

# Penkridge Parish Council

## Minutes of the Penkridge Parish Council Meeting held On 14<sup>th</sup> November 2019 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	Mrs Petula M C Hughes	[Chairman]
"	Calvert Stonehouse	[Vice Chairman]
"	Andrew Adams	
"	Ms Gail Ballance	
"	Bevan Craddock	
"	John Eastwood	
"	Victor Kelly	
"	Andrew Lenz	
"	Anthony Minshall	
"	David Oldfield	
"	Mrs Vivienne Smith	
"	Alan Smallwood	
"	Mrs Helen Sutton	

Also in Attendance Ms L Hough

There were 5 members of the Public in attendance

### Part I - Public Session

#### 3976. APOLOGIES

Apologies were received from Cllrs Mrs Isabel Ford and Mrs Vivienne Smith.

#### 3977. PERSONALIA AND EVENTS

[a] The above was received for November 2019.

[b] Members of the Council and Public in attendance to declare if they are video/audio recording the meeting.

**Resolved** that Cllrs Andrew Lenz and Calvert Stonehouse.

#### 3978. DECLARATIONS OF INTEREST

[a] Cllrs Andrew Adams, Mrs Petula Hughes, Victor Kelly and Calvert Stonehouse declared an interest in Item 14 – Library as they are both Volunteers and members of the Council's Steering Group.

#### 3979. DISCLOSABLE PECUNIARY INTEREST (DPI)

There had been no DPI requests received.

#### 3980. PUBLIC PARTICIPATION

Mrs Christine Robinson advised that the Public Toilets were still closed and the gentleman from the Antiques Shop was very concerned, especially with the forthcoming evening events in the village. Mrs Dorothy Briggs, Cannock Road, advised Councillors that a metal grid was broken on the Cannock Road which she reported on 8<sup>th</sup> October and the speed cushions were also still in place with vehicles over 7.5 tonnes using the road.

Mr Stephens of the Cannock Road thanked Cllr Lenz for undertaking the traffic survey and asked if there was any response/progress from this. He also asked if Cllr Bates had been in touch with the Parish Council with regard to the over-hanging branches and issues with leaves. Mr Stephens advised that, in his opinion, the Boat Public House were breaking the law by playing music outside of their premises through speakers and several residents had made complaints with regard to the noise level.

Cllr Lenz said the double decker buses were hitting the over-hanging trees from the Haling Dene Grounds.

3980. PUBLIC PARTICIPATION [Cont'd]

Cllr Eastwood said the local hairdressers were concerned that the Co-Operative store in Market Street were now charging to park on their car park and people who worked in the village had no where to park.

It was agreed that this item be placed on the next Highway Liaison meeting agenda.

3981. POLICE MATTERS

[a] PCSO Andy Poxon attended the meeting and presented his Police report for October and November.

Councillors asked that there be an increase in Police presence due to the current number of crimes in the village and the up and coming two Christmas events.

3982. MINUTES

**Resolved** that:

[a] The Full Council Minutes for the 10th October 2019 meeting be confirmed and signed as a true and correct record.

[b] The follow up items from the minutes were received.

**Resolved** that the Parish Plan be placed on the December Full Council agenda.

3983. COMMITTEE MINUTES

The minutes were noted of:-

[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 2019

The minutes were received of:

[d] Finance and Resources meeting of 31st October 2019

3984. WORKING GROUP MINUTES

The minutes were received from the Highway Liaison meeting of 19th September 2019.

3985. OUTSIDE GROUPS WITH PC REPRESENTATION

It was noted that no minutes had been received.

3986. ACCOUNTS

**Resolved** that:

[a] The accounts for payment were approved for the month of October 2019.

[b] The expenditure summary print outs were approved for September and October 2019.

[c] The Internal Auditor's Interim Audit report dated 3rd November was received and the comments noted.

[c] The following accounting details were noted:

Current Account Balance £ 41,348

Business Saver Balance £211,433

Expenditure for the Month of May:

Full Council £ 45,941

Haling Dene Mgt £ 84,033

Recreation and Amenities £ 34,520

Burial Ground £ 20,029

Income for The Month of May:

Full Council £ 1,113

Haling Dene Mgt £ 57,071

Recreation and Amenities £ 818

Burial Ground £ 11,634

3987. SOUTH STAFFORDSHIRE COUNCIL

- [a] It was noted that the meeting with SSC Kelly Harris with regard to the Spatial Housing Strategy Public consultation did not go ahead due to the Purdah Regulations.  
Cllr Stonehouse had drawn up a draft letter to SSC with regard to the above and Councillors asked that it be sent to the Monitoring Officer before it was submitted to ensure Council were not in breach of the Purdah Regulations.

**Resolved** that:

- [i] Councillors agreed the wording of the draft letter to SSC with regard to the above.  
[ii] The letter be sent to the Monitoring Officer before it was submitted to ensure Council were not in breach of the Purdah Regulations.

3988. POLICIES & PROCEDURES

**Resolved** that the following be approved:

- [a] The additional wording to Standing Order Item No 16.1.  
[b] The updated Performance and Development Review Forms.  
[c] The Performance and Development Review Procedures and Guidance.

3989. LIBRARY

- [a] The PA's report following a meeting with the Library Volunteers on Wednesday 6<sup>th</sup> November was received.  
[b] It was noted that the design of the proposed new signage was currently with SCC who are required to approve the draft before a costing can be obtained.

3990. HALING DENE MANAGEMENT REFERRALS

- [a] The draft Itinerary for VE 75 was received and considered.  
The suggested bookings be confirmed:  
Friday 8<sup>th</sup> May 2020 - David Hallows Punch & Judy at a cost of £150  
The Commodores at a cost of £150 for the evening entertainment  
Sunday 10<sup>th</sup> May St John Brass Band at a cost of £150 for the afternoon band concert.  
It was also agreed that the recording of Churchill be played at 3.00 pm on Friday 8<sup>th</sup> May.  
**Resolved** that the above be approved.
- [b] A quotation was received for the proposed shelter adjacent to the Garden Shed for additional storage from the General Handyman at a cost of £1,145.  
**Resolved** that the above quotation from the General Handyman be approved and Councillors asked that CCTV signage be placed on the building wall.

3991. DATE AND TIME OF NEXT MEETING

Thursday 12<sup>th</sup> December 2019 at 7.30 pm.

3992. 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

### 3993. FINANCE AND RESOURCE MINUTES OF 31<sup>st</sup> OCTOBER 2019

The Finance and Resources Minutes for the meeting of 31<sup>st</sup> October were received and considered.

#### 155. BUDGET 2020/2021

Consideration was given to the budget requirements for the financial year 2020/2021 for:

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

**Resolved** that the above budgets be approved.

#### 156. PRECEPT 2020-2021

Consideration was given to:

- [a] The Summary of Estimates sheet and half year balances.
- [b] Approving the setting of the Precept at £250,000.

**Resolved** that the Precept be set at £250,000 for 2020-2021.

#### 157. VIREMENTS/RESERVES FOR 2019/2020 BUDGETS

Consideration was given to:

- [a] Approving the Virements for the financial year 2019/20.
- [b] The balance of the Full Council Election Budget be transferred into reserves at year end.
- [c] The balance of the Recreation and Amenities Volunteer Coordinator Salary be transferred into a Library reserve at year end.

**Resolved** that the Volunteer Coordinator Salary be transferred into a Library reserve at year end.

#### 160. STAFF

- [a] The staff incremental increases were receive and considered which would take effect from April 2020 following a successful staff review.

**Resolved** that the attached be approved.

#### 161. HORTICULTURAL AND GRASS CUTTING CONTRACTS

The below draft specifications were received and considered which were due for renewal in April 2020:

- [a] Grass Cutting
- [b] Horticultural
- [c] Planting

**Resolved** that the above be approved and the appropriate details be advertised.

#### 162. PIE CHART

- [a] The above was received for the first six months of the Council's 2019-2020 Expenditure.

The meeting closed at 9.15 pm

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

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