

# Penkridge Parish Council

Haling Dene Centre  
Cannock Road  
Penkridge  
Stafford  
ST19 5DT

8<sup>th</sup> May 2015

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 14<sup>th</sup> May 2015 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  
Parish Administrator

## Part I - Public Session

### AGENDA

1. CHAIRMAN AND VICE CHAIRMAN
  - [a] To elect the Chairman of Council.  
[Chairman to sign Register of Acceptance to Office].
  - [b] To elect the Vice Chairman of Council.
2. CHAIRMAN'S REMARKS  
To receive the retiring Chairman's remarks.
3. APOLOGIES
4. PERSONALIA AND EVENTS
  - [a] To receive the above for May 2015.
  - [b] To receive and consider an email dated 5<sup>th</sup> May from Kier Construction inviting Councillors to visit the site of the new Fire Station and to agree a date and time.
5. COMMITTEES
  - [a] To elect members for each of the Parish Council's two Committees.  
Please refer to item 22.2 of Standing Orders, [2015-2016 Annual appointment list attached].
  - [b] To note that the Chairman and Vice-Chairman of each Committee will be elected at their first meeting.
6. APPOINTMENT OF REPRESENTATIVES TO OTHER BODIES  
2015-2016 list of representatives attached.
7. DECLARATIONS OF INTEREST
8. DISCLOSABLE PECUNIARY INTEREST (DPI)  
To receive and consider any DPI requests.
9. PUBLIC PARTICIPATION

10. POLICE MATTERS  
To receive a police report if available.
11. MINUTES  
To approve the minutes of the meeting of the 9<sup>th</sup> April 2015.
12. COMMITTEE MINUTES  
To note the minutes of the:-  
[a] Planning meetings of the 9<sup>th</sup> and 23<sup>rd</sup> April 2015.  
[b] Haling Dene Management meeting of 23<sup>rd</sup> April 2015.  
To receive the minutes of:  
[c] Finance and Resources meeting of 23<sup>rd</sup> April 2015.
13. WORKING GROUP MINUTES  
To receive the Highway Liaison Group minutes from their meeting on 19<sup>th</sup> March 2015..
14. OUTSIDE GROUPS WITH PC REPRESENTATION  
To note that no minutes have been received.
15. ACCOUNTS  
[a] To approve the accounts for payment for the month of April 2015 [to follow]  
[b] To approve the expenditure summary print outs for April 2015 [to follow]  
[c] To receive and approve the end of year Final Accounts for 2014-15.  
[d] To receive and approve the Annual Return and Governance Statement for the year ending 31<sup>st</sup> March 2015
16. COUNCILLOR VACANCIES  
To consider if the Council wish to advertise co-option for the four vacancies in the following Wards; North East, South East, West and Gailey.
17. HALING DENE TELEPHONE SYSTEM  
To receive and consider a quotation dated 10<sup>th</sup> April 2015 from BT to update the Centre's telephone system together with an email dated 6<sup>th</sup> May answering Councillors' questions raised at the 23<sup>rd</sup> April Haling Dene meeting with regard additional line rental costs.
18. HALING DENE KITCHEN APPLIANCES  
To receive and consider quotations for a replacement Oven/Hob, Fridge and Freezer for the above [quotations and details attached].
19. REPLACEMENT FINGERPOST – PINFOLD LANE/BUNGHAM LANE JUNCTION  
To receive and consider a quotation from The Sign Maker to replace the above at a cost of £563.40 and to consider the wording for each 'finger'.
20. GUIDANCE ON THE RELATIONSHIP BETWEEN THE PARISH ADMINISTRATOR AND COUNCILLORS AND THEIR RESPECTIVE ROLES  
To receive and consider adopting the above document.
21. BURIAL GROUND LAUREL HEDGE  
To receive and consider an amended quotation from Brocton Nurseries, the Council's Horticultural Contractors, to supply and install laurel for the above at a cost of £617.50.
22. SUBSCRIPTIONS  
[a] To receive a letter dated March 2015 from the Community Council of Staffordshire asking if the Council wished to renew their subscription for 2015/2016 at a cost of £40.  
[b] To receive a letter dated March 2015 from the Staffordshire Parish Council Association asking if the Council wished to renew their subscription for 2015/2016 at a cost of £724.

23. DATE AND TIME OF NEXT MEETING  
Thursday 11<sup>th</sup> June 2015 at 7.30 pm

24. 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.

## **Part II - Private Session**

25. CONFIDENTIAL MINUTES  
To consider any matters arising from the Finance and Resources minutes of 23<sup>rd</sup> April 2015.

# Penkridge Parish Council

Minutes of the Penkridge Parish Council Meeting held  
On 14<sup>th</sup> May 2015 at 7.30 pm at the Haling Dene Centre

## PRESENT

Councillor	Calvert Stonehouse [Chairman]
"	Bevan Craddock
"	John L Eastwood
"	Mrs Isabel G A Ford
"	Mrs Anne J Geoghegan
"	Gordon Hawkins
"	Mrs Petula M C Hughes
"	Victor Kelly
"	Anthony Minshall
"	David Oldfield
"	Mrs Vivienne Smith

Also in Attendance Mrs L Griffiths

There were 10 members of the Public in attendance

## Part I - Public Session

### 3049. CHAIRMAN AND VICE CHAIRMAN

- [a] There were two nominations put forward and seconded to stand for Chairman; Cllr Mrs Anne Geoghegan and Cllr Calvert Stonehouse.  
There were five votes for Cllr Mrs Geoghegan and five votes for Cllr Stonehouse and one spoilt paper.  
As Chairman Cllr Stonehouse had the casting vote and voted for himself to stand as Chairman.
- [b] There were two votes put forward and seconded to stand as Vice Chairman; Cllr Mrs Geoghegan and Cllr Oldfield.  
There were six votes for Cllr Mrs Geoghegan and five votes for Cllr Oldfield paper.  
Cllr Mrs Geoghegan accepted to stand as Vice Chairman.

### 3050. CHAIRMAN'S REMARKS

Cllr Stonehouse said that over the past 12 months there had been many changes. There had been many things the Council had had to deal with; it was hoped in the coming year the Parish Council would move forward.

### 3051. APOLOGIES

There were no apologies received.

### 3052. PERSONALIA AND EVENTS

- [a] The above was received for May 2015.
- [b] An email was received 5<sup>th</sup> May from Kier Construction which invited Councillors to visit the site of the new Fire Station.  
The PA to email all Councillors offering dates for the visit.

### 3053. COMMITTEES

- [a] Appointment of members to Committees were made and a copy attached to the official copy of the Minutes.  
Please refer to item 22.2 of Standing Orders, [2015-2016 Annual appointment list attached].
- [b] It was noted that the Chairman and Vice-Chairman of each Committee would be elected at their first meeting.

3054. APPOINTMENT OF REPRESENTATIVES TO OTHER BODIES

2015-2016 list of representatives attached to the official copy of the minutes.

3055. DECLARATIONS OF INTEREST

Cllr Minshall declared a Pecuniary Interest in item 79 on the Haling Dene Management minutes of 23<sup>rd</sup> April 2015.

3056. DISCLOSABLE PECUNIARY INTEREST (DPI)

There were no DPI requests.

3057. PUBLIC PARTICIPATION

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

3058. POLICE MATTERS

PCSO Andy Poxon forwarded his apologies and submitted the Police report for the previous month.

3059. MINUTES

The Minutes of the meetings held on the 9<sup>th</sup> April 2015 be confirmed and signed as a true and correct record.

3060. COMMITTEE MINUTES

**Resolved** that the minutes were noted of the:-

- [a] Planning meetings of the 9<sup>th</sup> and 23<sup>rd</sup> April 2015.
- [b] Haling Dene Management meeting of 23<sup>rd</sup> April 2015.

**Resolved** that the minutes were received of the:-

- [c] Finance and Resources meeting of 23<sup>rd</sup> April 2015.

3061. WORKING GROUP MINUTES

**Resolved** that the minutes were received of the:-

Highway Liaison Group minutes from their meeting on 19<sup>th</sup> March 2015..

3062. OUTSIDE GROUPS WITH PC REPRESENTATION

It was noted that there had been no minutes received.

3063. ACCOUNTS

**Resolved** that:

- [a] The accounts for payment for the month of April 2015 be approved subject to any queries being raised by the time of the next meeting.
- [b] The expenditure summary print outs for April 2015 be included on the June 2015 Full Council Agenda.
- [c] The end of year Final Accounts for 2014-15 be received and approved.  
Cllrs voted that the Final Accounts for 2014-2015 be approved.
- [d] The Annual Return and Governance Statement for the year ending 31<sup>st</sup> March 2015 be signed and approved.

3064. COUNCILLOR VACANCIES

Consideration was given to if the Council wished to advertise co-option for the four vacancies in the following Wards; North East, South East, West and Gailey.

**Resolved** that the Council advertise to co-opt for the four vacancies and the applications be considered at the June Full Council meeting.

3065. HALING DENE TELEPHONE SYSTEM

Consideration was given to a quotation dated 10<sup>th</sup> April 2015 from BT to update the Centre's telephone system together with an email dated 6<sup>th</sup> May which answered Councillors' questions raised at the 23<sup>rd</sup> April Haling Dene meeting with regard additional line rental costs.

**Resolved** that the quotation be approved and the phone system be implemented.

3066. HALING DENE KITCHEN APPLIANCES

Consideration was given to quotations received for replacement of the Oven/Hob, Fridge and Freezer for the above.

**Resolved** that the quotation be approved for:

Lincat Silverlink 600 Electric Oven & 6 ring hob at a cost of £1,175 [supply only]

Hotpoint 3.5 cu ft White Freezer at a cost of £219 from Currys

Hotpoint 348 Litres White Tall Fridge at a cost of £289 from Currys

3067. REPLACEMENT FINGERPOST – PINFOLD LANE/BUNGHAM LANE JUNCTION

Consideration was given to a quotation from The Sign Maker to replace the above at a cost of £563.40 and consideration was given to the wording for each 'finger'.

The Chairman advised that Cllr David Williams had agreed to contribute £250 towards the cost of the sign. Cllrs thanked Cllr Williams and asked if the remainder of the cost could be donated by another source eg Veolia. If there were no monies available from other sources the balance be paid from Recreation and Amenities Community Development budget.

The wording on the Four fingers be:

Finger One - Kinvaston & Water Eaton

Finger Two - Penkridge & Stafford

Finger Three - Whiston & Congreve

Finger Four - Cannock & Wolverhampton

**Resolved** that:

[i] The quotation from the Sign Maker be approved at a cost of £563.40

[ii] The donation of £250 towards the cost from Cllr Williams be accepted.

[iii] Enquiries be made to see if the remainder of the cost could be donated by another source eg Veolia.

[iv] If no monies are available from other sources the balance be paid from Recreation and Amenities Community Development budget.

3068. GUIDANCE ON THE RELATIONSHIP BETWEEN THE PARISH ADMINISTRATOR AND COUNCILLORS AND THEIR RESPECTIVE ROLES

The above document was received and Council asked that this be placed on a future Agenda for further discussion.

3069. BURIAL GROUND LAUREL HEDGE

Consideration was given to an amended quotation from Brocton Nurseries, the Council's Horticultural Contractors, to supply and install laurel for the above at a cost of £617.50.

**Resolved** that the quotation from Brocton Nurseries to supply and plant the above be accepted.

3070. SUBSCRIPTIONS

[a] Consideration was given to a letter dated March 2015 from the Community Council of Staffordshire which asked if the Council wished to renew their subscription for 2015/2016 at a cost of £40.

**Resolved** that the subscription be renewed at a cost of £40.

[b] Consideration was given to a letter dated March 2015 from the Staffordshire Parish Council Association which asked if the Council wished to renew their subscription for 2015/2016 at a cost of £724.

**Resolved** that the subscription be renewed at a cost of £724.

3071. DATE AND TIME OF NEXT MEETING  
Thursday 11<sup>th</sup> June 2015 at 7.30 pm

3072. 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.

Councillor Mrs Ford gave her apologies and left the meeting at 9.15 pm

The meeting closed at 10.10 pm

# Penkridge Parish Council

Attachment to the Minutes of the Penkridge Parish Council Meeting held  
on 14<sup>th</sup> May 2015 at 7.30 pm at the Haling Dene Centre

## 3057. PUBLIC PARTICIPATION

Mr & Mrs Murcott of Rodbaston advised that they had set up 2 petitions with regard to the M6 closures and they had received a good response. He advised that they had been on holiday to the South and travelled the full length of the M5 with road works and closures and they were not once diverted off. He said that vehicles continued to travel in excess of 60 mph past his property despite a restriction of 30 mph being set on the road.

Claire Geoghegan of Friends of Penkridge Library gave an up date to Councillors on the Library and advised that there would shortly be a consultation on the opening and closing hours of the Library and this would probably run through the Summer holidays in August. They asked Council if they would support the Group with communication to Staffordshire County Council. The Chairman suggested that details of how the Parish Council support could be best presented be submitted to the PA.

Cllr Mrs Ford said she had been approached by Parishioners complaining about the litter and dog mess in and around the village.

The Chairman said he had also been contacted by a resident in Vale Gardens complaining about the speeding vehicles. It was agreed that this be passed onto Highway Liaison Meeting and also the PCSO.