

# CODSALL PARISH COUNCIL

## AGENDA

Council Meeting to be held in the Parish Chambers,  
Station Road, Codsall

on Wednesday 11<sup>th</sup> September 2019 at 7.00pm. following Planning

1. **APOLOGIES**  
To receive apologies for absence
2. **DECLARATION OF INTEREST AND REQUESTS FOR DISPENSATION**  
To receive any declaration of interest or written requests received for dispensation.
3. **PUBLIC PARTICIPATION**  
Limited to 2 minutes per speaker and 15 minutes overall.
4. **MINUTES**  
To approve the Minutes of the meeting held on Wednesday 10<sup>th</sup> July 2019.
5. **POLICE REPORT**
  - 5.1 **Crime and anti-social behaviour figures for Codsall** - June & July 2019: Anti-social behaviour 27; Burglary 1; Criminal damage & Arson 4; Drugs 1; other theft 8; Possession of weapons 2; Public order 2; Robbery 2; Theft from person 1; Vehicle crime 2; Violence & sexual offences 26
6. **URGENT CORRESPONDENCE AND DISCUSSION TOPICS**
  - 6.1 **Grants Applications** to receive and consider the following grant applications:
    - 6.1.1 **Codsall Village Hall** - a grant request of £5,200.00 dated 2nd July 2019
    - 6.1.2 **South Staffordshire Work Clubs** –a grant request of £500.00 dated 2<sup>nd</sup> August 2019.
  - 6.2 **Code of Conduct Training** – Reminder – date of sessions - Thursday 19<sup>th</sup> September and Monday 23<sup>rd</sup> September.  
All Councillors are encouraged to attend one of the sessions.
  - 6.3 **Community Transport Learnshop Event** – to receive an invitation inviting together local authorities, community transport providers and community rail partnership to discuss what can be done to improve access to the railway through our stations. An opportunity for partners to work together on joint projects to improve service provision at our stations. Complimentary Travel Day Pass will be provided to those attending. Date of Learnshop – 20<sup>th</sup> September 2019.
  - 6.4 **South Staffordshire Council (SSDC) – Use of the Parish Council Chambers** - to consider a request from SSDC for the use of the Parish Chambers to hold some of their committee meetings during February-May 2020 (not Wednesdays) whilst the refurbishment of SSDC building is being undertaken.

- 6.5 **Defibrillator** – to receive and consider an email dated 14<sup>th</sup> August 2019 from the First Responders regarding consideration for the Parish Council taking on ownership/financial responsibility of the defibrillator by Lloyds Bank in partnership with the First Responders.
- 6.6 **Policies & Procedures** – a review of the following Policy documents:
  - 6.6.1 **Data Protection/General Data Protection Regulation (GDPR)** – to receive and consider the Clerks report dated 07/08/2019 and the following documents: Audit Record; Six Steps to improve Data Compliance; ICO fact Sheet on Personal email addresses and devices; Personal Devices Questionnaire, 40 - Data Protection Policy and 43 - Privacy Notice.
  - 6.6.2 **16 - Grant Policy & Grant Request Form** – to receive a copy of the adopted policy and form and to consider any revisions.
  - 6.6.3 **18 - Combatting Harassment & Bullying Procedure** - to receive a copy of the adopted policy and to consider any revisions.
- 6.7 **Open Spaces Risk Assessment – Encampments** - to receive and consider risk assessment
- 6.8 **Public Footpath Obstructions** [deferred from the meeting held 10<sup>th</sup> July 2019 - item 6.4] - to give consideration to the future maintenance of the Parishes Rights of Way in view of Staffordshire County Council's email dated 17<sup>th</sup> June 2019.
- 6.9 **Parish Summit 2019** - save the date – Friday 11<sup>th</sup> October 2019.

## 7. ACCOUNTS

- 7.1 **To receive** a report on Council Finances for year to 31<sup>st</sup> July and 31<sup>st</sup> August 2019.
- 7.2 **To receive** the schedule of payments to 12<sup>th</sup> September 2019.
- 7.3 **To receive** confirmation by the Chairman of the authorisation of the Clerks time sheet.
- 7.4 **Mazzars - External Audit of Annual Accounts year ended 31<sup>st</sup> March 2019** - to receive External Auditor Certificate and opinion 2018/19.

## 8. COUNTY COUNCILLOR'S REPORT

**To receive** a written report from County Councillor Bob Spencer.

## 9. CODSALL VILLAGE HALL MANAGEMENT COMMITTEE (CVHMC)

**To receive** the minutes of C.V.H.M.C. meeting of the

## 10. DISTRICT COUNCILLOR'S REPORT

**To receive** a written report from District Councillors.

## 11. Councillors and Clerks Written Report

**To receive** written report.

## 12. OTHER CORRESPONDENCE

- 12.1 **Staffordshire Parish Councils Association** – to receive bulletins dated 18<sup>th</sup> July, 1<sup>st</sup>, 22<sup>nd</sup> & 29<sup>th</sup> August
- 12.2 **SSDC – Council News Round-up** – to receive issues 127, 129, 130, 131, 132 & 133
- 12.3 **Staffordshire Pension Fund – Employer Factsheet** – to receive August 2019 bulletin.

**13. HIGHWAY ISSUES**

**To raise any concerns with County Council Highways**

**NEXT MEETING**

**Wednesday 9<sup>th</sup> October 2019**