

CODSALL PARISH COUNCIL

MINUTES

ANNUAL GENERAL MEETING

held at

The Parish Council Chambers, Station Road, Codsall.

On Wednesday 9th May 2018, 7.00pm – following Planning.

PRESENT: Parish Councillors Mrs M Barrow (Chairman), Mrs V Chapman, Mrs K Ewart, T Jeavons, S Jenkinson, D Walls, P Wright **Parish and County Councillor:** B Spencer

Four members of the public were present

1. APOLOGIES

Apologies for absence were received and accepted from B Holland, N Loftus, J Michell, Mrs C Millar

2. DECLARATION OF INTEREST AND NOTIFICATION OF REQUESTS RECEIVED FOR DISPENSATION

Declarations of interest were received from Councillors: Chapman -10.3 near neighbour; Ewart 10.3 near neighbour

3. PUBLIC PARTICIPATION

A representative of Birches Road residents advised the council of parking problems now occurring on Birches Road which is having an affect on road maintenance as well as causing danger to pedestrians. He advised that details have been past onto the Clerk for consideration at the next meeting.

The resident then went on to say that dustbin lorries are having difficulties negotiating the traffic and parked cars. Residents have written to Staffordshire County Council as well as the local MP Rt. Hon Gavin Williamson.

Parking is also causing a problem in Princes Gardens and Carter Avenue.

Another resident of Birches Road advised that parents use that stretch to walk to the local First School and has witnessed parents with push chairs and children on bikes having to go onto the road as they cannot pass the parked cars that are on the pavement. The resident pointed out that cars tend to speed on Birches Road making the situation very dangerous.

The Park cars are causing congestion in that area as well as churning up the grass verges.

4. ELECTION OF CHAIRMAN

Outgoing Chairman Cllr Megan Barrow thanked Councillors for their help and support over the last twelve months. Cllr Barrow said that Codsall Parish Council is a fabulous council to work with. Cllr Barrow thanked Councillor Bob Spencer for his support as Vice Chairman.

Councillor Shane Jenkinson wished to thank Councillor Barrow's great leadership and he now considers her as a good friend, and is glad that Councillor Barrow enjoyed her term as Chairman.

Councillor Val Chapman said it was a good year, good leader, we work hard here to improve the village. Cllr Chapman wished the incoming Chairman luck in their term in office.

In accordance with Standing Order VI.2.i Cllr Megan Barrow proposed current Vice Chairman Councillor Bob Spencer as Chairman, this was seconded by Cllr Val Chapman and unanimously **approved** by the meeting.

Following the election, Councillor Spencer took the seat of Chairman from Cllr Barrow and immediately signed the Acceptance of Office.

Incoming Chairman, Councillor Spencer, wished to record his thanks to Cllr Megan for the fantastic job she has done as Chairman over the last 12 months and he hoped that he would do just as good a job and have Councillors continued support.

5. **ELECTION OF VICE CHAIRMAN**

Chairman Cllr Spencer proposed Councillor Brian Holland as Vice Chairman, this was seconded by Councillor Val Chapman. There were no other nominations proposed. Councillor Brian Holland was **approved** by the meeting.

Councillor Chapman said the Chairman and Vice Chairman are a valiant team and the Parish Council are in a safe pair of hands, as the council have lots to get through in the up and coming year.

6. **APPOINTMENT OF COMMITTEES**

a. **Finance Committee**

Resolved that Cllrs Michell, Holland, Chapman, Millar, Spencer, Jeavons, Ewart, Jenkinson, Barrow would stand on the committee.

b. **Personnel Committee**

Resolved that all Parish Councillors are on the committee.

c. **Village Hall Management Committee Representative**

Resolved that Cllrs Barrow, Chapman and Kenyon as representatives stand on the committee.

d. **Open Spaces**

Resolved that Cllrs Kenyon, Millar, Caine, Morrison, Loftus, Holland, Jeavons, Chapman, Barrow, Walls and Ewart would stand on the Committee.

e. **Business Plan Committee**

Resolved that Cllrs Holland, Barrow, Chapman, Jeavons, Kenyon and Spencer would stand on the committee.

f. **Car Park Committee**

Resolved that Cllrs Barrow, Chapman, Ewart, Holland, Jeavons, Michell and Wright would stand on the committee.

g. **Any other proposed Committee – none**

7. **NOMINATIONS AND APPROVAL for Signatories to Bank and other accounts** **resolved** Cllrs Barrow, Millar to remain on the mandate and Councillor Walls to be added.

8. **MINUTES**

Resolved that the Minutes of the Meeting held on 11th April 2018 be approved and signed as a true record.

9. **POLICE REPORT**

9.1 **Crime and Anti-social behaviour figures for Locality 4 Period (current)**

Burglary residential 0, Burglary business/commercial 0, Theft of Motor Vehicles 0, Theft from Motor Vehicles 0, Robbery 0, Violence against the person 1, Drugs 0, Criminal Damage 2, Theft other 0, ASB 5.

Were **received and noted**

9.2 **Staffordshire Police News** – issue 1, dated April 2018, was **received and noted**

9.3 **Crime and anti-social behaviour figures for Locality 4 (12 month period from [27.3.2017] to 27.3.2018 – see attached**

Councillor Spencer advised that he is concerned with the figures. The Crime Commissioners Five point plan is not working, it is all about the Victims journey, but no one wants to become a victim – the crime figures for last 12 months show only 1 area of crime being reduced, all of the other crimes have increased.

Over the last 4 years we have seen double figure increases this is appalling, this should not go uncommented upon perhaps as a Parish we need write to Matthew Ellis to raise our concerns.

Some villages employing own PCSO.

Cllr Paul Wright agreed what Matthew Ellis is doing, it is not working, he came to Parish Council meeting saying it is working when it clearly isn't.

It is worrying when half of the crime is violent crime.

Resolved that the Clerk writes to Mathew Ellis relaying the Council's concerns on the 12 month figures.

URGENT CORRESPONDENCE AND DISCUSSION TOPICS

10.1 **Annual Review of Standing Orders** - annual review of Standing Orders were **received and unanimously approved.**

10.2 **Annual Review of Financial Regulations** - annual review of the Financial Regulations were **received and approved.**

- 10.3 Church Lane Parking** – an email dated 10th April 2018 highlighting parking problems in Church Lane was **received and noted**.
 Councillors felt that there were some problems, but not big issues. There are currently double yellow lines on one side of Church Road and a flat bed lorry often parks on the T junction of Church Lane. Parts of Church Road are very narrow, but there is no real answer – more cars in the village.
 Cllr Don Walls, said some cars that are parked on Church Lane have nowhere else to park, and they will not park on the front of the Church on Church Road.
 Sometimes it is dog walkers, walkers or visitors to the graveyard. Over the years the Church have given out instructions to parishioners not to park in Church Lane, but possible events such as weddings and christenings bring to the church more cars.
 Unless there is legislation, it is very hard to stop, and there will be occasional anti-social parking issues and he is not sure what the answer is.
 Councillor Spencer advised that yellow lines are not always the solution, not everyone wants yellow lines, we should be looking at a local holistic solutions, perhaps we need to find out who they are and speak to them.
 Cllr Wright said this is difficult to resolve, a solution could be to talk to people.
 Cllr Spencer advised that County Highways supports conversations with people, and, also, putting up parking signs.
- 10.4 Codsall & Bilbrook Local History Society** – an email dated 25th April 2018 for the erection of a sign to mark ‘Dead Women’s Grave’ on the junction of Hushpains Lane and County Lane was received and considered.
Resolved that more detail is brought to a future meeting for further consideration.
- 10.5 Citizens Advice Staffordshire South West** – details that CASSW is the new combined Citizens Advice service that is now operating over South Staffordshire and asking for financial support from Codsall Parish Council was **received and considered**.
 Cllr Walls said the numbers of local people visiting CAB is high, most due to finance related matters, it is important that users have the benefit of a face to face meeting.
 Councillor Chapman advised that Citizens Advice is based in the SSDC council offices, alongside the Work Club.
 Cllr Chapman proposed that CAB completes the council’s Grant Application form and make a formal presentation to a future council meeting, this was seconded by Cllr Jenkinson.
Resolved that a request is made to CAB for them to complete the Parish Council’s Grant Application form and undertake a presentation at a future meeting of the council.

- 10.6 Summer School Holiday Provisions** – an email dated 1st May requesting consideration for the Parish Council to make a monetary contribution to subsidise Codsall leisure centre activity camps, was received and considered. **Resolved** that a request is made to SSDC to complete the Parish Councils Grant Application, for consideration at a future meeting of the council.
- 10.7 Staffordshire Police Open Day** – an email dated 1st May advising Councillors of the Staffordshire Police Open Day to be held on 3rd June 11-4pm at Staffordshire Police HQ, Weston Road, Stafford, ST18 0YY was **received and noted.**
- 10.8 Preparing for the General Data Protection Regulation (GDPR)** – the following were received and considered:
- i. **Data Protection Officer (DPO)** - SPCA Bulletin Extra dated 30th April advising of an amendment to the Data Protection Bill to exempt all Parish and Town Council's from the requirement to appoint a DPO under the GDPR, and a copy of the Parliamentary Briefing - **received and noted.**
 - ii. **GDPR – Data Breaches** – approval of appointing legal service from SSDC or Staffordshire County Council if any Data breach occurs under the GDPR was **received and noted.**
 - iii. **LO5 –18 - Data Protection Fees** - bulletin from NALC dated April 2018 was **received and noted.**
The council were advised that the changes to fees would affect the Parish Council from 2019.
 - iv. **ICO - Controllers Checklist** - completed checklist which has indicated green – successful implementation of compliance to the GDPR was **received and noted.**
- 10.9 Staffordshire Pension Fund – Employer Focus** – bulletin dated April 2018 was **received and noted.**
- 10.10 National Rural Crime Survey 2018** – an email dated 19th April 2018 was **received and noted.**

11. ACCOUNTS

- 11.1 Resolved** that a report on Council Finances for the year to 30th April 2018 be approved.
- 11.2 Resolved** that the Payment Schedule to the 9th May 2018 be approved.
- 11.3** Confirmation by the Chairman of the authorisation of the Clerk's time sheet.
Matter of Report.

12. COUNTY COUNCILLOR'S REPORT

The following verbal report from County Councillor Bob Spencer was given: Complaints received tend to be a mixed bag – however majority are parking complaints, followed by speeding in certain parts of the village. As County Councillor he has only limited amount of budget [7.4k] to spend on road layouts or parking restrictions.

Councillor Spencer said he would like Councillors views on how and what, that money should be spent on.

Items that may have impact but costs are relatively small such as speed signs on bins – self-help group taken up – speed awareness initiatives.

If the Council thinks the money should be spent on parking restrictions then all of this years money as well as next years money would be required Cllr Spencer

Then asked Councillors to email him their thoughts or ideas.

Councillor Spencer then went onto to say that the council's proposed Car park may relieve issues.

Councillors agreed that there is not enough parking, and there appears a reluctance for people to walk or use alternative options.

13. CODSALL VILLAGE HALL MANAGEMENT COMMITTEE

The minutes of C.V.H.M.C. meeting held on 19th March 2018 was **received and noted**. Councillor Barrow advised that a £1,000 grant had been given by McCarthy and Stone, also a donation was received from the Co-op – ladies toilets are now completed, gents will be undertaken when funds are obtained.

Councillor Barrow then went on to say that the village hall is well supported and events arranged to help raise funds.

14. DISTRICT COUNCILLOR'S REPORT

The Chairman of South Staffordshire District Council, Councillor Val Chapman advised that she had now finished her 12 month Chairmanship at SSDC. It has been a good year and during this time the Chairman's Charity raised £9,912 through fundraising events, this has been donated to Heart in a Box. It has been an extraordinary year for me, but with a dip with losing Councillor Marshall.

15. OTHER CORRESPONDENCE

15.1 Parish Councils Association – bulletins dated 27th 5th, 12th, 19th and 26th April 2018 were **received and noted**.

15.2 SSDC – Council News Round-Up – issues 62, 63 and 64 were **received and noted**.

15.3 IRONMAN 70.3 2018 – road closure details were **received and noted**.

15.4 VAST – Social Enterprise Places – Plans for Staffordshire – details of The Social Enterprise Places programme was **received and noted**.

- 15.5 **Community Council of Staffordshire – Goodlife Agents Briefing** - Spring briefing 2018 was **received and noted.**
- 15.6 **Voluntary Sector News for Staffordshire** – bulletin was **received and noted.**
- 15.7 **My Staffordshire** – May edition was **received and noted.**
- 15.8 **Rural Opportunities** – bulletin dated May 2018 was **received and noted.**

16. HIGHWAY ISSUES

- 16.1 **To raise any Highway concerns with County Councillor Bob Spencer**
Potholes along Church Road and Wheeler Avenue.
- 16.2 **Staffordshire County Council – Pothole Update** – bulletin April 2018 was **received and noted.**
Councillor Spencer advised that potholes are a national problem, it will take 15 years to get on top of them. We have to limit expectations.

NEXT MEETING

13th June 2018

[8.30pm meeting closed]

BANK RECONCILIATION as at 30th April 2018

| | Balances |
|-----------------------------------|--------------------------------|
| Lloyds Bank - Current a/c | 7322.39 |
| Lloyds Bank - Instant Savings a/c | 127669.78 |
| Nationwide- Business Savings | 128273.40 |
| Petty Cash | <u>100.00</u> |
| | 263365.57 |
| Less Unpresented Cheques | |
| | |
| <u>0.00</u> | 0.00 |
| | |
| Total | <u><u>263365.57</u></u> |
| | |
| Brought forward start of year | 187588.29 |
| Receipts for year | 84111.88 |
| Less payments for year | <u>8334.60</u> |
| | <u><u>263365.57</u></u> |

PAYMENTS FOR APPROVAL ON 9th May 2018

| <u>Cheque</u> | <u>Payable to</u> | <u>Details</u> | <u>Value</u> |
|---------------|-------------------------------------|--------------------------------------|--------------------------|
| DD | Intuit | Computer Programme | 69.60 |
| DD | Talk Talk (Opal) | Internet | 23.31 |
| DD | PEAC | Photocopier Lease | 239.98 |
| 6946 | Codsall PCC | Grants & Donations - 1st half yearly | 3000.00 |
| 6947 | Npower Ltd Watery Lane Allotment | Electricity for Christmas Lights | 46.15 |
| 6948 | Association | Maintenance Committee Fund | 500.00 |
| 6949 | MPB Sound & Light Ltd | Parish Office Hearing Loop | 1564.80 |
| 6950 | Inland Revenue | Tax & N.I | 1014.47 |
| 6951 | Staffordshire County Council | Superannuation | 932.95 |
| Debit | Argos | Computer Monitor | 109.99 |
| CP | Petty Cash | Petty Cash | 80.00 |
| DEP | Petty Cash | Petty Cash | -2.07 |
| BP | South Staffordshire Council | Chairman's Allowance | 72.00 |
| BP | SLCC | Parish Office Subscription | 185.00 |
| | | Land Maintenance - Allotments | |
| BP | Water Plus | Water | 102.85 |
| BP | Water Plus | Land Maintenance - Oaken Field | 10.52 |
| | | Parish Office Internal Audit - Year | |
| BP | Toplis Associated Ltd | End | 241.68 |
| BP | There But Not There Shop | S137 Gifts & Donations | 32.99 |
| BP | Thorne Architecture Ltd | Parish Office Professional Fees | 1140.00 |
| Bacs | Wages & Salaries | Wages & Salaries | 4388.92 |
| Total | | | <u>£13,753.14</u> |