

# Penkridge Parish Council

Haling Dene Centre  
Cannock Road  
Penkridge  
Stafford  
ST19 5DT

2<sup>nd</sup> September 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 8<sup>th</sup> September 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. PERSONALIA AND EVENTS
  - [a] To receive the above for September 2022.
  - [b] Members of the Council and Public in attendance to declare if they are video/audio recording the meeting.
  - [c] To note the October Full Council meeting date has been changed to Thursday 6<sup>th</sup> October at 7.30 pm due to staff prior commitments.
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. SOUTH STAFFORDSHIRE & STAFFORDSHIRE COUNTY COUNCIL
  - [a] To receive updates/reports from the above Councillors.
7. POLICE MATTERS
  - [a] To receive a police report for July/August 2022, if available.
8. MINUTES
  - [a] To approve the minutes of the Full Council meeting of the 7<sup>th</sup> July 2022.
  - [b] To receive the Follow Up Sheets for Full Council, Haling Dene Management and Recreation and Amenities.

9. COMMITTEE MINUTES  
To note the minutes of the:-
  - [a] Planning Minutes for 7<sup>th</sup> July 2022.
  - [b] August 2022 Planning Submission.
  - [c] Haling Dene Management meeting of 28<sup>th</sup> July 2022
  - [d] Recreation and Amenities meeting of 28<sup>th</sup> July 2022.
  
10. WORKING GROUP MINUTES  
To note that no minutes have been received.
  
11. OUTSIDE GROUPS WITH PC REPRESENTATION
  - [a] To receive the Penkridge Sports and Recreation Centre minutes of the 11<sup>th</sup> April and 16<sup>th</sup> May.
  
12. ACCOUNTS
  - [a] To approve the accounts for payment for the month of July 2022.
  - [b] To receive the expenditure summary print outs for July 2022.
  - [c] To receive the signed Audit Commission Annual Return for the year ended 31<sup>st</sup> March 2022.
  - [d] To note the June and July Monthly Summary of Accounts and Pie Chart for the website.
  
13. POLICIES & PROCEDURES
  - [a] To receive and consider the attached procedure for Councillors' Apologies.
  
14. CASUAL VACANCIES
  - [a] To receive and consider applications for Co-Option to the Levedale Ward.
  
15. NEIGHBOURHOOD PLAN
  - [a] To receive an update on the above from Council representatives.
  - [b] Following the cancellation of the meeting with South Staffordshire Council and Staffordshire County Council Officers and Councillors to consider if the meeting should be re-arranged.
  
16. WEST MIDLAND INTERCHANGE
  - [a] To receive the notes from the PLG Meeting of 5<sup>th</sup> July 2022.
  - [b] To receive the notes from the CLG Meeting of 6<sup>th</sup> July 2022.
  
17. HALING DENE CENTRE
  - [a] To receive and consider quotations to replace the kitchen door and glass panel to comply with the Fire Audit.
  
18. DATE AND TIME OF NEXT MEETING  
Thursday 6<sup>th</sup> October 2022 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.