

# Penkridge Parish Council

Haling Dene Centre  
Cannock Road  
Penkridge  
Stafford  
ST19 5DT

5<sup>th</sup> May 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 11<sup>th</sup> May 2017 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 2017.
5. COMMITTEES
  - [a] To elect members for each of the Parish Council's two Committees.  
Please refer to item 22.2 of Standing Orders.
  - [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 2016-2017 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 containing incidents reported during February/March.
  - [b] To consider a suggested alternative location of the portable CCTV Camera from PCSO Andy Poxon.
  
11. MINUTES  
To approve the minutes of the meeting of the 13<sup>th</sup> April 2017.
  
12. COMMITTEE MINUTES  
To note the minutes of the:-
  - [a] Planning meeting of the 13<sup>th</sup> April 2017.
  
13. WORKING GROUP MINUTES  
To note that no minutes have been received.
  
14. OUTSIDE GROUPS WITH PC REPRESENTATION  
To receive a verbal update from the Council's representatives further to the Monckton Recreation Centre AGM.
  
15. ACCOUNTS
  - [a] To approve the accounts for payment for the month of April 2017 [to follow].
  - [b] To note the expenditure summary print outs for April and May 2017 will be placed on the June agenda.
  - [c] To receive and approve the end of year Final Accounts for 2016-17 [attached].
  - [d] To receive and approve the Annual Return for the year ended 31<sup>st</sup> March 2017 – Section 1 Annual Governance Statement 2016/2017.
  - [e] To receive and approve the Annual Return for the year ended 31<sup>st</sup> March 2017 – Section 2 Accounting Statements 2016/2017.
  - [f] To receive a letter dated 28<sup>th</sup> April from the Internal Auditor giving the year end report for 2016-2017 financial year.
  
16. LOCAL GOVERNMENT TRANSPARENCY CODE 2015  
To receive and consider adopting the updated Transparency Code [Please read the Code on-line] A Summary of Contents of the Code is attached.
  
17. HALING DENE CENTRE PLANNED PREVENTATIVE MAINTENANCE REPORT  
To receive and consider the Year 1 Tender Analysis for Planned Maintenance Survey.
  
18. WEST MIDLAND INTERCHANGE  
To receive a verbal update from the Chairman following the two Public Meetings.
  
19. DATE AND TIME OF NEXT MEETING  
Thursday 8<sup>th</sup> June 2016 at 7.30 pm
  
20. 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 11<sup>th</sup> May 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
"	Bevan Craddock
"	John L Eastwood
"	Mrs Isabel G A Ford
"	Brian Heathcote
"	Mrs Petula M C Hughes
"	Victor Kelly
"	Andrew Lenz
"	Anthony Minshall
"	Alan Smallwood
"	Mrs Vivienne Smith
"	Calvert Stonehouse

Also in Attendance Mrs L Griffiths

There were 5 members of the Public in attendance

### Part I - Public Session

#### 3494. 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 five votes for Cllr Stonehouse and eight votes for Cllr Oldfield.  
Cllr Oldfield accepted to stand as Chairman and signed the Register of Acceptance to Office.
- [b] There were two nominations put forward and seconded to stand as Vice Chairman; Cllr Mrs Petula Hughes and Cllr Calvert Stonehouse.  
There were seven votes for Cllr Mrs Hughes and six votes for Cllr Stonehouse.  
Cllr Mrs Hughes accepted to stand as Vice Chairman.

#### 3495. RETIRING CHAIRMAN'S REMARKS

Cllr Stonehouse said that it had been a privilege to serve and lead during a difficult period and he hoped the Council had come through to a period of calm and thanked everyone for their support over his two and a half years he served as Chairman.

#### 3496. APOLOGIES

Apologies were received from Cllrs Miss Chloe Burns and Mrs Hilary Hughes.

#### 3497. PERSONALIA AND EVENTS

The above was received for May 2017.

#### 3498. COMMITTEES

- [a] Appointment of members to Committees for 2017-2018 were made and a copy attached to the official copy of the Minutes.
- [b] It was noted that the Chairman and Vice-Chairman of each Committee would be elected at their first meeting.

#### 3499. APPOINTMENT OF REPRESENTATIVES TO OTHER BODIES

2017-2018 lists of representatives attached to the official copy of the minutes.

3500. DECLARATIONS OF INTEREST

There were no declarations of interest.

3501. DISCLOSABLE PECUNIARY INTEREST (DPI)

There had been no DPI requests received.

3502. PUBLIC PARTICIPATION

Mrs Dorothy Briggs of Cannock Road said she had noticed that the speed limit on Wolgarston Way had reduced to 30 mph which had reflected on the Cannock Road by increasing traffic. She had raised the point at the Annual Parish Meeting that vehicles were travelling down New Road along Cannock Road then onto Wolgarston Way due to the 7.5 tonnes signage. She asked if this could be looked into.

The Chairman asked that this be referred to the next Highway Liaison Meeting.

Cllr Eastwood advised that the humps along the Cannock Road were very severe and maybe one of the first to be installed in the Village.

The Chairman asked that this be referred to the next Highway Liaison Meeting.

Cllr Mrs Ford said she had been approached by residents who advised that the notification sign at the start of Boscomoor Lane for the new speed limit was obscured by other signage.

The Chairman asked that this be referred to the next Highway Liaison Meeting.

3503. POLICE MATTERS

[a] PCSO Andy Poxon forwarded his apologies and submitted a police report containing incidents reported during April and May.

[b] Consideration was given to a suggested alternative location of the portable CCTV Camera from PCSO Andy Poxon to be placed on the lighting column on Crown Bridge Island facing into the square.

**Resolved** that the above be agreed and the suggestion forwarded to SSC.

3504. MINUTES

**Resolved** that:

[a] The Minutes of the meeting held on the 13<sup>th</sup> April 2017 be confirmed and signed as a true and correct record.

[b] The Matters Arising/Action Sheet be received.

3505. COMMITTEE MINUTES

The minutes were noted of:-

[a] Planning meeting of the 13<sup>th</sup> April 2017.

3506. WORKING GROUP MINUTES

It was noted that no minutes had been received.

3507. OUTSIDE GROUPS WITH PC REPRESENTATION

A verbal update was received from the Council's representatives [Cllrs Mrs Vivienne Smith and Victor Kelly] further to the Monckton Recreation Centre AGM.

Cllr Mrs Smith advised that the Chair, Mr Richard Bisiker, had resigned from the position, the Centre had placed an advert in the Penkridge Advertiser for a Centre Manager, Penkridge Football were leasing a football pitch at the Monckton and part of the pitch would incorporate the Skatepark, although the Parish Council had not received any notification of this. Finally the CIO was still being processed.

3508. ACCOUNTS

**Resolved** that:

[a] The accounts for payment be approved for the month of April 2017 together with the Bank Reconciliation.

[b] It was noted the expenditure summary print outs for April and May 2017 would be placed on the June agenda.

[c] The end of year Final Accounts for 2016-17 be received and approved.

[d] The Annual Return for the year ended 31<sup>st</sup> March 2017 – Section 1 Annual Governance Statement 2016/2017 be approved and signed by the Chairman and Parish Administrator.

3508. ACCOUNTS [Cont'd]  
 [e] The Annual Return for the year ended 31<sup>st</sup> March 2017 – Section 2 Accounting Statements 2016/2017 be approved and signed by the Chairman and Parish Administrator  
 [f] A letter was received dated 28<sup>th</sup> April from the Internal Auditor which gave the year end report for 2016-2017 financial year and the points raised were noted.
3509. LOCAL GOVERNMENT TRANSPARENCY CODE 2015  
 The above document was received and consideration given to adopting the updated Transparency Code.  
**Resolved** that the Local Government Transparency Code 2015 be adopted.
3510. HALING DENE CENTRE PLANNED PREVENTATIVE MAINTENANCE REPORT  
 The Chairman reported that there had not been sufficient Tenders received for the above and this item would be chased up and placed on the next agenda.
3511. WEST MIDLAND INTERCHANGE  
 A verbal update was received from Cllr Stonehouse following the two Public Meetings. Councillors also received an email dated 6<sup>th</sup> May from a member of the Group which asked if Council could consider funding the distribution of a leaflet to all Parishioners which gave information about the proposed West Midlands Interchange site.  
**Resolved** that Council agreed to fund the incorporation of a one-off separate folded A4 leaflet in with the distribution of the next edition of the PPC News.
3512. DATE AND TIME OF NEXT MEETING  
 Thursday 8<sup>th</sup> June 2017 at 7.30 pm
3513. 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 9.40 pm

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

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