

Penkridge Parish Council

Haling Dene Centre
Cannock Road
Penkridge
Stafford
ST19 5DT

8th April 2016

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 14th April 2016 at 7.30 pm** in Room 1 at 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.
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.
7. MINUTES
To approve the minutes of the meeting of the 10th March 2016.
8. COMMITTEE MINUTES
To note the minutes of the:-
 - [a] Planning meetings of the 10th and 24th March 2016
 - [b] Annual Parish Meeting of 17th March 2016
 - [c] Recreation and Amenities Meeting of 24th March 2016
9. WORKING GROUP MINUTES
 - [a] Highway Liaison Group Meeting of 24th March 2016
 - [b] Library Group Meeting of 21st March 2016
10. OUTSIDE GROUPS WITH PC REPRESENTATION
To note that no minutes have been received.

11. ACCOUNTS
To note the accounts for payment and the expenditure summary printouts for the month of March 2016 will be included on May 2016 Agenda due to end of year close down.

12. COUNCIL PROCEDURES
To receive and approve the following updated procedures:
 - [a] Personal Harassment Procedure
 - [b] Grievance Procedure
 - [c] Disciplinary Procedure
 - [d] Freedom of Information Publication Scheme
 - [e] Equality Act
 - [f] Customer Care Standards
 - [g] Documents and Records Retention
 - [h] Grants Award Policy

13. REFERAL FROM HALING DENE MANAGEMENT COMMITTEE – 25th FEBRUARY
To receive and consider the costing from Richard Lever of Lever Turner and Cowdell with a view to undertake a Maintenance Schedule for the Haling Dene Centre.

14. QUEENS 90th BIRTHDAY CELEBRATIOS
To receive and approve the schedule and details for the Family Picnic Afternoon at the Haling Dene Centre on Sunday 12th June.

15. CHAIRMAN'S CHARITY
To note that the Chairman has donated £100 from the above as a donation towards the cost of this year's 60th Anniversary Senior Citizens Party.

16. DATE AND TIME OF NEXT MEETING
Thursday 12th May 2016 at 7.30 pm

Penkrige Parish Council

Minutes of the Penkrige Parish Council Meeting held On 14th April 2016 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
"	Brian Heathcote
"	Mrs Petula M C Hughes
"	Victor Kelly
"	Andrew Lenz
"	Anthony Minshall
"	David Oldfield
"	Mrs Vivienne Smith

Also in Attendance Mrs L Griffiths

There were 3 members of the Public in attendance

Part I - Public Session

3251. APOLOGIES

Apologies were received from Cllrs Mrs Isabel Ford, Mrs Anne Geoghegan and Mrs Hilary Hughes.

3252. PERSONALIA AND EVENTS

The above was received.

The Chairman advised Councillors that Mr Stan Wright's funeral had been arranged for Monday 25th April at 10.00 am in St Michael's Church, he asked that there be a few minutes silence to remember Mr Wright.

The Chairman informed Councillors of a Patient Link meeting to be held at Penkrige Fire Station on Monday 18th April at 7.00 pm.

3253. DECLARATIONS OF INTEREST

There were no Declarations of Interest.

3254. DISCLOSABLE PECUNIARY INTEREST (DPI)

There had been no DPI requests received.

3255. PUBLIC PARTICIPATION

Mr Don Briggs of Cannock Road asked why the Annual Parish Meeting had been listed on the Agenda as a Committee meeting and would the public who attended be able to have a copy of the draft minutes and makes comments on the content.

The Chairman said that the Annual Parish Meeting had been listed under the Council's Committee meetings but could be made a separate item on future Agendas. He asked the PA if she could have a draft copy of the minutes placed on the Parish Council's website for Parishioners to view. If there were matters that required consideration by the Parish Council this could be included on a relevant future agenda for discussion/action.

3256. POLICE MATTERS

PCSO Andy Poxon forwarded his apologies and submitted his report for the previous month. Cllrs asked that a letter be sent to the current Commissioner advising of their concerns with regard to the continual small thefts that are reported each month within the Parish and how they propose to reduce this crime.

Resolved that a letter be sent to the current Commissioner advising of their concerns with regard to the continual small thefts that are reported each month within the Parish and how he proposed to reduce this crime.

3257. MINUTES

Resolved that the Minutes of the meeting held on the 10th March 2016 be confirmed and signed as a true and correct record.

3258. COMMITTEE MINUTES AND ANNUAL PARISH MEETING

Resolved that the minutes were noted of the:-

[a] Planning meetings of 10th and 24th March 2016.

Resolved that the draft minutes were noted of the:-

[b] Annual Parish Meeting of 17th March 2016.

[c] Recreation and Amenities meeting of 24th March 2016.

3259. WORKING GROUP MINUTES

Minutes were received from:

[a] Highway Liaison Group Meeting of 24th March 2016

[b] Library Group Meeting of 21st March 2016

3260. OUTSIDE GROUPS WITH PC REPRESENTATION

It was noted that no minutes had been received.

3261. ACCOUNTS

It was noted that the accounts for payment and the expenditure summary printouts for the month of March 2016 would be included on May 2016 Agenda due to end of year close down.

3262. COUNCIL PROCEDURES

Resolved that the following procedures be approved:

[a] Personal Harassment Procedure

[b] Grievance Procedure

[c] Disciplinary Procedure

[d] Freedom of Information Publication Scheme

[e] Equality Act

[f] Customer Care Standards

[g] Documents and Records Retention

[h] Grants Award Policy

Resolved that:

[i] The Grant Policy have an extra item included - Item 12 In exceptional circumstances the Council may consider an application outside the June Full Council meeting.

[ii] This item be included on the May Full Council Agenda for approval.

3263. REFERRAL FROM HALING DENE MANAGEMENT COMMITTEE – 25th FEBRUARY

Consideration was given to the costing from Richard Lever of Lever Turner and Cowdell with a view to undertake a Maintenance Schedule for the Haling Dene Centre at a cost of £6,450.

Resolved that Mr Lever's quotation be accepted at a cost of £6,450 and he be instructed to undertake the Maintenance Schedule as per the details in his quotation.

3264. QUEENS 90th BIRTHDAY CELEBRATIONS – SUNDAY 12th JUNE 2016

The draft schedule for the above, together with the detailed costings, were considered and approved as per documents attached to the official copy of the minutes.

Resolved that:

- [i] Details be placed in the June PPC News.
- [ii] A copy of the Posters be sent to the Village Schools for each child to take home.

3265. CHAIRMAN'S CHARITY

It was noted that the Chairman had donated £100 from the above as a donation towards the cost of this year's 60th Anniversary Senior Citizens Party.

3266. DATE AND TIME OF NEXT MEETING

Thursday 12th May 2016 at 7.30 pm

The meeting closed at 10.20 pm