

Penkridge Parish Council

Haling Dene Centre
Cannock Road
Penkridge
Stafford
ST19 5DT

2nd December 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 December 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
To receive the above for November 2016
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 containing incidents reported during November/December 2016
7. MINUTES
To approve the minutes of the Full Council meeting of the 10th November 2016.
8. COMMITTEE MINUTES
To receive the minutes of the:-
[a] Planning Meeting of 10th November 2016
[b] Finance and Resources meeting of 17th November 2016
9. WORKING GROUP MINUTES
To receive the Highway Liaison minutes of 15th September 2016.
10. OUTSIDE GROUPS WITH PC REPRESENTATION
To note that no minutes have been received.
11. ACCOUNTS
[a] To approve the accounts for payment for the month of November 2016.
[b] To approve the expenditure summary print outs for November 2016.
[c] To receive and consider setting the Precept for 2017-2018 at £210,000.

12. CASUAL VACANCIES
To note that a Bi-Election will be held on Thursday 15th December for the three vacancies in the South East Ward.
13. STAFFORDSHIRE PARISH COUNCIL ASSOCIATION
[a] To consider if the Council wish to nominate a Councillor to be co-opted onto the SPCA Executive Committee, if there is still a vacancy after the 5th December Annual General Meeting.
14. COUNCIL PROCEDURES & GUIDELINES
To receive and adopt the update policies and procedures:
[a] Financial Regulations
[b] Guidelines For The PA and Councillors
[c] Community Plan [formerly the Business Plan]
15. HALING DENE CENTRE PREVENTATIVE MAINTNEANCE PROGRAMME
To note that the closing date for tenders to be returned has been extended by six weeks and the tender analysis will be presented to the 12th January 2017 Full Council meeting for consideration.
16. HALING DENE CENTRE DEFIBRILATOR
To receive and consider an email dated 15th November from Penkrige First Responder with regard to replacement of the 'adult pads' for the above at a cost of £21 and the purchase of G5 Paediatric Pads at a cost of £45.00.
17. DATE AND TIME OF NEXT MEETING
Thursday 12th January 2017 at 7.30 pm
18. 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 8th December 2016 at 7.30 pm at the Haling Dene Centre

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

PRESENT

Councillor	Calvert Stonehouse [Chairman]
"	Bevan Craddock
"	John L Eastwood
"	Mrs Isabel G A Ford
"	Brian Heathcote
"	Mrs Hilary Hughes
"	Mrs Petula M C Hughes
"	Victor Kelly
"	Andrew Lenz
"	David Oldfield
"	Mrs Vivienne Smith

Also in Attendance Mrs L Griffiths

There were 4 members of the Public in attendance

Part I - Public Session

3395. APOLOGIES

There were no apologies received.

3396. PERSONALIA AND EVENTS

The above was received for October/November 2016.

The Chairman advised that he had attended the SSC Parish Summit on 25th November along with other members of the Council. He said there had been information on Energy Saving for Parishioners and the information would shortly be placed on the Council's website.

Cllr Mrs Petula Hughes congratulated the Council on their Christmas Tree for the St Michael's Christmas Tree Festival. The Chairman said Cllrs Mrs Hilary Hughes and Mrs Vivienne Smith had supplied and decorated the tree on the Council's behalf.

Cllr Eastwood asked if clarification could be obtained with regard to the paperwork received from Wolgarston School for the Community Visit to South Africa. He queried if they were requesting a grant from the Parish Council and if so were the Council able to give a grant. The Chairman asked the PA to find out the details and this item be placed on the January Full Council agenda with an update.

The Council agreed that the PA arrange a separate meeting with Adam Tedstone in the new year to discuss the Monckton Recreation Centre.

3397. DECLARATIONS OF INTEREST

There were no declarations of interest.

3398. DISCLOSABLE PECUNIARY INTEREST (DPI)

There were no DPI's received.

3399. PUBLIC PARTICIPATION

Cllr Mrs Ford asked if she could pass on the congratulations to the Council for the lovely Christmas Lights display in the village for this year.

Cllr Craddock said the Victorian Fayre and been a big success this year with the highest ever attendance.

3399. PUBLIC PARTICIPATION [Cont'd]
 Cllr Eastwood said his daughter's boiler had broken down and she had been advised by the Engineer that there was a considerable amount of dust in the boiler that, he believed, had come from the main gas pipe. Cllr Eastwood asked if the PA could find out if there was a problem in the village that could have been caused by all the major construction works. Residents should also be made aware of the problems and take precautions when they are having their boilers serviced.
 Cllr Kelly said he had been approached by Parishioners with regard to a considerable amount of mud on the Pillaton Road from the Chicken Farm development.
 He had also been notified that there were major roads works on the A449 and the Council had not been previously notified.
3400. POLICE MATTERS
 PCSO A Poxon forwarded his apologies and submitted the Police report which contained incidents reported during November and December 2016.
3401. MINUTES
Resolved that the Minutes of the 10th November 2016 be confirmed and signed as a true and correct record:
3402. COMMITTEE MINUTES
Resolved that the minutes were noted for the:-
 [a] Planning meeting of the 10th November 2016.
Resolved that the minutes were received for the:-
 [b] Finance and Resources meeting of 17th November 2016.
3403. WORKING GROUP MINUTES
 The minutes were received for the Highway Liaison meeting of 15th September 2016.
3404. OUTSIDE GROUPS WITH PC REPRESENTATION
 It was noted that no minutes had been received.
3405. ACCOUNTS
 [a] The accounts for payment for the month of November 2016 be approved.
 [b] The expenditure summary print outs for November 2016 be approved.
 [c] Consideration was given to setting the Precept at £210,000 for the financial year 2017-2018.
Resolved that the Precept be set at £210,000 for the financial year 2017-2018.
3406. CASUAL VACANCIES
 It was noted that a Bi-Election would be held on Thursday 15th December for the three vacancies in the South East Ward.
3407. STAFFORDSHIRE PARISH COUNCIL ASSOCIATION
 Consideration was given to if the Council wished to nominate a Councillor to be co-opted onto the SPCA Executive Committee.
 Cllr Mrs Ford gave a verbal update on the Council's Motions that had been put forward to the SPCA AGM on 5th December 2016.
Resolved that Councillor Kelly be put forward for co-option onto the SPCA Executive Committee.
3408. COUNCIL PROCEDURES AND GUIDELINES
 Consideration was given to adopting the updated Procedures and Guidelines:
 [a] Financial Regulations
 The PA to find out if the Council can charge a 3% surcharge and this be changed accordingly.
 [b] Guidelines For The PA and Councillors.
 [c] Community Plan [formerly the Business Plan]
Resolved that the above Procedures and Guidelines be approved and adopted.

3409. HALING DENE CENTRE PREVENTATIVE MAINTNEANCE PROGRAMME

It was noted that the closing date for tenders to be returned had been extended by six weeks and the tender analysis would be presented to the 12th January 2017 Full Council meeting for consideration.

3410. HALING DENE CENTRE DEFIBRILATOR

An email dated 15th November was received and considered from Penkrigde First Responder with regard to replacement of the 'adult pads' for the above at a cost of £21 and the purchase of G5 Paediatric Pads at a cost of £45.00.

Resolved that the above be approved and the First Responders be asked if they could demonstrate how to use the Defibrillator to Councillors in the New Year.

3411. DATE AND TIME OF NEXT MEETING

Thursday 12th January 2017 at 7.30 pm

3412. 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

3413. FINANCE AND REOSURCES MINUTES OF 17th NOVEMBER 2016

[a] BUDGET 2017/2018

Consideration was given to the budget requirements for the financial year 2017/18 for:

- [a] Full Council
- [b] Haling Dene Management
- [c] Recreation and Amenities
- [d] Burial Ground

Resolved that the above budgets be approved.

[b] VIREMENTS FOR 2016/2017 BUDGETS

Consideration was given to the Virements for the financial year 2016/2017.

Resolved that the virements for the financial year 2016/2017 be approved.

[c] PRECEPT 2017-2018

The overall budget requirement Summary of Estimates report was received and considered.

Resolved that:

- [i] The Council place £25,000 into the 2016/2017 Reserve for the HDC Heating/Electrical.

[d] Referendum Principles

An email dated 10th October was received and considered from the Council's Internal Auditor with regard to the Referendum Principles for English Parishes.

[e] Council Remuneration Scheme

Consideration was given to the above further to this item being raised within the Internal Auditor's Interim Audit report dated February 2016 and referred from the February 2016 Full Council meeting.

[f] Meeting Structure

Consideration was given to the Meeting's Calendar for 2017-2018.

Resolved that the meeting calendar for 2017/2018 be approved.

Consideration was given to if the Committee Structures were to remain as per 2016-2017.

Resolved that the meeting structures remain as per 2016/2017.

[g] Staff Increments

It was noted that the above would take effect from April 2017 as per their contract of employment and successful staff review.

The meeting closed at 9.15 pm

Chairman: _____

Date: _____