

# Penkridge Parish Council

Haling Dene Centre  
Cannock Road  
Penkridge  
Stafford  
ST19 5DT

4<sup>th</sup> September 2020

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 10<sup>th</sup> September 2020 at 7.00 pm.**

Please note the meeting will be held as a virtual meeting though Zoom.

Meeting ID: 984 6720 9794

Passcode: 341326

Find your local number: <https://zoom.us/j/acYyI96pBF>

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 September 2020.
  - [b] Members of the Council and Public in attendance to declare if they are video/audio recording the meeting.
3. DECLARATIONS OF INTEREST

To receive any 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

Following the concerns and emails received from residents who live close to the Boat Public House the Police have undertaken regular late night surveillances of the Village and implemented guidelines for the Boat Public house which the owner is abiding by. The Police are continuing to monitor the situation.
7. MINUTES

To approve the minutes of the Full Council Meeting of 9<sup>th</sup> July 2020.

8. COMMITTEE MINUTES

To note the minutes of the:-

- [a] Planning submissions for April, May, June and August 2020.

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 months of June, July and August 2020.

- [b] To receive the expenditure summary print outs for June, July and August 2020.

- [c] To consider the appointment of an Internal Auditor for 2020-2021.

- [d] To note the National Joint Council have agreed a 2.75% pay increase together with one additional days holiday per year.

12. POLICIES AND PROCEDURES

To receive and consider the implementation of the following Policies and Guidelines:

- [a] Work Life Balance Policy

- [b] Maternity Leave and Pay Guide

- [c] Adoption Leave and Pay Guide

- [d] Paternity Leave and Pay Guide

- [e] Shared Parental Leave and Pay Guide

- [f] Maternity Leave Application Form

- [g] Bereavement Leave Request Form

- [h] To receive the NALC Checklist for Holding an in-person Council Meeting.

- [i] To approve the addition to the Standing Orders for the remote meetings during the COVID-19.

13. COVID-19 UPDATES

- [a] To receive a letter from the Ministry of Housing Communities and Local Government recommending that meetings should continue digitally.

- [b] To note the Haling Dene Centre has now opened Room 1 for the following:

Alwyn's Exercise Class on Wednesday mornings, Dene Dance on Wednesday evening, Energise Exercise class from Monday 7<sup>th</sup> September and PACE from Friday 11<sup>th</sup> September. Additional Regular users are making plans to return. All groups are complying with the Government Guides and Special Conditions of hire during COVID-19.

- [c] To receive a copy of the Notice placed in the room before it is hired.

- [d] To note that the PA has undertaken a risk assessment and capacity assessment for Room 1 and 16 which will be reviewed on a regular basis.

14. HALING DENE CENTRE

- [a] To receive and consider quotations to have 12 flat roof vents to Room 1 central flat roof to follow.

- [b] To receive and consider a quotation to upgrade the fire door in Room 25 to follow.

- [c] To receive and consider quotations to have the attic and Reception walls plastered as a result of water damage to follow.

- [d] To receive and consider a quotation to have the car park re-aligned from ASH Road Markings at a cost of £1,045.

- [e] To receive and consider a quotation to have a yearly inspection of the Haling Dene Centre.

- [f] To receive and consider a quotation from Emerald Telecom to change the telephone and broadband system from BT to a SIP Trunk system at a cost of £29.90 per month.

- [g] To approve the upgrade of the telephone system at a cost of £1,735

- [h] To approve the installation of a new Wi-Fi system throughout the building at a cost of £594.

- [i] To note that as per the resolution made at the July Full Council meeting the Bar Manager was made redundant on a voluntary basis with effect from 31st July 2020.

15. PENKRIDGE LIBRARY  
[a] To note the Library has re-opened for order collections and book returns on the following days  
Tuesday 10.00 am – 2.00 pm, Thursday 10.00 am – 2.00 pm and Saturdays 10.00 am – 1.00 pm  
[b] With effect from 15<sup>th</sup> September it will also be open on Tuesdays 4.00 pm – 7.00 pm  
[c] The Library will enter the next phase from 1<sup>st</sup> September when one of the public computers will be available.  
[d] The final stage of browsing will be introduced towards the end of September.
16. HIGHWAY ENGLAND  
To receive and consider a letter dated 21<sup>st</sup> August from the above with regard to the M54 to M6 Link Road consultation on proposed changes to the development consent order application and to note that responses should be received no later than 21<sup>st</sup> September 2020.
17. CO-OPERATIVE STORE MARKET STREET  
Following the above item raised at the July meeting under Public Participation to consider the implications of the future of the store and consultation with the Community.
18. TRAFFIC CALMING AND VILLAGE SPEED LIMIT  
Following the above item raised at the July meeting to consider if the Council wish to formally approach Staffordshire County Council requesting the removal of the traffic calming on Cannock Road and the reduction of the speed limit in the village from 30 mph to 20 mph.
19. GRANTS AND DONATIONS  
To receive and consider a grant application from Penkridge Peace Memorial Hall for £500 towards the cost of refurbishing the ladies toilet at a total cost of £1,500.
20. DATE AND TIME OF NEXT MEETING  
Thursday 8<sup>th</sup> October 2020 at 7.00 pm.
21. 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.