

CODSALL PARISH COUNCIL

MINUTES

ANNUAL GENERAL MEETING

held at

The Parish Council Chambers, Station Road, Codsall.

On Wednesday 12th May 2021, 7.00pm – following Planning.

Four members of the public were present.

Present: Parish Councillors: Mrs V Chapman (Chairman), M Adams, Mrs S Adams, Mrs K Ewart, B Holland, T Jeavons, N Loftus, S Jenkinson, & P Wright;

Parish & District Councillor: Mrs M Barrow & J Michell

Parish & County Councillor: B Spencer

1. APOLOGIES

None

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

Declarations of interest were received from Councillors: Barrow, Chapman, Holland, Jenkinson & Loftus as members of Codsall Community Group.

3. PUBLIC PARTICIPATION

None

4. ELECTION OF CHAIRMAN

The outgoing Chairman Cllr Chapman said she would be standing down tonight, rather ironic as her last meeting is the first meeting back within the Chambers, and gave a heartfelt thank you to the Councillors for their support.

The major project being the new play area which has been very successful. The Chairman went on to say the Vice Chairman Cllr Kirstin Ewart and herself had worked well together.

It has been strange working throughout the pandemic, the office has stayed open during this time.

Cllr Jeavons gave his vote of thanks to the Chairman for her leadership during these strange times.

Cllr Chapman proposed Cllr Ewart in becoming the next Chairman; this was seconded by Cllr Wright.

The Parish Council **approved** Cllr Kirstin Ewart in becoming the next Chairman.

The incoming Chairman, Cllr Kirstin Ewart said it was not her thing to be at the front, the out-going Chairman Cllr Chapman has been a good tutor.

Cllr Ewart said the coming year ahead we need to take stock of what we have already done, and what needs to be done. Extra seats in the village and at Oaken will be appreciated, little things make a difference, need to keep working on it. Repair and maintain what we already have not just new projects.

5. ELECTION OF VICE CHAIRMAN

Chairman Cllr Kirstin Ewart proposed Cllr Martin Adams as Vice Chairman; this was seconded by Cllr Chapman. There were no other nominations proposed.

Cllr Martin Adams was **approved** by the meeting.

6. APPOINTMENT OF COMMITTEES

a. Finance Committee

Resolved that Cllrs Chapman, Holland, Jeavons, S Adams, M Adams and Barrow would stand on the committee.

b. Personnel Committee

Resolved that all Cllrs stand on the committee.

c. Village Hall Management Committee Representative

Resolved that Cllrs, Chapman and Barrow would stand on the committee.

d. Open Spaces

Resolved that Cllrs, Jenkinson, Barrow, Jeavons, Ewart and Hillback would stand on the committee.

e. Business Plan Committee

Resolved that Cllrs Holland, Chapman, Jeavons, C Macey, S Adams and M Adams would stand on the committee.

f. Any other proposed Committee - Allotments

7. NOMINATIONS AND APPROVAL for Signatories to Bank and other accounts

Resolved Cllrs Barrow & Jeavons to remain on the mandate and Cllrs Chapman and Cllr Michell to be added.

8. MINUTES

Resolved that the Minutes of the Meeting held on 28th April 2021 be approved and signed as a true record.

9. POLICE REPORT

Quarterly Crime figures for Codsall and Bilbrook – January to March 2021 & Police Report.

The report highlighted that catalytical convertors being stolen an unmarked patrol car is patrolling the village. Anti-social behaviour, only 20 of the total are caused by youngsters.

There has been fighting around the Bull pub. Councillors felt that the Licensing Officer should make some investigations this should be deferred to one of the District Council representatives.

Councillor Jenkinson thought it was just down to people being exuberant after lockdown, security was put on the door following the incident.

Resolved for the Clerk to send a letter to the Head of Licensing Mike Pearce.

10. URGENT CORRESPONDENCE AND DISCUSSION TOPICS

10.1 Annual Review of Standing Orders - adoption of the circulated was received and considered for approval. It was suggested that a formal calendar of meetings and committees to be included in the Standing Orders.

Resolved approval that the Finance Committee meet every three months, Open Spaces every six weeks, Business Plan every three months and the Personnel Committee twice a year.

10.2 Annual Review of Financial Regulations & Risk Assessment - approval & adoption of the attached Financial Regulations and Risk Assessment was considered. **Resolved approval.**

10.3 Open Spaces –

10.3.1 Wheel Field -

- i. Cllr Chapman suggested that the replacement of the wheel adventure play structure to be English Oak something that will be longer lasting.

Cllr Chapman went on to say that the Wheel Field is the jewel of the crown, a fantastic asset.

Councillor Barrow felt that with the amount of children that go there it needs to be rustic, not to make it a monument.

Resolved a replacement structure to be discussed at an Open Spaces Meeting.

[Cllrs : Barrow, Holland, Jenkinson, Chapman & Loftus left the meeting]

- ii. **Codsall Summer Show** - an email dated 15th April 2021 from Codsall Community Group seeking permission for use of the Wheel Field to hold the Summer show on Sunday 12th September 2021 was considered. Cllr Michell proposed for Codsall Summer Show use of the Wheel Field, seconded by Cllr Spencer.

Resolved the Council were unanimous allowing permission for the Summer Show to have use of the Wheel Field to hold the Summer Show on Sunday 12th September.

[Cllrs : Barrow, Holland, Jenkinson, Chapman & Loftus re-joined the meeting]

10.3.2 Village Hall Playground – a resident’s correspondence was **received and noted**.

Cllr Jenkinson advised that the Playground is a brilliant success and well used by all ages, unfortunately we cannot keep everyone happy. Two new benches and a bin are to be installed shortly.

10.3.3 Watery Lane Leisure Gardens - clause 9 of the Tenancy

agreement “Not without previous consent in writing of the Council to plant any trees or fruit bushes or any crops which require more than twelve months to mature was considered.

Cllr Ewart advised the meeting that people seem to be at loggerheads One plot has a lot of trees and grass, we need to come to a compromise, all of us.

Cllr Ewart went on to say that we need to look at the plot inspections, the Parish Council and the allotments work closer together and we will back up on ones that are not maintained

The Parish Council need to meet with the Allotments Association representative and go through the tenancy agreement, we need to build bridges.

Cllr Spencer said when we exercise our common sense of communication

Watery Lane Allotments Association Committee – meeting of minds Mindful of what we can trust, mediation, not all members on the committee.

Cllr Jenkinson we do not get much feedback, it has been about four years since he has met with the Allotments Association we should meet within the Parish Chambers around twice a year.

The way we communicate is a important.

Some Councillors felt that we only write for valid reasons and that they are enforced in order for the site to be managed well

Cllr Ewart suggested that we need a formal committee, and to consider who should be on it and then we need to write to all allotment holders

Cllr Barrow thought that we could put a community orchard possibly at the front side of the allotment site, more trees would be planted that being asked to be removed from individual plots.

Cllr Michell said we need to contact allotment holders, it is not for our benefit to keep allotments in order but for future ploholders.

Cllr Jenkinson said we do need to form a relationship with the Allotment Association Committee.

Cllr Holland proposed that the Parish Council Chairman, Vice Chairman, and Chairman of the Open Spaces Committee, form a committee with 10 Allotment Association Members and 10 non-members meet. Discussion regarding the trees on plots to held in abeyance until the Committee has met, ploholders who had been written to regarding tree(s) on their plot to be written to, to advise them that the decision regarding the trees has been put in abeyance.

Resolved the Council were unanimous in Cllr Hollands proposal.

- 10.4 “The Den”** Cllr Chapman updated the meeting advising that the Police was regularly patrolling the site and have spoken with some of the youths. Cllr Chapman also advised that this will be brought up at the Safer Neighbourhood Panel.
- 10.5 Open Spaces Improvement Scheme** – an email from SSDC dated 15th April 2021 was **received and noted.**
- 10.6 Dead Trees in Village Centre-** a resident’s email dated 19th April 2021 seeking the Parish Councils help in the removal of 10 dead trees in the village centre on land maintained by Staffordshire County Council was considered. 3 spaces are in the parade, 1 empty space by Love & Liquor.
Resolved Cllr Spencer to seek permission from Staffordshire County Council to plant 5 new trees.
- 10.6 Covid Marshalls** – correspondence was **received and noted.**
- 10.7 SLCC – Annual membership renewal** – renewal of annual membership at a cost of £234.00 (£225.00) was considered.
A vote was taken for renewal; 11 for; 1 against.
Resolved approval renewal of membership.
- 10.8 Reopening High Streets Safely/Welcome Back Funding** – details of SSDC initiative for Parish bids for high street funding was considered. The Clerk would speak with SSDC for more information.
Resolved to defer to the next meeting of the Council.

11. ACCOUNTS

- 11.1 Resolved** that a report on Council Finances for year to 31st March 2021 and 30th April 2021 be approved.
- 11.2 Resolved** that the schedule of payments to 14th April 2021 and 8th May 2021 was received.
- 11.3** Confirmation by the Chairman of the authorisation of the Clerks time sheet.
Matter of report.

12. ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2021

- 12.1** Resolved approval of Income & Expenditure Account for year-end 31st March 2021 and year end accounts.
- 12.2** The Annual Return for year-end 31st March 2021 was received and approved.
- 12.3** Resolved that the Annual Governance statement be approved and authorisation given for The Chairman of the Meeting and the Responsible Financial Officer to immediately sign the document.
- 12.4** Resolved that the accounting statements be approved and authorisation for The Chairman of the Meeting to immediately sign the document.
- 12.5** **Asset Register** – was received and noted.

13. COUNTY COUNCILLOR'S REPORT:

Cllr Spencer advised:

- that County will decide on Adult Social Care costs as they have gone up.
- Highway statistics show more repairs are being done than are reported.
- The new Police Crime Commissioner to be more proactive, a better response to anti-social behaviour.

Cllr Jenkinson advised that some residents struggle with reporting issues on-line. Cllr Spencer informed the meeting that it is highly unlikely that Staffordshire County Council will go back to receiving reports by telephone.

[9.00pm suspension of Standing Orders]

13. CODSALL VILLAGE HALL MANAGEMENT COMMITTEE

The minutes of meetings held: 15th March 2021 were received and noted.

15. DISTRICT COUNCILLOR'S REPORT:

- South Staffordshire Council have held their elections for Chair and representatives of District.
- A tour has been given to District Councillors of the upgraded premises.

16. OTHER CORRESPONDENCE

- 16.1** **Parish Elections 6.5.21**- an email from SSDC advising the Parish Council of the estimated bi-election cost of £3300 was received and noted.
- 16.2** **Locality Forum Meeting** – notes of the meeting dated 24th March 2021 issued by SSDC were received and noted.

17. HIGHWAY ISSUES

None.

NEXT MEETING

9th June 2021

[Meeting closed 9.05pm]