

# Penkridge Parish Council

Haling Dene Centre  
Cannock Road  
Penkridge  
Stafford  
ST19 5DT

4<sup>th</sup> September 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 10<sup>th</sup> September 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. All Parish Council meetings will be audio recorded.

Yours faithfully

Lesley Griffiths  
Parish Administrator

## Part I - Public Session

### AGENDA

1. APOLOGIES
2. PERSONALIA AND EVENTS  
To receive the above for September 2015.
3. DECLARATIONS OF INTEREST
4. DISCLOSABLE PECUNIARY INTEREST (DPI)  
To receive and consider any DPI requests.
5. BEST KEPT VILLAGE CHILDREN'S POSTER COMPETITION  
The Chairman of Council and Chairman of the Civic Society to present the above.
6. WELCOME NEW CO-OPTED COUNCILLORS  
Chairman to welcome new Co-Opted Councillors and present their badges.
7. PUBLIC PARTICIPATION
8. POLICE MATTERS  
To receive a police report if available.
9. MINUTES  
To approve the minutes of the meeting of the 9<sup>th</sup> July 2015 and the Extra Ordinary meeting of 23<sup>rd</sup> July 2015.

10. COMMITTEE MINUTES  
To note the minutes of the:-  
[a] Planning meetings of the 9<sup>th</sup>. and 23<sup>rd</sup> July 2015 together with the August 2015 Submission.  
[b] Recreation and Amenities meeting of 23<sup>rd</sup> July 2015  
To receive the Resume of:  
[c] Burial Ground Appeal Hearing of 31<sup>st</sup> July 2015
11. WORKING GROUP MINUTES  
To receive the minutes of the Highway Liaison Group meeting of 16<sup>th</sup> July 2015.
12. OUTSIDE GROUPS WITH PC REPRESENTATION  
To receive the minutes of the Monckton Recreation meeting of 20<sup>th</sup> May 2015.
13. ACCOUNTS  
[a] To approve the accounts for payment for the month of July 2015  
[b] To approve the expenditure summary print outs for July 2015  
[c] To receive the signed Audit Commission Annual Return for the year ended 31<sup>st</sup> March 2015.
14. COUNCIL POLICIES AND PROCEDURES  
To receive and consider the Chairman's verbal update recommended updaters from the Finance and Resources meeting:  
[a] Standing Orders  
[b] Financial Regulations  
[c] Code of Conduct  
[d] Guidance On The Relationship Between the Parish Administrator and Councillors and their Respective Roles
15. COMMITTEE STRUCTURES  
To receive and consider suggested changes to the above to commence at the beginning of the 2016/2017 Council year.
16. ANNUAL APPOINTMENTS 2015/2016  
To allocate co-opted Councillors onto the Council's two Committees.
17. BURIAL GROUND  
To note that the design of the Memorial Plaques are to be changed from the current design to the same of the Desktop Memorial design.
18. WEBSITE  
[a] To note that the Council's website is now fully operational with Cllr Oldfield is undertaking the Administration and Mrs Ann Raby undertaking the daily updates.  
[b] To receive and approve draft Wi-Fi Usage Policy for the Haling Dene Centre.
19. BEST KEPT VILLAGE COMPETITION 2015  
To note that Penkrige was awarded Highly Commended in the above competition.
20. DATE AND TIME OF NEXT MEETING  
Thursday 10<sup>th</sup> September 2015 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.

# Penkrige Parish Council

Minutes of the Penkrige Parish Council Meeting held  
On 10<sup>th</sup> September 2015 at 7.30 pm at the Haling Dene Centre

Audio recordings will be made of all Ordinary and Special Council meetings and Committee meetings, with the inclusion of confidential matters.

## PRESENT

Councillor	Calvert Stonehouse [Chairman]
"	Bevan Craddock
"	John L Eastwood
"	Mrs Anne J Geoghegan
"	Brian Heathcote
"	Mrs Hilary Hughes
"	Mrs Petula M C Hughes
"	Victor Kelly
"	Andrew Lenz
"	Anthony Minshall
"	David Oldfield
"	Mrs Vivienne Smith

Also in Attendance Mrs L Griffiths

There were 11 members of the Public in attendance

## Part I - Public Session

### 3113. APOLOGIES

Apologies were received from Cllrs Mrs Ford and Hawkins.

### 3114. PERSONALIA AND EVENTS

The above was received for September 2015.

### 3115. DECLARATIONS OF INTEREST

There were no Declarations of Interest.

### 3116. DISCLOSABLE PECUNIARY INTEREST (DPI)

There had been no DPI requests received.

### 3117. BEST KEPT VILLAGE CHILDREN'S POSTER COMPETITION

The Chairman of the Civic Society advised that the Council had judged the School Posters received from the Village Schools and three had been chosen to forward onto the Community Council for the above. Mr Calcroft presented the three children with £10 W H Smith Vouchers.

### 3118. WELCOME NEW CO-OPTED COUNCILLORS

The Chairman formally welcomed Cllrs Brian Heathcote, Mrs Hilary Hughes and Andrew Lenz to the Council and presented them with their official badges.

### 3119. PUBLIC PARTICIPATION

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

3120. POLICE MATTERS

PCSO Andy Poxon forwarded his apologies and submitted his report for the previous month. PC Tim Rees attended the meeting and answered Councillors various questions

3121. MINUTES

**Resolved** that

The Minutes of the meeting held on the 9<sup>th</sup> July 2015 and the Extra Ordinary meeting of 23<sup>rd</sup> July 2015 be confirmed and signed as a true and correct record.

3122. COMMITTEE MINUTES

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

[a] Planning meetings of the 9<sup>th</sup> and 23<sup>rd</sup> July 2015 together with the August Submission.

[b] Recreation and Amenities meeting of 23<sup>rd</sup> July 2015.

**Resolved** that the Resume was received of:-

[c] Burial Ground Appeal Hearing of 31<sup>st</sup> July 2015

3123. WORKING GROUP MINUTES

The minutes were received from the Highway Liaison Group meeting of 16<sup>th</sup> July 2015.

3124. OUTSIDE GROUPS WITH PC REPRESENTATION

The minutes were received from the Monckton Recreation meeting of 20<sup>th</sup> May 2015.

3125. ACCOUNTS

**Resolved** that:

[a] The accounts for payment for the month of July 2015 be approved.

[b] The expenditure summary print outs for July 2015 be approved.

[c] The signed Audit Commission Annual Return for the year ended 31<sup>st</sup> March 2015 be received.

Cllr Kelly entered the meeting at 8.10 pm

3126 COUNCIL POLICIES AND PROCEDURES

To receive and consider adopting the below documents further to the required additional information being obtained from the SPCA:

[a] Standing Orders

[b] Financial Regulations

[c] Code of Conduct

[d] Guidance On The Relationship Between the Parish Administrator and Councillors and their Respective Roles

The Chairman advised that the Council adopted an updated Code of Conduct at their September 2012 meeting and the document would be circulated for consideration and this item will be included on the October Agenda for consideration.

A proposal was put that the Council adopt the Standing Orders, Financial Regulations and Guidance with the agreed amendments.

An amendment was put forward and seconded that the Full documents be circulated before being adopted.

The Chairman discounted the amendment as the documents had already been circulated with the July Full Council Agenda and the only amendments made were to the Standing Orders with the amended two sheets attached to the September Agenda.

Councillors voted to adopt the Standing Orders, Financial Regulations and Guidance with 6 votes for, 4 against and 2 Abstentions.

The Code of Conduct would be included on the October Agenda for consideration.

**Resolved** that:

- [i] The Standing Orders, Financial Regulations and Guidance be adopted.
- [ii] The Code of Conduct would be included on the October Agenda for consideration.

3127. COMMITTEE STRUCTURES

Suggested changes to the above were received and considered.

**Resolved** that this item be included on the 29<sup>th</sup> October Finance and Resources Agenda.

3128. ANNUAL APPOINTMENTS 2015/2016

The co-opted Councillors were allocated onto the Council's two Committees:

Cllrs Heathcote and Mrs Hughes onto the Haling Dene Management Committee and Cllr Lenz onto the Recreation and Amenities Committee.

3129. BURIAL GROUND

It was noted that the design of the Memorial Plaques would be changed from the current design to the same of the Desktop Memorial design.

3130. WEBSITE

- [a] It was noted that the Council's website was now fully operational with Cllr Oldfield undertaking the Administration and Mrs Ann Raby undertaking the daily updates.
- [b] The draft Wi-Fi Usage Policy for the Haling Dene Centre was approved.

**Resolved** that:

- [i] Wi-Fi be trialled for six months
- [ii] Wi-Fi be made available within the Bar Area on the evenings it was open and there be three additional plugs for room hire users of the Centre.

3131. BEST KEPT VILLAGE COMPETITION 2015

It was noted that Penkrige was awarded Highly Commended in the above competition.

3132. DATE AND TIME OF NEXT MEETING

Thursday 8<sup>th</sup> October 2015 at 7.30 pm

3133. 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 9.25 pm

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

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

# Penkrige Parish Council

## Attachment to the Minutes of the Penkrige Parish Council Meeting held on 10<sup>th</sup> September 2015 at 7.30 pm at the Haling Dene Centre

### 3119. PUBLIC PARTICIPATION

Janet Crossley asked if the Council had received any further information with regard to the old Mineral Line now Persimmon Homes had purchased the land at Lynehill.

The Chairman advised that it was up to Persimmon Homes to determine what they do with the land but as far as the Council understood it was to still be a cycle path.

Cllr Mrs Smith said that the Library Consultation closed on 2<sup>nd</sup> September and SCC had received over 200 completed consultation forms plus forms had been completed on line. She said SCC would debate the closures further in October. She asked if the Friends of Penkrige Library could have a copy of the SCC response with regard to the Library Consultation.

Claire Geoghegan, Friends of Penkrige Library, thanked the Council for their support during the Consultation and advised that the Library would be closed on a Friday afternoon and other Libraries had also had their opening times reduced.

Cllr Eastwood said he had spoken to a gentleman from the Civic Society with regard to the Library services and asked if, further to the Councillors Library tour, this could be a future Agenda item so Councillors could discuss the provision and future use of the additional space within the building. The Chairman agreed that this be included on the October Full Council Agenda for further discussion.