

# Penkridge Parish Council

Haling Dene Centre  
Cannock Road  
Penkridge  
Stafford  
ST19 5DT

6<sup>th</sup> May 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 12<sup>th</sup> May 2016 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

To receive the above for May 2016.

5. COMMITTEES

- [a] To elect members for each of the Parish Council's two Committees.  
Please refer to item 22.2 of Standing Orders, [2016-2017 Annual Appointment list and 2016-2017 Meeting Structure attached].
- [b] To note that the Chairman and Vice-Chairman of each Committee will be elected at the first meeting.

6. APPOINTMENT OF REPRESENTATIVES TO OTHER BODIES

To appoint Council representatives to outside bodies. [members to the 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
  - [a] To receive a police report for the previous month.
  - [b] To receive Cllr Stonehouse's update further to his attendance at the Safer Neighbourhood Network Group
  
11. MINUTES  
To approve the minutes of the meeting of the 14<sup>th</sup> April 2016.
  
12. COMMITTEE MINUTES  
To note the minutes of the:-
  - [a] Planning meeting of the 14<sup>th</sup> April 2016.
  
13. WORKING GROUP MINUTES  
To note that no minutes have been received.
  
14. OUTSIDE GROUPS WITH PC REPRESENTATION  
To receive the minutes of the Penkridge Twinning Association Committee meeting of 7<sup>th</sup> March 2016.
  
15. ACCOUNTS
  - [a] To approve the accounts for payment for the month of April 2016 [to follow].
  - [b] To note the expenditure summary print outs for April and May 2016 will be placed on the June agenda.
  - [c] To receive and approve the end of year Final Accounts for 2015-16 [attached].
  - [d] To receive and approve the Annual Return for the year ended 31<sup>st</sup> March 2016 – Section 1 Annual Governance Statement 2015/2016.
  - [e] To receive and approve the Annual Return for the year ended 31<sup>st</sup> March 2016 – Section 2 Accounting Statements 2015/2016.
  
16. COUNCILLOR VACANCIES  
Further to the required Notices being displayed for the two vacancies on the South East Ward:
  - [a] To note that there has been no request made to the SSC Returning Officer to hold an election.
  - [b] To note there has been no applications made for Co-Option to the two vacancies on the South East Ward.
  
17. PROCEDURES
  - [a] To receive and approve the Grants Policy further to the suggested amendments at the April Full Council meeting being incorporated.
  - [b] To consider if the Council wish to put a procedure in place to enable Community Groups to make a presentation to Full Council or the Committees.
  
18. HEALTH AND SAFETY PROCEDURE AND RISK ASSESSMENTS  
To receive and consider a quotation from Safetyknowhow Limited to develop a Health and Safety Management System together with the training for all Staff at a cost of £2,050.
  
19. HALING DENE CENTRE PLANNED PREVENTATIVE MAINTENANCE REPORT  
To note that the above Condition Survey will be completed and placed on the 9<sup>th</sup> June Full Council agenda for Councillors' consideration.
  
20. PARISH COUNCIL NEWS  
To note that The Chronicle has ceased circulating in Penkridge and to consider re-forming the PPC News with the Fishnet on a bi-monthly basis.
  
21. HORSEFAIR PLAY AREA – SLIDE MULTIPLAY  
To receive and consider a quotation from Sovereign to replace the scramble net on the above piece of equipment at a cost of £2,175. To note this item is required to be replaced before the Play Areas are RoSPA inspected in July.

22. SUBSCRIPTIONS

- [a] To receive a letter dated April 2016 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 2016 from the Staffordshire Parish Council Association asking if the Council wished to renew their subscription for 2016/2017 at a cost of £727.

23. DATE AND TIME OF NEXT MEETING

Thursday 9<sup>th</sup> June 2016 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.

# Penkridge Parish Council

## Minutes of the Penkridge Parish Council Meeting held On 12<sup>th</sup> May 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]
"	John L Eastwood
"	Mrs Isabel G A Ford
"	Brian Heathcote
"	Mrs Hilary Hughes
"	Victor Kelly
"	Andrew Lenz
"	Anthony Minshall
"	David Oldfield
"	Mrs Vivienne Smith

Also in Attendance Mrs L Griffiths

There were 4 members of the Public in attendance

### Part I - Public Session

#### 3270. CHAIRMAN AND VICE CHAIRMAN

[a] There were two nominations put forward and seconded to stand for Chairman; Cllr Calvert Stonehouse and Cllr David Oldfield.

There were seven votes for Cllr Stonehouse and three votes for Cllr Oldfield.

Cllr Stonehouse accepted to stand as Chairman and signed the Register of Acceptance to Office.

[b] There was one vote put forward and seconded to stand as Vice Chairman; Cllr David Oldfield.

There was a unanimous vote for Cllr Oldfield.

Cllr Oldfield accepted to stand as Vice Chairman.

#### 3271. CHAIRMAN'S REMARKS

Cllr Stonehouse said that the previous year had been a hard one but he had enjoyed the challenges. He looked forward to the coming 12 months and to continuing to contribute towards the Community. Cllr Stonehouse thanked his fellow Councillors for their help during the previous year.

#### 3272. APOLOGIES

Apologies were received from Cllrs Bevan Craddock, Mrs Anne Geoghegan and Mrs Petula Hughes.

#### 3273. PERSONALIA AND EVENTS

The above was received.

#### 3274. COMMITTEES

[a] The Chairman advised that as the voting rights at each of the Committees had been changed the Council had two options to the appointment of members; firstly it could be by drawing slips out of an envelope, which could result in Councillors being placed on Committees they did not want to sit or secondly all Councillors are members of each Committee and at the Committees first meeting the Chair and Vice Chair be appointed. He thought Councillors should consider

the two options and this item be deferred until the June Full Council meeting where the above would be decided.

Councillors present all agreed that this item be deferred until the June Full Council Agenda.

**Resolved** that this item be placed on the June Full Council agenda for further consideration.

- [b] It was noted that the Chairman and Vice-Chairman of each Committee would be elected at the first meeting.

3275. APPOINTMENT OF REPRESENTATIVES TO OTHER BODIES

2016-2017 lists of representatives attached to the official copy of the minutes.

**Resolved** that a letter be sent to the 'Other Bodies' advising of the Council's representation and ask that either a copy of the minutes or a report be submitted following each meeting.

3276. DECLARATIONS OF INTEREST

Cllr Eastwood declared an interest in Item 14 – Outside Groups with PC Representation – Twinning Minutes.

3277. DISCLOSABLE PECUNIARY INTEREST (DPI)

There had been no DPI requests received.

3278. PUBLIC PARTICIPATION

Mr Charles Cawthorne said he had asked South Staffordshire Council if a Dog Warden could be provided along the Canal Towpath as it was very bad with 'dog mess'. He asked if anything could be done by the Parish as there would soon be a new housing estate which would increase the number of dog walkers in the village.

The Chairman advised that the Parish could enquire if South Staffordshire Council had a dog warden and if they could undertake random patrols around the village.

3279. POLICE MATTERS

- [a] PCSO Andy Poxon was in attendance at the meeting and answered Councillors' questions. The previous month's report was received.

- [b] The Chairman gave an update further to his attendance at the Safer Neighbourhood Network Group.

**Resolved** that the PA ask PCSO Poxon about Neighbourhood Watch in the Village.

3280. MINUTES

**Resolved** that:

[i] The Minutes of the meeting held on the 14<sup>th</sup> April 2016 be confirmed and signed as a true and correct record.

[ii] The PA to follow a reply to the Council's letter to the Police from the April minutes.

3281. COMMITTEE MINUTES AND ANNUAL PARISH MEETING

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

- [a] Planning meeting of 14<sup>th</sup> April 2016

3282. WORKING GROUP MINUTES

It was noted that no Working Group Minutes had been received.

3283. OUTSIDE GROUPS WITH PC REPRESENTATION

The minutes were received from the Penkridge Twinning Association Committee meeting of 7<sup>th</sup> March 2016.

3284. ACCOUNTS

- [a] The accounts for payment for the month of April 2016 be approved.

- [b] It was noted that the expenditure summary print outs for April and May 2016 would be placed on the June agenda.

- [c] The end of year Final Accounts for 2015-16 be received and approved.

- [d] The Annual Return for the year ended 31<sup>st</sup> March 2016 – Section 1 Annual Governance Statement 2015/2016 be approved and signed by the Chairman and Parish Administrator.
- [e] The Annual Return for the year ended 31<sup>st</sup> March 2016 – Section 2 Accounting Statements 2015/2016 be approved and signed by the Chairman and Parish Administrator.

3285. COUNCILLOR VACANCIES

Further to the required Notices being displayed for the two vacancies on the South East Ward:

- [a] It was noted that there had been no request made to the SSC Returning Officer to hold an election.
- [b] It was noted that there had been no applications made for Co-Option to the two vacancies on the South East Ward.

**Resolved** that this item be placed on the September Full Council Agenda.

3286. PROCEDURES

- [a] The Council approved the Grants Policy further to the suggested amendments at the April Full Council meeting being incorporated.

**Resolved** that the update Grant Policy be adopted

- [b] Consideration was given to if the Council wished to put a procedure in place to enable Community Groups to make a presentation to Full Council or the Committees.  
It was agreed that there was a natural procedure in place.

3287. HEALTH AND SAFETY PROCEDURE AND RISK ASSESSMENTS

Consideration was given to a quotation from Safetyknowhow Limited to develop a Health and Safety Management System together with the training for all Staff at a cost of £2,050.

**Resolved** that the PA obtain comparison quotations and ask the SPCA for their advice.

3288. HALING DENE CENTRE PLANNED PREVENTATIVE MAINTENANCE REPORT

It was noted that the above Condition Survey would be completed and placed on the 9<sup>th</sup> June Full Council agenda for Councillors' consideration.

3289. PARISH COUNCIL NEWS

It was noted that The Chronicle had ceased circulating in Penkrige and consideration was given to re-forming the PPC News with the Fishnet on a bi-monthly basis.

**Resolved** that the PPC News re-form with the Fishnet on a bi-monthly basis.

3290. HORSEFAIR PLAY AREA – SLIDE MULTIPLAY

Consideration was given to a quotation from Sovereign to replace the scramble net on the above piece of equipment at a cost of £2,175. It was noted this item was required to be replaced before the Play Areas are RoSPA inspected in July.

**Resolved** that the quotation from Sovereign be approved at a cost of £2,175.

3291. SUBSCRIPTIONS

- [a] Consideration was given to a letter dated April 2016 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 to the Community Council be renewed at a cost of £40.

- [b] A letter was received dated March 2016 from the Staffordshire Parish Council Association which asked if the Council wished to renew their combined subscription for 2016/2017 to SPCA and NALC at a total cost of £727.

**Resolved** that the subscription to the SPCA at a cost of £275 and NALC at a cost of £452 be renewed for 2016/2017.

3292. DATE AND TIME OF NEXT MEETING

Thursday 9<sup>th</sup> June 2016 at 7.30 pm

3293. 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 9.35 pm

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

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