

Penkridge Parish Council

Haling Dene Centre
Cannock Road
Penkridge
Stafford
ST19 5DT

7th July 2017

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 13th July 2017 at 7.30** pm in Room 1 of the Haling Dene Centre. Please note that prayers will be held 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 July 2017.
3. DECLARATIONS OF INTEREST
4. DISCLOSABLE PECUNIARY INTEREST (DPI)
To receive and consider any DPI requests.
5. PUBLIC PARTICIPATION
6. POLICE MATTERS
[a] To receive a police report containing incidents reported during June and July.
[b] To receive an email dated 14th June from the Police and Crime Commissioner with regard to the police and fire service in Staffordshire.
7. MINUTES
To approve the minutes of the meeting of the 8th June 2017.
8. COMMITTEE MINUTES
To note the minutes of the:-
[a] Planning Meeting of the 8th June 2017
[b] Haling Dene Management Meeting of 25th May 2017
[c] Recreation and Amenities Meeting of 25th May 2017
To receive the minutes of:
[d] Finance and Resources Meeting of 6th July 2017
9. WORKING GROUP MINUTES
To receive the minutes of the Highway Liaison Meeting of 8th June 2017.

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 June 2017.
 - [b] To approve the expenditure summary print outs for June 2017.
 - [c] To receive and consider a quotation from Audit IAC to undertake the Council's interim and year end audit for 2017-2018.
12. HALING DENE CENTRE PLANNED PREVENTATIVE MAINTENANCE REPORT
To receive and consider the recommendations put forward at the Finance and Resources meeting for the Year 1 Tender Analysis for Planned Maintenance Survey.
13. CHAIRMAN'S CHARITY
To note the Chairman's chosen charities for the forthcoming year are Macmillan and Penkridge First Responders.
14. PROPOSED PENK VALLEY ACADEMY TRUST CONSULTATION
To receive and consider an email dated 19th June with regard to the proposal to set up the above and incorporate schools in the Village.
15. WEST MIDLAND INTERCHANGE
To receive documentation dated 4th July from the above consulting the Council on their proposals for the rail freight interchange.
16. DATE AND TIME OF NEXT MEETING
Thursday 14th September 2017 at 7.30 pm
17. 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

18. FINANCE AND RESOURCES MINUTES
To receive and consider the above.

Penkridge Parish Council

Minutes of the Penkridge Parish Council Meeting held On 13th July 2017 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	David Oldfield [Chairman]
"	Andrew Adams
"	Miss Chloe Burns
"	Bevan Craddock
"	John L Eastwood
"	Mrs Isabel G A Ford
"	Brian Heathcote
"	Mrs Hilary Hughes
"	Mrs Petula M C Hughes
"	Andrew Lenz
"	Anthony Minshall
"	Alan Smallwood

Also in Attendance Mrs L Griffiths

There were 11 members of the Public in attendance

Part I - Public Session

3535. APOLOGIES

Apologies were received from Cllrs Victor Kelly, Mrs Vivienne Smith and Calvert Stonehouse.

3536. PERSONALIA AND EVENTS

The above was received for July 2017.

The Chairman presented Rev Sheila Finn with a cut glass memento to mark her service as the Chairman's Chaplain from 1999 to 2017.

3537. DECLARATIONS OF INTEREST

Cllrs Adams, Craddock, Lenz and Smallwood declared an interest in Item 8d – Finance and Resources – Leisure Gardens Rules and Regulations.

Cllr Craddock declared an interest in Item 8d – Finance and Resources – HDC Planned Preventative Maintenance.

3538. DISCLOSABLE PECUNIARY INTEREST (DPI)

There had been no DPI requests received.

3539. PUBLIC PARTICIPATION

Mr Keith Burton from Templars Way said he thought the West Midlands Interchange would have been the first item on the Agenda and there was only one Consultation Penkridge for 8,000 Parishioners which he did not think was sufficient.

Mrs Dorothy Briggs from Cannock Road said she had attended the Council's May meeting and asked that further to her comments about the traffic on Cannock Road could the Council remove the cushion outside her house, she said there was a large vehicle parked on the Cannock Road delivering to the Haling Dene obstructing the road if an emergency vehicle wanted to pass.

Mrs Minshall from Stafford Road she asked what provision had been made for those people who could not complete the feedback form on line. She said the Parish Council were working with the Freight Group but need to work more and willing to work with the Community. Peter Jones from the Saplings said he shared the residents' comments and this is a serious matter that would affect Penkridge.

3539. PUBLIC PARTICIPATION

SSC Cllr Mrs Jo Chapman said she would enforce the comments made. She advised that she had attended a meeting at Codsall organised by the West Midland Interchange. She raised the point of congestion through Penkridge when the motorway closed and she was advised that the lorries were not allowed to leave the motorway. She had undertaken a count of vehicles currently going through the village and this was already a large number.

Cllr Mrs Ford asked the Press if they could remind residents to complete their paper feedback form and return it as soon as possible.

Cllr Eastwood asked if Agenda Items 14 and 15 could be moved to the beginning of the Agenda.

The Chairman advised that there was a full agenda with many things to get through and the items would stay as per the Agenda.

3540. POLICE MATTERS

- [a] PCSO Andy Poxon forwarded his apologies and submitted a police report containing incidents reported during June and July.
- [b] An email was received dated 14th June from the Police and Crime Commissioner with regard to the Police and Fire service in Staffordshire.

3541. MINUTES

Resolved that:

The Minutes of the meeting held on the 8th June 2017 be confirmed and signed as a true and correct record.

3542. COMMITTEE MINUTES

The minutes were noted of:-

- [a] Planning Meeting of the 8th June 2017
- [b] Haling Dene Management Meeting of 25th May 2017
- [c] Recreation and Amenities Meeting of 25th May 2017

The minutes were received for:

- [d] Finance and Resources Meeting of 6th July 2017

85. COUNCIL POLICIES AND PROCEDURES

[a] It was noted that there are was no current amendments to the Standing Orders and Code of Conduct. The Council agreed to adopt the current Procedures for a further 12 months.

Resolved that the Standing Orders and Code of Conduct be adopted for a further 12 months.

[b] Consideration was given to the Financial Regulations as per the items highlighted in red on the document attached to the official agenda.

Resolved that the amendments be approved and adopted.

[c] It was noted that were no amendments to the Council's current Policies and Procedures as the current list. The Council agreed to adopt the current Policies/Procedures for a further 12 months.

Resolved that the Policies and Procedures be adopted for a further 12 months.

[d] Consideration was given to implementing the Lone Worker Risk Assessment for Council Employees.

Resolved that the Lone Worker Risk Assessment be adopted.

[e] Consideration was given to suggested amendments to the Allotment & Leisure Gardens Rules and Regulations as per the items highlighted in red on the document attached to the official agenda.

Resolved that:

- [i] The wording under the Header Structures remain the same as the original document but Recreation and Amenities Committee set guides lines for the details of what type and size of Polytunnel may be approved.
- [ii] The wording under the Header – Other Rules be amended to read:
There will be no access to the allotment sites other than the official access from Francis Green Lane or Wolgarston Way

3542. COMMITTEE MINUTES [Cont'd]

[d] Finance and Resources Meeting of 6th July 2017

87. BARCLAYS BANK

- [a] It was noted the Penkrige branch of Barclays will be closing on 6th October 2017.
- [b] Consideration was given to if the Council want to continue banking with Barclays and paying in the Council's monies through the Post Office based within the Co-operative store in Market Street. This would be reviewed at the 1st March 2018 Finance and Resources meeting.

Resolved that the above be approved and reviewed at the March Finance and Resources meeting.

- [c] The Council would be unable to obtain petty cash monies from the Post Office and considered increasing their petty cash float from £150 to £500 with effect from 1st October 2017.

Resolved that the Petty Cash Float be increased to £500 from 1st October 2017.

89. MEETING STRUCTURE

Resolved that the Committee votings be changed to only Committee members can vote at Committee meetings and this be reviewed in 12 months.

3543. WORKING GROUP MINUTES

The Highway Liaison Minutes of the meeting of 8th June 2017 were received.

3544. OUTSIDE GROUPS WITH PC REPRESENTATION

It was noted that no Minutes had been received.

3545. ACCOUNTS

Resolved that:

- [a] The accounts for payment be approved for the month of June 2017 together with the Bank Reconciliation.
- [b] The expenditure summary print outs for June 2017 be approved.
- [c] The PA advised that no details had been received and it was agreed that this item be placed on the September Agenda for consideration.

Resolved that this item be placed on the September Agenda for consideration.

3546. HALING DENE CENTRE PLANNED PREVENTATIVE MAINTENANCE REPORT

The recommendations were received put forward at the Finance and Resources meeting for the Year 1 Tender Analysis for Planned Maintenance Survey and the details were to be discussed under the Private Session of the Agenda.

3547. CHAIRMAN'S CHARITY

It was noted the Chairman's chosen charities for the forthcoming year were Macmillan and Penkrige First Responders.

3548. PROPOSED PENK VALLEY ACADEMY TRUST CONSULTATION

An email dated 19th June was received and considered with regard to the proposal to set up the above and incorporate schools in the Village.

Cllr Eastwood gave an update on the two open days held at Wolgarston and Penkrige Middle School.

3549. WEST MIDLAND INTERCHANGE

Documentation was received dated 4th July from the above consulting the Council on their proposals for the rail freight interchange.

Cllr Miss Burns had attended the Consultation at Calf Heath on 13th July and gave an update on her discussions with one of the representatives.

Council had a full discussion on the above.

A proposal was put forward and seconded that the Council facilitate an Open Day at either the Peace Memorial Hall or Haling Dene Centre where representatives could be in attendance to help Parishioners complete the Feedback Form.

Councillors also asked if neighbouring Parish Councils could be advised what the Parish Council had agreed.

3549. WEST MIDLAND INTERCHANGE

Resolved that the Council facilitate an Open Day at either the Peace Memorial Hall or Haling Dene Centre where representatives could be in attendance to help Parishioners complete the Feedback Form.

3550. DATE AND TIME OF NEXT MEETING

Thursday 14th September 2017 at 7.30 pm

3551. 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 9.55 pm

Chairman: _____

Date: _____