

Penkridge Parish Council

Haling Dene Centre
Cannock Road
Penkridge
Stafford
ST19 5DT

8th November 2019

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 14th November 2019 at 7.30** pm in Room 1 of the Haling Dene Centre. Please note that prayers will be led by the Rev Greg Yerbury at 7.25 pm prior to the commencement of the meeting.

Yours faithfully

Lesley Hough
Parish Administrator

Part I - Public Session

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

AGENDA

1. APOLOGIES
2. PERSONALIA AND EVENTS
 - [a] To receive the above for November 2019.
 - [b] Members of the Council and Public in attendance to declare if they are video/audio recording the meeting.
3. DECLARATIONS OF INTEREST
4. DISCLOSABLE PECUNIARY INTEREST (DPI)
To receive and consider any DPI requests.
5. PUBLIC PARTICIPATION
As per Standing Orders - Public Participation 7.3[a], 33.5, 33.6, 33.7 and 33.8 [attached]
6. POLICE MATTERS
To receive a police report containing incidents reported during October and November 2019.
7. MINUTES
 - [a] To approve the minutes of the Full Council Meeting of 10th October 2019.
 - [b] To receive details of Follow Up items from the Minutes.
8. COMMITTEE MINUTES
To note the minutes of the:-
 - [a] Planning Meeting of the 10th October 2019
 - [b] Haling Dene Management Meeting of 24th October 2019
 - [c] Recreation and Amenities Meeting of 24th October 2019To receive the minutes of:
 - [d] Finance and Resources Meeting of 31st October 2019

9. WORKING GROUP MINUTES
To receive the minutes of the Highway Liaison Meeting of 19th September 2019.
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 October 2019.
 - [b] To approve the expenditure summary print outs for September and October 2019.
 - [c] To receive and consider the Internal Auditor's Interim Report dated 3rd November 2019.
12. SOUTH STAFFORDSHIRE COUNCIL
 - [a] Following the meeting on 11th November with SCC Kelly Harris with regard to the Spatial Housing Strategy Public consultation to consider if Councillors wish to submit any comments and to note the closing date is 12th December 2019.
13. POLICIES & PROCEDURES
 - [a] To receive and approve the wording to Standing Order Item No 16.
 - [b] To receive and approve the updated Performance and Development Review Forms.
 - [c] To receive and approve the updated Performance and Development Review Procedures and Guidance.
14. LIBRARY
 - [a] To receive the PA's report following a meeting with the Library Volunteers on Wednesday 6th November
 - [b] To note that the design of the proposed new signage is currently with SCC who are required to approve the draft before a costing can be obtained.
15. HALING DENE MANAGEMENT REFERRALS
 - [a] To receive and consider a draft Itinerary for VE 75.
 - [b] To receive photos and a quotation for the proposed shelter adjacent to the Garden Shed for additional storage from the General Handyman at a cost of £1,145 [already circulated with the Haling Dene Management agenda of 24th October].
16. DATE AND TIME OF NEXT MEETING
Thursday 12th December 2019 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 RESOURCE MINUTES OF 31st OCTOBER 2019
To receive and consider the above.

Agenda Item 5

Standing Orders – Public Participation

7.3

- [a] For a period of no longer than 15 minutes at the commencement of the meeting to receive comments from the general public present at the meeting, concerning relevant items or business of the Council. No person may speak **for more than 2 minutes** at the discretion of the Chairman.
- 33.5 The public are permitted to make representations, answer questions and give evidence in respect of any item.
- 33.6 The period of time which is designated for public participation in accordance with standing order above shall not exceed 15 minutes.
- 33.7 Each member of the public is entitled to speak **once only** in respect of business itemised on the agenda.
- 33.8 A question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.