

Penkridge Parish Council

Haling Dene Centre
Cannock Road
Penkridge
Stafford
ST19 5DT

2nd September 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 8th September 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. APOLOGIES
2. PERSONALIA AND EVENTS
 - [a] The Chairman of the Civic Society to present the Best Kept Village School Poster Competition Winners with gift vouchers.
 - [b] To receive the above for August and September 2016
 - [c] To receive the results of the Best Kept Village Competition for 2016
3. DECLARATIONS OF INTEREST
4. DISCLOSABLE PECUNIARY INTEREST (DPI)
 - [a] To receive and consider any DPI requests.
 - [b] Councillors are reminded to check and update their DPI Forms on a regular basis and submit amendments to the PA.
5. PUBLIC PARTICIPATION
6. POLICE MATTERS

To receive a police report containing incidents reported during June - August 2016
7. MINUTES

To approve the minutes of:

 - [a] The Full Council meeting of the 14th July 2016
 - [b] The Extra Full Council meetings of 28th July and 18th August 2016.
8. COMMITTEE MINUTES

To note the minutes of the:-

 - [a] Planning meeting of the 14th July 2016
 - [b] Recreation and Amenities Meeting of 21st July 2016
 - [c] Haling Dene Management Meeting of 21st July 2016
9. WORKING GROUP MINUTES

To note that no minutes have been received.

10. OUTSIDE GROUPS WITH PC REPRESENTATION
To receive the draft minutes of the Monckton Recreation Centre for:
[a] Management Committee Meeting of 20th July and 18th August 2016
11. ACCOUNTS
[a] To approve the accounts for payment for the months of July 2016 [attached] and August 2016 [to follow]
[b] To approve the expenditure summary print outs for July 2016 [attached] and August 2016 [to follow].
[c] To receive and consider authorising the PA and Assistant PA to undertake the on line banking as per those listed on the Simple Servicing Authority Form [attached].
[d] To receive and consider having a Barclays Card Payment machine, details and costs are attached to the agenda.
12. CASUAL VACANCIES
To receive and consider an application for Co-Option onto the Council.
13. HALING DENE CENTRE PLANNED PREVENTATIVE MAINTENANCE REPORT
[a] To receive and consider an extract from the Lever, Turner and Cowdell report which lists items to be undertaken 'internally' by Council employees and local Contractors.
[b] To note that Lever, Turner and Cowdell have been appointed to act on behalf of the Council for Year 1 and the Council await Tendering and Specification details.
14. POLICIES AND PROCEDURES
To receive and adopt the update policies and procedures:
[a] Gifts and Hospitality
[b] Pecuniary Interests
[c] Tendering Procedure
[d] Purchasing Goods and Services
[e] Communications Procedure
[f] Councillors Use of Social Media
[g] Email & Internet Policy
[h] IT Security Policy
[i] Civic Award
[j] Sickness Procedure
[k] Eye Test Policy
[l] Fire Evacuation Plan
[m] Age Verification Policy
[n] Child Protection Policy
[o] Guide to Smoking in Public Places
[p] Model Publication Scheme
15. WEST MIDLANDS INTERCHAGE – STAGE 1 CONSULTATION
Further to the resolution made at the July Full Council meeting to receive and consider how Council now wish to take this forward.
16. PENKRIDGE LIBRARY
To receive and consider an email dated 23rd July from a member of the Library Working Group further to their numerous meetings with Staffordshire County Council Representatives.
17. PULIC PARTICIPATION – STAFFORD COUNTY HOSPITAL
To consider items raised at the July Full Council meeting under Public Participation with regard to the proposed closure of the Stroke Rehabilitation Unit at Stafford County Hospital.
18. DATE AND TIME OF NEXT MEETING
Thursday 13th October 2016 at 7.30 pm

Penkridge Parish Council

Minutes of the Penkridge Parish Council Meeting held On 8th September 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
"	Anthony Minshall
"	David Oldfield
"	Mrs Vivienne Smith

Also in Attendance Mrs L Griffiths

There were 32 members of the Public in attendance

Part I - Public Session

The Chairman announced the sad passing of Cllr Mrs Anne Geoghegan and said her valued input to the Council would be greatly missed. The Council held a 2 minute silence in memory of Cllr Mrs Geoghegan.

3334. APOLOGIES

Apologies were received from Cllrs Mrs Isabel Ford, Mrs Hilary Hughes and Andrew Lenz.

3335. PERSONALIA AND EVENTS

- [a] The Chairman of the Civic Society presented the Best Kept Village School Poster Competition Winners with gift vouchers.
- [b] The above was received for August and September 2016
- [c] The Chairman gave the results for the Best Kept Village Competition for 2016 and advised that Penkridge had been awarded second in the Large Village Category.

3336. DECLARATIONS OF INTEREST

Cllr Mrs Vivienne Smith declared an interest in Item 16 – Penkridge Library and Cllrs Kelly and Minshall declared an interest in Item 10 Outside Groups with PC Representatives – Monckton Recreation Centre.

3337. DISCLOSABLE PECUNIARY INTEREST (DPI)

- [a] There had been no Disclosable Pecuniary Interests received.
- [b] Councillors were reminded to check and update their DPI Forms on a regular basis and submit amendments to the PA.

3338. PUBLIC PARTICIPATION

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

3339. POLICE MATTERS

- [a] PCSO A Poxon forwarded his apologies and submitted the Police report which contained incidents reported during July and August 2016.

3340. MINUTES
Resolved that the Minutes of the following meetings be confirmed and signed as a true and correct record:
- [a] The Full Council meeting of the 14th July 2016
 - [b] The Extra Full Council meetings of 28th July and 18th August 2016.
3341. COMMITTEE MINUTES
Resolved that the minutes were noted for the:-
- [a] Planning meeting of the 14th July 2016.
 - [b] Recreation and Amenities Meeting of 21st July 2016
 - [c] Haling Dene Management Meeting of 21st July 2016
3342. WORKING GROUP MINUTES
 It was noted that no minutes had been received.
3343. OUTSIDE GROUPS WITH PC REPRESENTATION
 The draft minutes were received for the Monckton Recreation Centre for:
- [a] Management Committee Meeting of 20th July and 18th August 2016.
3344. ACCOUNTS
- [a] The accounts for payment for the months of July and August 2016 be approved.
 - [b] The expenditure summary print outs for July and August 2016 be approved.
 - [c] Council considered authorising the PA and Assistant PA to undertake the on line banking as per those listed on the Simple Servicing Authority Form.
Resolved that the above be approved.
 - [d] Consideration was given to having a Barclays Card Payment machine as per the details attached to the official copy of the minutes.
Resolved that the PA finds out further details from the SPCA and speaks to the Council's Auditor on the costs for the above.
3345. CASUAL VACANCIES
 An application for Co-Option onto the Council was received. The Chairman asked that the details be transferred to the Private Session of the meeting.
3346. HALING DENE CENTRE PLANNED PREVENTATIVE MAINTENANCE REPORT
- [a] An extract from the Lever, Turner and Cowdell report which listed items to be undertaken 'internally' by Council employees and local Contractors was received and considered.
Resolved that the above be approved and where necessary quotations be obtained and placed on future agendas for consideration.
 - [b] It was noted that Lever, Turner and Cowdell had been appointed to act on behalf of the Council for Year 1 and Tendering and Specification details would follow shortly.
3347. POLICIES AND PROCEDURES
 The update policies and procedures were received and considered.
- [a] Gifts and Hospitality
 - [b] Pecuniary Interests
 - [c] Tendering Procedure
 - [d] Purchasing Goods and Services
 - [e] Communications Procedure
 - [f] Councillors Use of Social Media
 - [g] Email & Internet Policy
 - [h] IT Security Policy
 - [i] Civic Award
 - [j] Sickness Procedure
 - [k] Eye Test Policy
 - [l] Fire Evacuation Plan
 - [m] Age Verification Policy
 - [n] Child Protection Policy
 - [o] Guide to Smoking in Public Places
 - [p] Model Publication Scheme

3347. POLICIES AND PROCEDURES [Cont'd]

Resolved that:

- [i] The wording 'Working Group' be removed from the Communications Procedure.
- [ii] The above policies and procedures be adopted.

3348. WEST MIDLANDS INTERCHARGE – STAGE 1 CONSULTATION

Further to the resolution made at the July Full Council meeting Council considered how they now wished to take this forward.

Resolved that:

- [i] Cllr Craddock to forward a document he has received from local Parish Councils.
- [ii] This item be included on a future Full Council agenda.

3349. PENKRIDGE LIBRARY

An email dated 23rd July was received and considered from a member of the Library Working Group further to their numerous meetings with Staffordshire County Council Representatives.

Resolved that a letter be sent to SCC putting forward the Council's views with a copy to the Civic Society and Friends of Penkridge Library.

3350. PUBLIC PARTICIPATION – STAFFORD COUNTY HOSPITAL

Consideration was given to items raised at the July Full Council meeting under Public Participation with regard to the proposed closure of the Stroke Rehabilitation Unit at Stafford County Hospital together with an email from Jeremy Lefroy MP which gave information on the above.

Resolved that a reply be sent to Jeremy Lefroy asking that he keep Councillors informed.

3351. DATE AND TIME OF NEXT MEETING

Thursday 13th October 2016 at 7.30 pm

3352. 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 9.45 pm

Chairman: _____

Date: _____

Penkridge Parish Council

Attachment to the Minutes of the Penkridge Parish Council Meeting held on 8th September 2016 at 7.30 pm at the Haling Dene Centre

3338. PUBLIC PARTICIPATION

Residents attended the meeting from Pillaton and re-iterated their objections to the Chicken Farm Planning Application. The Chairman advised that the Council had submitted a letter objecting to the application, which incorporated the points put forward by the residents at the 14th July Full Council meeting. He gave the residents a copy of the letter for their information.

Cllr Kelly said he had been asked by a resident if there was to be a Pedestrian Crossing on Boscomoor Lane from the Lynehill development and there had been complaints with regard to the dust from the lorries entering and leaving the site.

Cllr Mrs Petula Hughes advised that she had been approached by a resident, Mrs Howlett, with regard to the obstruction of the pathway by over grown shrubs at Manston Hill