

Penkridge Parish Council

Haling Dene Centre
Cannock Road
Penkridge
Stafford
ST19 5DT

6th December 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 12th December 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 December 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 November and December 2019.
7. MINUTES
 - [a] To approve the minutes of the Full Council Meeting of 14th November 2019.
8. COMMITTEE MINUTES
To note the minutes of the:-
 - [a] Planning Meeting of the 14th November 2019
9. WORKING GROUP MINUTES
To note that no Minutes have been received.
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 2019 [to follow].
 - [b] To approve the expenditure summary print outs for November 2019 [to follow].
 - [c] To note the Precept for 2020-2021 was set at the 14th November meeting for £250,000.
 - [d] To receive a letter dated 20th November from the HM Revenue & Customer with regard to the 2017/2018 VAT Claim.

12. SOUTH STAFFORDSHIRE COUNCIL
 - [a] To receive and consider an email dated 29th November from the SCC Strategic Planning Team Manager in reply to the Council's letter of 20th November in relation to the Spatial Housing Strategy Public consultation.

13. POLICIES & PROCEDURES
 - [a] To receive and approve the wording to the introduction of a Capability Policy.

14. LIBRARY
 - [a] To receive the PA's report following a meeting with the Library Volunteers on Wednesday 4th December.
 - [b] To receive and consider the notes from the Steering Group meeting of 2nd December 2019.

15. PARISH PLAN
 - [a] Following a resolution made at the March Annual Parish meeting that the PC ask that the Parish Plan be reviewed and a reply from the previous Chairman at advise that the Group has been disbanded to consider how/if the Parish Council wish to take this forward.

16. RURAL MARKET TOWNS GROUP
 - [a] To receive and consider an email dated 19th November from the above.

17. SUBSCRIPTIONS
 - [a] To consider renewing the subscription to the SLCC for the coming year at a cost of £20.00

18. DATE AND TIME OF NEXT MEETING

Thursday 9th January 2020 at 7.30 pm.

19. 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.

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.