

Penkridge Parish Council

Haling Dene Centre
Cannock Road
Penkridge
Stafford
ST19 5DT

7th May 2021

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 13th May 2021 at 7.00 pm** in Room 1 of the Haling Dene Centre.

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. WELCOME NEW ELECTED COUNCILLOR
Chairman to welcome the new Elected Councillor and present their badge.
4. PERSONALIA AND EVENTS
 - [a] To receive the above for May 2021.
 - [b] Members of the Council and Public in attendance to declare if they are video/audio recording the meeting.
 - [c] To receive the 2021-2022 Meetings Calendar.
5. 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.
6. APPOINTMENT OF REPRESENTATIVES TO OTHER BODIES
To appoint Council representatives to outside bodies.
7. DECLARATIONS OF INTEREST
8. DISCLOSABLE PECUNIARY INTEREST (DPI)
To receive and consider any DPI requests.

9. PUBLIC PARTICIPATION
As per Standing Orders - Public Participation 7.3[a], 33.5, 33.6, 33.7 and 33.8 [attached]
10. POLICE MATTERS
[a] To receive a police report containing incidents reported during April and May.
11. MINUTES
[a] To approve the minutes of the Full Council meeting of the 8th April 2021.
[b] To approve the minutes of the Additional Full Council meeting of 29th April 2021.
12. COMMITTEE MINUTES
To note the minutes of the:-
[a] Planning submission for April 2021.
[b] Additional Haling Dene Management meeting of 22nd April 2021.
13. WORKING GROUP MINUTES
To note that no minutes have been received.
14. OUTSIDE GROUPS WITH PC REPRESENTATION
To receive the Penkridge Sports and Recreation Centre [Monckton] minutes for 24th February 2021. note that no minutes have been received.
15. ACCOUNTS
[a] To note the end of year Final Accounts for 2020-21 and Annual Return for the year ended 31st March 2021 will be included on the June 2021 Full Council Agenda.
[b] To note that the Parish Council, through the SSC 'Closed Business Grant' between January and March 2021, have been awarded a further grant of £4,000.
[c] To approve the change in payment methods for room hires and functions to either Cash, Card or Bank Transfer.
16. POLICIES AND PROCEDURES
To note that there are no amendments to the below:
[a] Standing Orders
[b] Financial Regulations
17. DECLARATIONS OF INTEREST
Councillors are reminded to complete or update their DPI details to the PA no later than 4th June, copies of Councillors current DPIs have been included in their meeting packs for information.
18. HALING DENE CENTRE
[a] To receive and consider a quotation from Entrust to Project Manage the required works for the Boundary wall.
[b] To receive and consider a quotation from M Bissell Trees and Hedges to remove the vegetation from the base of the wall and over the Culvert together with a tree that is adjacent to the wall.
19. CIVIC SERVICE
To consider holding the above during August/September 2021 instead of 4th July and the Service be dedicated to our Community and Parishioners as a whole during COVID-19 and not an individual.
20. DATE AND TIME OF NEXT MEETING
Thursday 10th June 2021 at 7.30 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.