 12 members of the Public in attendance

Part I - Public Session

The Chairman welcomed our new Councillor Mrs Vivienne Smith and presented her with a Commemorative Badge.

2870. APOLOGIES

An apology was received from Cllr Peter Jones.

2871. PERSONALIA AND EVENTS

As per the sheet attached to the official copy of the Minutes.
The Chairman read our letters and cards from:

Mr Stan Wright thanking the Council for his Civic Award

WI thanking the Chair for inviting members of their organisation to the Civic Service

Paul Greenway & Linda Hatton thanking the Council for their positive support with regard to their project at the Garden Cottage.

Lynne Hames thanking everyone for the presents and kind wishes.

2872. DECLARATIONS OF INTEREST

There were no Declarations of Interest.

2873. DISCLOSABLE PECUNIARY INTEREST (DPI)

There had been no DPI requests received.

2874. PUBLIC PARTICIPATION

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

2875. POLICE MATTERS

PCSO Andy Poxon's report for August was received.

2876. STAFFORDSHIRE COUNTY COUNCIL – LIBRARIES CONSULTATION
A verbal report was received on the above from Sarah Garner, SCC Community Partnership Officer. Concern was expressed at the proposals for the Library and as to how the County had arrived at their proposals. The consultation process was due to end on 7th October 2014 and Sarah Garner would forward details of the various proposals.
2877. MINUTES
Resolved that the Minutes of the meeting held on 10th July 2014 be confirmed and signed as a true and correct record.
The Chairman agreed to discuss the minutes of the meetings of 26th June and 31st July 2014 in the Private Session.
2878. COMMITTEE AND OTHER MINUTES
Resolved that the following minutes were noted:
[a] Planning meetings of the 10th July and 24th July 2014.
[b] Recreation and Amenities meeting of 24th July 2014.
The following minutes were received:
[c] Finance and Resources meeting of the 31st July 2014.
2879. WORKING GROUPS
The minutes were received of the Staffing Working Group meeting of 24th July 2014.
2880. OUTSIDE GROUPS WITH PC REPRESENTATION
The minutes were received from
[a] Penkridge Neighbourhood Network meeting of 9th June 2014.
[b] Penkridge Twinning Association meeting of 15th July 2014
2881. ACCOUNTS
Resolved that:
[a] The accounts for payment for the month of July 2014 be approved.
[b] The expenditure summary print outs for July be approved.
[c] The signed Audit Commission Annual Return for the year ended 31st March 2014 be received and it was noted that the new Financial Regulations and Standing Orders were required.
[d] It was noted that the National Minimum Wage will increase on 1st October from £6.31 to £6.50.
2882. STAFFORDSHIRE COUNTY COUNCIL – LIBRARIES CONSULTATION
A letter was received dated 11th July from the Cabinet Member for Communities and Localism which advised of a 12 week Libraries Consultation commencing 16th July. A proposal was agreed for the Parish Council response.
Resolved that:
(a) A public meeting be called in conjunction with the Friends of Penkridge Library.
(b) A £1,000 be made available for the Friends of Penkridge Library Group to cover expenditure incurred in presenting their concerns and the Group to submit invoices for any expenses incurred.
2883. LOCAL GOVERNMENT PENSION SCHEME
Consideration was given to adopting the additional regulations of the new pension scheme and decide if the Parish Council agreed to stay in line with Staffordshire County Council policy or set their own policy.
Resolved that the proposals submitted by Staffordshire County Council Pension Fund be accepted.
2884. LOCAL GOVERNMENT TRANSPARENCY CODE 2014
Consideration was given to adopting the above.
Resolved that the code be adopted.
2885. THE OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014
Further to the above act being approved by Local Government in August 2014 consideration was given to adopting the two below draft policies and notice:
[a] Draft Policy For Audio Recording of Council Meetings
[b] Draft Policy for Recording, Filming and Photographing of Council Meetings
[c] Draft Notice to be Displayed at Council Meetings

2885. THE OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014 [Cont'd]

Resolved that:

- (a) The Draft Policy for Audio Recording of Council Meetings be adopted in principle but reviewed in more detail in conjunction with the Working Group to consider the Recoding of Meetings.
- (b) The Draft Policy for Recording, Filming and Photographing of Council Meetings be adopted in principle but reviewed in more detail in conjunction with the Working Group to consider the Recoding of Meetings.
- (c) The Draft Notice be adopted.

2886. STANDING ORDERS

- [a] Approval be given to the amendment to Section 32 – Admission of the Public and Press at Meetings, to incorporate the Recording, Filming and Photographing of Council Meetings. The wording under Section 32.2 – highlighted in red should be removed and replaced with:

Any meeting of the Council and any joint committees with other local authorities may be recorded, filmed, photographed or broadcast, whilst these meetings are in public session only. However any such activity, broadcast, commentary or expression of views is subject to the UK legislation, including the laws of defamation, public order, data protection and human rights.

Resolved that the amend Standing Orders as recommended in respect of Recording, Filming and Photography of Council Meetings be agreed

2887. RECORDING OF MEETINGS

Further to the resolutions made at the 10th July Full Council meeting - to investigate the inclusion of a recording facility in the current microphone system, it was noted that the system cannot be upgraded to incorporate this facility. Consideration was given to alternative systems.

Resolved that a working group, consisting of Cllrs: Mrs Ford, Mrs Geoghegan, Hawkins, Kelly, Minshall, Smith and the Chairman be appointed to consider this matter. The DPA to enquire what other Parish Councils are undertaking.

2888. LEAVE POLICY

Consideration was given to adopting a formal Leave Policy for all Parish Council employees.

Resolved that this matter be deferred for future meeting.

2889. WEBSITE UPDATE

It was noted that the domain name had not been transferred to our new server and this may be due to delays at the Government Registration Site [JANET]

Resolved that this matter be deferred for future meeting.

2890. NOTICE OF MOTION FROM CLLR EASTWOOD

A Notice of Motion was received from Cllr Eastwood:

The Parish Council requests the County Council to review the system for weed control on the streets of Penkridge Parish as the current arrangements are failing.

Cllr Eastwood explained his concerns of weeds on and around paths and facilities in the village and exhibited photographs of examples. Cllr Flynn also asked if a letter could be sent with regard to the poor state of footpaths in the village.

Resolved that we write to SCC and SSC together with copies of the photographs.

2891. DATE AND TIME OF NEXT MEETING

Thursday 9th October 2014 at 7.30 pm.

2892. 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 11.15 pm

Chairman: _____

Date: _____

Penkrige Parish Council

Attachment to the Minutes of the Penkrige Parish Council Meeting held
on 11th September 2014 at 7.30 pm at the Haling Dene Centre

2874. PUBLIC PARTICIPATION

Mr Crossley raised his concerns in respect of the Mineral Railway and asked who was responsible.

Miss Claire Geoghegan, Mill Street, spoke on behalf of the Friends of Penkrige Library and submitted a detailed report of their concerns following SCC's proposals for the Library. She requested the Chair call a public meeting and also asked that the Council write to SCC in support of their objections.