

# CODSALL PARISH COUNCIL

## AGENDA

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

on Wednesday 13<sup>th</sup> December 2017 at 7.00pm. following Planning

To receive presentation from Mathew Ellis – Staffordshire Police and Crime Commissioner

**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 8<sup>th</sup> November 2017

**5. POLICE REPORT**

**5.1 Crime and anti-social behaviour figures for the period**

**6. URGENT CORRESPONDENCE AND DISCUSSION TOPICS**

**6.1 Affordable Housing Need Survey in Codsall Parish** – to receive and consider the supplementary report to the Housing Needs Survey Report [Update to Minutes Item 7.1 – 25<sup>th</sup> October 2017, 6.2 – 12<sup>th</sup> April 2017 and Item 7.2 - 14<sup>th</sup> December 2016]

**6.2 South Staffordshire Housing and Homelessness Strategy 2018-2022 – Consultation** – to receive an email dated 4<sup>th</sup> December 2017. Consultation period ends 12<sup>th</sup> January 2018 at 12pm.

**6.3 Oaken Drive Field – Car Park** – to receive and consider recommendation report by the Council's Finance Committee. – *[Confidential Information]*.

**6.4 Parking in Oaktree Rise, Codsall** - to receive an email of complaint from a member of the public dated 9<sup>th</sup> November 2017.

**6.5 Preparing for the General Data Protection Regulation (GDPR)** – [update to Agenda items 6.9 – 13<sup>th</sup> September 7.5 – 27<sup>th</sup> September and 6.3 – 8<sup>th</sup> November 2017] to receive and consider the following:

i. **NALC** – to receive and consider the legal briefing dated August 2017

ii. **NALC – General data processing regulation and subject access requests** - to receive and consider the legal briefing dated 10<sup>th</sup> November 2017.

- iii. **NALC – Privacy notices and the legal basis for processing personal data** – to receive and consider the legal briefing dated 10<sup>th</sup> November 2017.
  - iv. **Copy of presentation provided by Staffordshire County Council** - Staffordshire Council will offer a service to Parish Council on compliance - details yet to be formalised at a cost.
  - v. **South Staffordshire Council – Are you ready for GDPR?** – to receive an email dated 24<sup>th</sup> November from the Assistant Director Democratic & Regulatory Services.
- 6.6 Codsall Village Hall Management Committee Constitution – Amendment to the Lease of Codsall Village Hall Playing Fields** [update to Agenda item 7.2 – 22<sup>nd</sup> February 2017] – to receive and consider a letter, copy of the completed engrossed licence for our records and invoice for £720 for professional services dated 9<sup>th</sup> November 2017 from Dallow & Dallow Solicitors.
- 6.7 Grants Applications and donations - Codsall Community Arts Festival Association** –to receive and consider a letter dated 20<sup>th</sup> November 2017 and grant request form for £1500.00.
- 6.8 Merger of Citizens Advice South Staffordshire (CASS) and Citizens Advice Staffordshire South West (CASSW)** – to receive and consider a letter dated 14<sup>th</sup> November from the Chief Executive Officer of CASSW.
- 6.9 Staffordshire Pension Fund**
- i. **Local Government Pension Scheme – New Scheme Guidance for Employers** - to receive and consider a letter dated November 2017.
  - ii. **Employer Newsletter** – to receive and consider a newsletter dated November 2017.
- 6.10 Changes to subsidised bus journeys in Staffordshire Approved** – to receive and consider an email dated 15<sup>th</sup> November 2017 from Cabinet Member for Commercial.
- 6.11 Nationwide Business Instant Saver terms and conditions changes** – to receive and consider a letter dated 9<sup>th</sup> November 2017 from the Head of Business Savings.
- 6.12 People Helping People** – to receive a letter and poster detailing benefits of membership of Staffordshire Council of Voluntary Youth Services and Support Staffordshire.
- 6.13 Code of Conduct – revised code of South Staffordshire District Council** – to receive an email dated 1<sup>st</sup> December from South Staffordshire Council’s Corporate Director Governance and copy of Revised South Staffordshire Council code of Conduct dated 12<sup>th</sup> September 2017 and the Parish Council’s present Code of Conduct. To consider adoption of revised Code.
- 6.14 Lloyds Bank – Notification of Closure of Codsall’s Branch** – to receive and consider notification dated November 2017 of closure of our local branch.

**7. ACCOUNTS**

**7.1 To receive** a report on Council Finances for year to 30<sup>th</sup> November 2017

**7.2 To receive** the schedule of payments to 13<sup>th</sup> December 2017

**7.3 To receive** confirmation by the Chairman of the authorisation of the Clerks time sheet.

**7.4 Future Audit Procurement and the Sector Led Body** [update to Agenda item 7.6 9<sup>th</sup> December 2015] – to receive and consider email notification of external auditor appointments from the 2017/18 dated 22<sup>nd</sup> November 2017 from Smaller Authorities' Appointments Ltd.

**8. CODSALL VILLAGE HALL MANAGEMENT COMMITTEE (CVHMC)**

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

**9. DISTRICT COUNCILLOR'S REPORT**

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

**10. Councillors and Clerks Written Report**

**To receive** written report for December.

**11. OTHER CORRESPONDENCE**

**11.1 Staffordshire Parish Councils Association** – to receive bulletin dated 2<sup>nd</sup>, 16<sup>th</sup>, 23<sup>rd</sup> and 30<sup>th</sup> November 2017.

**11.2 Staffordshire County Council News Update** – to receive update dated 10<sup>th</sup> November 2017.

**11.3 Guide to Recycling and Waste Collection (2017-2019)** – to receive an email dated 16<sup>th</sup> November 2017 from the Waste and Recycling Team Leader.

**11.4 Neighbourhood Watch** – to receive notification dated 9<sup>th</sup> November 2017 of three arrests made in connection with car key burglaries in Staffordshire.

**11.5 South Staffordshire Council** – to receive a notice providing details of the 10<sup>th</sup> Annual Christmas Lunch on Friday 22<sup>nd</sup> December 2017 for retired residents who are over 60 and do not have any family or friends visiting them on Christmas Day.

**12. HIGHWAY ISSUES**

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

**NEXT MEETING**

**Wednesday 10<sup>th</sup> January 2018**