

# Penkridge Parish Council

Haling Dene Centre  
Cannock Road  
Penkridge  
Stafford  
ST19 5DT

6<sup>th</sup> May 2022

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 12<sup>th</sup> May 2022 at 7.30 pm.**

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. CHAIRMAN & 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.
3. PERSONALIA AND EVENTS
  - [a] To receive the above for May 2022.
  - [b] Members of the Council and Public in attendance to declare if they are video/audio recording the meeting.
  - [c] To receive the 2022-2023 Meetings Calendar.
4. 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.
5. APPOINTMENT OF REPRESENTATIVES TO OTHER BODIES  
To appoint Council representatives to outside bodies.
6. DECLARATIONS OF INTEREST
7. DISCLOSABLE PECUNIARY INTEREST (DPI)  
To receive and consider any DPI requests.
8. PUBLIC PARTICIPATION  
**As per Standing Orders - Public Participation** 7.3[a], 33.5, 33.6, 33.7 and 33.8 [attached]

9. POLICE MATTERS

- [a] To receive a police report, if available.

10. SOUTH STAFFORDSHIRE & STAFFORDSHIRE COUNTY COUNCIL

- [a] To receive updates/reports from the above Councillors.  
[b] To receive an email from SCC Cllr David Williams giving an update to points raised at the April Full Council meeting.

11. MINUTES

- [a] To approve the minutes of the Full Council meeting of the 14<sup>th</sup> April 2022.

12. COMMITTEE MINUTES

To note the minutes of the:-

- [a] Planning Minutes for 14<sup>th</sup> April 2022.  
[b] Recreation and Amenities Additional meeting of 21<sup>st</sup> April 2022.

13. WORKING GROUP MINUTES

- [a] To receive the Highway Liaison Notes from the April 2022 meeting.  
[b] To receive an email dated 27<sup>th</sup> April with Cllr William's response to the above.

14. OUTSIDE GROUPS WITH PC REPRESENTATION

To note that no minutes have been received.

15. ACCOUNTS

- [a] To receive and approve the end of year Final Accounts for 2021-2022.  
[b] To receive and approve the Annual Return for the year ended 31<sup>st</sup> March 2022 – Section 1 Annual Governance Statement 2021/2022.  
[c] To receive and approve the Annual Return for the year ended 31<sup>st</sup> March 2022 – Section 2 Accounting Statements 2021/2022.

16. POLICIES AND PROCEDURES

To receive and approve the amendments to the below Procedures:

- [a] Standing Orders  
[b] Financial Regulations

17. PENKRIDGE PARISH CASUAL VACANCY

To note the notice for the Casual Vacancy for the Levedale Ward will be forwarded to South Staffordshire Council for publication.

18. DECLARATIONS OF INTEREST

Councillors are reminded to complete or update their DPI details to the PA no later than 3rd June.

19. NEIGHBOURHOOD PLAN

- [a] To consider how the Council wish to take forward the informal discussions with SCC in relation to their Infrastructure Led Planning.  
[b] To receive a follow up on the formation of the Steering Group.

20. NOTICE OF MOTIONS

[a] To receive a notice of Motion from Cllr Andrew Adams:

- [i] All future discussions relating to precept and its setting are to be conducted in public session
- [ii] Salaries of staff are to remain in private session
- [iii] Negotiations involving contractors and prices that might put the Council at a disadvantage, to continue to be discussed in confidential, but once a decision has been made it is to be entered on the new PC Web pages
- [iv] A pie chart to be placed on the web page to indicate the breakdown of expenditure each and every month
- [v] A copy of the monthly projections and expenditure sheet that are issued to councillors also to be placed on the web site

[b] To receive a Notice of Motion from Cllr Ms Jacquie Boston-Leach:

- [i] The Parish Council should publish the Monthly summaries of the Accounts and Budgets with the Minutes of each Full Council Meeting and any Sub Committees Meeting Minutes as a statement of the financial progress throughout the year- and as approved by members.
- [ii] The Finance and Resources should be open to the public - (but no public participation) – for discussion on Financial matters including the preparation of the (next years) Precept Application – (excluding exempt information relating to personal staff details or contractual information – which will be considered in the Private Session.)
- [iii] Any decisions made at any meeting on any Contractual or Financial matters to be published with the Minutes of each of those meetings.

21. PLATINUM JUBILEE CELEBRATIONS

[a] Following the Working Group meeting on 21st April to receive and consider their recommendations for the above.

22. CIVIC SERVICE

To note the Council's Civic Service for 2022 will be incorporated into the St Michael Church service on Sunday 5<sup>th</sup> June to celebrate the Queen's Platinum Jubilee.

23. DATE AND TIME OF NEXT MEETING

Thursday 9<sup>th</sup> June 2022 at 7.30 pm.

24. 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 9

### 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.