

# CODSALL PARISH COUNCIL

## MAIN MINUTES

Council Meeting held in the Parish Chambers,  
Station Road, Codsall  
on Wednesday 8<sup>th</sup> December 2021 at 7.00pm. following Planning

**Present: Parish Councillors:** Mrs K Ewart (Chairman), M Adams, Mrs S Adams, N Caine, Mrs V Chapman, R Hillback, T Jeavons, S Jenkinson, N Loftus, C Macey & P Wright.

**Parish & District Councillor:** J Michell

### 1. APOLOGIES

Apologies for absence received from Councillors Barrow, Holland & Spencer

### 2. DECLARATION OF INTEREST AND REQUESTS FOR DISPENSATION

Declarations of interest received from Cllr Chapman – 6.5 – the applicant.  
No requests received for dispensation.

### 3. PUBLIC PARTICIPATION

None.

### 4. MINUTES

**Resolved** that the Minutes of the meeting held on Wednesday 13<sup>th</sup> November 2021 be approved and signed as a true record.

### 5. POLICE REPORT

#### 5.1 Crime and anti-social behaviour report for Locality 4

- Crime report dated 7<sup>th</sup> November to 7<sup>th</sup> December 2021 was received and noted.
- Codsall & Bilbrook crime figures up to October 2021 were received and noted.

Cllr Jenkinson felt that there is still a lot more crime happening than what is being reported to the Police.

Cllr Jenkinson then went on to say that the Crime Commissioner Ben Adams said Staffordshire will be getting 300 more police, but this does not consider retirements.

Cllr Jenkinson said if nothing is reported, then it appears that nothing is happening. Cllr suggested that the Parish Council writes to the Co-op store in the village to ask what crime is taking place in the store and how many have been reported to the police. **Resolved** the Clerk to write to the manager of the Co-Operative Store Codsall to ask the number of crimes being committed in the store and what percentage of the crimes are reported to the Police.

### 6. URGENT CORRESPONDENCE AND DISCUSSION TOPICS

#### 6.1 Open Spaces –

##### 6.1.2 Watery Lane Allotments – Changes to Tenancy Agreements

Cllr Ewart said we have a good working relationship now with the Watery Lane Allotment Association. In October, the Allotments Association elected a new Chairman.

The changes recommended at the meeting we will be trying to get somethings in place in time for the tenancy renewals to be sent in April 2022. Plot inspections will take place three times per year.

Cllr Jenkinson said we have now been involved with the working committee; we can work better together. The man who had 9 fruit trees has now cut them down and now we go with two or three trees.

Cllr Loftus need to give careful consideration, will support recommendation.

Dogs must remain in the vehicle at all times.

Cllr Caine said as the allotments are in the Greenbelt planning permission is needed for putting up a shed.

Cllr Michell said two trees should be allowed per plot.

Cllr Wright also said two trees per plot. No animals to be allowed on site and leave the wording as 'cartway.'

Cllr Macey said the new tenancy should state that the trees to be of dwarf stock.

Cllr S Adams said she is happy with what Cllr Loftus said, give careful consideration, will support recommendation.

The following tenancy agreement changes discussed at the Working Party Meeting on 2<sup>nd</sup> November 2021 were received and considered by the meeting:

- Clause 7 - to include the maximum size for a shed, greenhouse and polytunnel. Approval needed for the increase in size for a greenhouse from 6' x 4' to 8' x 6', and also to be put in bold print, consent required prior to a shed, greenhouse or polytunnel being erected'.

A vote was taken, the Council was unanimous in their decision to approve changes to clause 7 of the tenancy agreement.

**Resolved approval.**

- To remove from clause 16, 'to ensure that the entrance gate is kept closed at all times' and replace with 'the last person to leave the allotment site must close the gate'.

**Resolved approval.**

- Clause 9, two or three trees per allotment plot to be allowed and pruned to a maximum height of 8ft. The removal of 'require more than twelve months to mature' taken off clause 9 of tenancy agreement. A vote was taken to allow two fruit trees per plot of dwarf stock variety; for 11; abstention 1.

**Resolved approval.**

- Tenancy agreement clause 11, at the Parish Council Main Meeting on 10<sup>th</sup> October 2021, 6.1.2, was resolved approval that no dogs to be allowed on site but could remain in cars. Cllr Ewart suggested the following replacement wording for clause 9 'Any dog brought into the area of the allotment site must remain in the vehicle at all times except for assistance dogs.'

Councillors suggested the wording to change from (see above) to 'Any animal brought into the area of the allotment site must remain in the vehicle at all times except for assistance dogs.'

**Resolved approval.**

- New clause to be added (22). No glass or tyres permitted on the allotment site. The Council were unanimous in their decision to clause 22 being added to the tenancy agreement.

**Resolved approval.**

- Add to clause 3. It is the responsibility of the plot holder to ensure that their plot number is clearly displayed. If your plot number cannot be seen or removed will be breaking the tenancy agreement.

**Resolved approval.**

- Clause 3. 'cartway' to be changed to either 'pathway' or 'roadway' – see clerks' memo on the word cartway. The Council were unanimous in their decision the word 'cartway' should remain on the tenancy agreement.

**Resolved approval.**

Cllr Jenkinson thanked the Councillors for taking this on board. Cllr Ewart thanked Cllr M Adams and Cllr Jenkinson; it was hard to build good working relationships.

- 6.1.2 Oaken Field Car Park** – a request from the Chairman Cllr Ewart for the naming of the Oaken Field Car Park after Robbie Marshall was considered. Cllr Ewart suggested the sign be put on the gate.

Cllr Jenkinson said he would like a railway style sign to be put on the height barrier as you enter the carpark.

A vote was taken: for 10; abstentions 2. **Resolved approval** to a cast iron sign in black with white lettering to be placed on the overhead barrier.

- 6.2 The Queen's Platinum Jubilee Beacons 2<sup>nd</sup> June 2022** – [update to main meeting 14/7/21 6.9 and planning meeting 28/7/21 7.2, main meeting 8/9/21 and main meeting 6.5 10/11/21]. Consideration was given on forming a sub-Committee to arrange a Tea Party and other ideas for the big lunch. **Resolved** to arrange a meeting for during the day in the morning of Friday 7<sup>th</sup> January 2022.
- 6.3 Road safety/speeding in the village** – [update to 6.3 main meeting 10/11/21]. Road safety and speeding within the village was considered. It was suggested the Clerk contacts Histons Hill & Adjacent Roads Residents Group for them to apply for a speed gun through Codsall Parish Council's grant Applications.
- 6.4 Policy & Procedures – (19) Reporting of Meetings Policy** –the Councils policy on the filming of parish council meetings was circulated to members and considered. The Clerk advised that filming is better for minute taking, it is helpful when clarity is needed. Cllr Chapman said it is a matter of courtesy, and objects to the recording of a conversation prior to the start of a meeting. It was proposed that recording starts once the meeting begins and stopped once the meeting is closed. A vote was taken: 11 for; 1 against. **Resolved** approval for the recording of a meeting to commence once a meeting has begun and stop once the meeting has been closed.

*[Cllr Chapman left the Chambers]*

- 6.5 Grants & Donations** –a grant application for £1079.00 from South Staffordshire Work Clubs was received and considered.  
Cllr Wright said should we not look to see how successful the work club is?  
Following further discussion, a vote was taken for the approval of the grant request of £1079.00: for 7; abstentions 4.  
**Resolved approval** for the grant request of £1079.00.

*[Cllr Chapman returned to the Chambers]*

## 7. ACCOUNTS

- 7.1 Resolved** that a report on Council Finances for year to 30<sup>th</sup> November 2021 be approved.
- 7.2 Resolved** that the schedule of payments to 8<sup>th</sup> December 2021 be approved.
- 7.3** Confirmation by the Chairman of the authorisation of the Clerks time sheet.  
**Matter of report.**

## 8. COUNTY COUNCILLOR'S REPORT

In the absence of Cllr Spencer there was no report presented this evening.  
Cllr Caine said he has reported problems with street lighting and potholes along the A41 to Highways and not received a response, they are doing nothing.  
Cllr Macey said has been in touch with Highways to try and meet with them and not received a response.  
Cllr Spencer would normally take issue up with Highways.  
The meeting **resolved** that the Clerk to write to Cllr David Williams portfolio holder of Staffordshire County Highways and also Staffordshire County Councils Highways Liaison Officer - Mark Keeling inviting them to a future meeting of the Parish Council and copy Councillors in on the invitation.

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

There were no minutes of C.V.H.M.C. meetings presented this evening.  
Cllr Chapman said the village hall is having a Christmas fair on Saturday with over 50 stalls plus a family event.

## 10. DISTRICT COUNCILLOR'S REPORT

A report from District Councillors:

- Cllr Michell advised that the SSDC is in the process of installing a new public interface system and will take over 18 months for implementation. The council is committed to keep the option of contact by telephone.
- The planning department is now nearly fully staffed.

## 11. Councillors and Clerks Report

A report from the Clerk was **received and noted.**

## 12. OTHER CORRESPONDENCE

None

- 13. Items for future** - Each Councillor may use this opportunity to report on matters of information not included elsewhere on the agenda and to raise items for future agendas.

Councillors should note that this is not an opportunity for debate or decision making.

- Cllr Macey said there is a problem in the parish, cannot sell property due to Japanese Knot Weed. Tried contacting the County Council, no one has been in contact. **Resolved** that the Clerk invites Ryan Taylor an officer of SSDC's Street Scene and Environ Crime Department to a future meeting of the Parish Council; to copy Councillors in on the email.
- Cllr Caine would like more trees planted within Codsall, Black Poplar.
- Cllr Jeavons asked is it necessary to meet for the next committee meetings of the Business Plan Committee or the Open Spaces Committee which are due to take place the 15<sup>th</sup> December & 23<sup>rd</sup> December respectively if we have nothing urgent to discuss? Cllr Jenkinson advised that there was nothing urgent pending on the Open Spaces. In the absence of Cllr Holland, the Chairman of the Business Plan Committee, the Parish Chairman Cllr Ewart proposed that these meetings be cancelled, Cllr Jeavons seconded this, the meeting unanimously **resolved** for the two meetings to be cancelled.

#### **14. HIGHWAY ISSUES**

##### **Concerns with County Council Highways:**

Cllr Jenkinson said there are a lot of potholes, look at Birches Road, it is a mess down there. The path by Birches First School is covered in leaves and mud and a problem with dog fouling. Birches Park Road is like a minefield due to the potholes.

The Bottom of Hollybush Lane floods, it is an accident waiting to happen.

The outlying area of the village is a mess, need a road sweeper, contact Diane Firkins, there are also blocked drains.

Need to invite Andy Aston from Street Scene to a future meeting.

- There are issues on the A41, need a blower. The parish council have never been asked what improvements the village need. **Resolved** that the Clerk invites Andrew Aston an officer of SSDC's Street Scene and Environ Crime Department to a future meeting of the Parish Council; to copy Councillors in on the email.

Cllr Macey asked about the dog fouling signs for our open spaces. The Clerk said samples were due to go on the Open Spaces meeting, however this has now been cancelled along with the Business Plan meeting.

#### **NEXT MEETING**

**Wednesday 12<sup>th</sup> January 2022**

[Meeting closed 8.42pm]