

CODSALL PARISH COUNCIL

MINUTES

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

on Wednesday 13th April 2016 at 7.00pm. following Planning

PRESENT: Parish Councillors S Jenkinson (Chairman), N Caine, Mrs V Chapman, Mrs K Ewart, B Holland, T Jeavons, Mrs C Millar, B Spencer, P Wright, **Parish and District Councillors:** Mrs M Barrow, **Parish and County Councillor:** R Marshall

Four members of the public were present and Lucy Macdonald, South Staffordshire Council's Principal Enforcement Officer

Before formal commencement of the meeting, Lucy Macdonald gave a 10 minute presentation on how Parish Councils could be involved in the removal of unauthorised signage/flyposting within their area. Members were provided with a hard copy of the presentation.

The Chairman thanked Lucy Macdonald for her time in giving a very informative presentation this evening.

1. APOLOGIES

Apologies were received and accepted from Councillors N Loftus and Mrs A Morrison.

2. DECLARATION OF INTREST AND REQUESTS FOR DISPENSATION

Cllr Cain declared a non-pecuniary interest in item 6.8 as member of the Executive Board.

No written requests received for dispensation.

3. PUBLIC PARTICIPATION

None

4. MINUTES

Resolved that the Minutes of the meeting held on the 9th March 2016 be approved and signed as a true record.

5. POLICING IN CODSALL DURING PREVIOUS YEAR

5.1 Crime and anti-social behaviour figures for Locality 4

28 days up to 31.03.2016: Burglary dwellings 1, burglary other 3, criminal damage (excluding arson) 1, drug offences 2, less serious violent crime with injury 2, other sexual offences 1, other theft 10, other violence against the person 4, public order 1, theft from motor vehicles 6, ASB 22.

In the 12 month period crime figures in the area has gone down.

6. URGENT CORRESPONDENCE AND DISCUSSION TOPICS

6.1 Election 2015 recharge

6.1.1 A letter dated 9th March 2016 from South Staffordshire Council's Chief Executive, Mr S Winterflood was received and considered.

Following discussion Councillors **resolved:**

- i. That the Clerk writes a letter of acknowledgement to Mr Winterflood, SSC's Chief Executive. The letter should also include that the Parish Council is extremely pleased that the District Council are looking into adopting similar practices used by other councils across the country regarding election recharges, but could a time scale be attributed in order that Parish Councils can effectively budget.
- ii. Cllr Marshall would champion the cause.

6.1.2 Election costs comparison for 2015 and 2011 from South Staffordshire Council's Finance Officer, Claire Sherriff were received. Following discussion it was **resolved** that Councillor Marshall on behalf of the Parish Council chase up the 2007 election recharge breakdown from Claire Sheriff for further comparison.

6.1.3 Election Recharge Invoice –acceptance to remit was considered and **approved**.

6.2 Parish Chambers Room Hire – consideration was given to a request received from Relate who are working with Staffordshire County Council to hire the Parish Council Chambers for a nominal fee over an eight week period every Tuesday from 10.00am until 2.30pm. Following discussion Cllr Holland proposed that the request is declined on the grounds that it is not in line with the Parish Council's current policy, this was seconded by Cllr Chapman. A vote was taken in acceptance of Cllr Hollands proposal: for 10, against 1. **Resolved approval** to decline the request for Relate to hire the Parish Chambers.

6.3 Removal of unauthorised signage/flyposting within our Parish - consideration was given to the Parish Councils involvement following information provided in Lucy Macdonald's presentation. **Resolved approval** of the Parish Council working alongside District Council and assisting in the removal of unauthorised signage/flyposting within our Parish.

6.4 Village Car Parking –

An update by Councillor Marshall was conveyed to members.

An update by Vice Chairman, Cllr Holland was presented to members.

Consideration was given to the Chairman's Note dated 4th April 2016, which had been circulated to members prior to the meeting.

Consideration was given by members to progressing the Councils car parking initiatives.

Members discussed the initiatives and then considered:

- i. Restrictions on the Co-operative car park in order to discourage commuter parking and thereby freeing much needed parking spaces for shoppers.

Councillors discussed some issues that may arise from restrictions being introduced on the public car park such as parking for workers, ensuring adequate time is given to shoppers and who and how would the restrictions be enforced.

Cllr Barrow thought that if a reasonable length of time for parking was allowed such as 4 hours at anyone time and no return within an hour, this should be more than adequate for shoppers and would probably allow enough time for parking for part time staff.

Cllr Millar said that she felt that it was not a problem for the Parish Council to sort, it should be left to the Co-op and District Council - as the lease holder and the land owner to resolve.

Councillor Holland proposed, which was seconded by Cllr Barrow: that the Clerk writes to SSC to request that consideration is given for the introduction of a 4 hour restriction Mon- Fri from 8.00am-4.00pm on the Co-op car park.

A vote was taken in favour of the proposal: for 9, against 2, abstentions 0.

Resolved approval of Cllr Holland's proposal.

- ii. Consideration was given by members on how to move forward with the council's previous decision for a temporary car park being provided by the council on council owned land at Oaken Drive Field.

Following discussion Councillor Holland proposed that the clerk is authorised to:

- Obtain revised drawings from the Architect.
- Commission an appropriate ecological consultancy to write a mitigation report to include a method statement regarding newts
- Apply for planning permission from the local planning authority.

The proposal was seconded by Cllr Marshall.

Following further debate members felt that a future discussion would be required if planning permission was obtained, on how the car park would be managed.

A vote was taken for approval of Councillor Holland's proposal: for 11, against 0, abstentions 0.

Resolved approval of Cllr Holland's proposal.

- 6.5 Photocopy Lease** – councillors were advised that the lease agreement would shortly expire. Various options were received and considered.

The meeting **resolved** that the Clerk is authorised to:

- establish an appropriate new agreement and
- sign the new lease agreement on behalf of the Parish Council as the RFO.

6.6 Open Spaces

6.6.1 Open Spaces Committee Minutes dated 23rd September 2015 and draft Minutes dated 23rd March 2016 were **received and noted**

6.6.2 Moatbrook Signage – consideration was given and the meeting **resolved approval** to the Open Spaces recommendation for the addition of the circulated proposed signage design for Moatbrook Nature Reserve which would be provided and paid for by Codsall Community Group as long as the signage included the Parish Councils emblem.

6.6.3 Draft Open Spaces Policy Document – as approved by the Open Spaces Committee at the meeting of 23rd March 2016 was received and consideration was given for approving and adopting the Draft Open Spaces Policy document. **Resolved approval** and **adoption** of the presented Open Spaces Policy document.

6.6.4 Moatbrook Nature Reserve – an email from a resident dated 5th April 2016 advising that a net had been stretched and secured over part of the pond and was thought to be for catching ducks was **received and noted**.

Councillors were advised by the Clerk that the Parish Council workmen had removed the netting on the 6th April and the police had been advised.

6.7 Codsall Parish Council Business Plan, (Revised Draft)

Consideration was given for the approval and adoption of the recommended revised draft policy document, previously reviewed at the meeting of 23rd March 2016.

Resolved approval and **adoption** of the presented Business Plan.

6.8 Membership and Subscriptions – consideration was given to the renewal of the following subscriptions and membership:

6.8.1 LCR- publication of NALC – annual subscription cost £17.00 (17.00 last year). **Resolved approval**.

6.8.2 Staffordshire Parish Councils Association – annual subscription cost £706.00 (£703.00 last year). **Resolved approval**.

6.8.3 Society of Local Council Clerks - annual membership cost £187.00 (£187.00). **Resolved approval**.

6.9 Dog Fouling – Stencils - an email dated 29th March 2016 from South Staffordshire Council's Enviro-Crime Enforcement Officer, Mr Littleton, was **received and noted**.

Councillors were advised by the Clerk that the Parish Council's workmen had received training and were now operational. The following areas had been targeted; a section of the Wolverhampton Road and the cut through by Lloyds Bank. The Clerk informed Councillors that the following areas would shortly be targeted; pavements leading up to St Nicholas First School, Birches First School, St Christopher's Primary School and Codsall Middle School.

7. ACCOUNTS

- 7.1 **Resolved** that a report on Council finances for year to 31st March 2016 be approved.
- 7.2 **Resolved** that the schedule of payments to 13th April 2016 be approved.
- 7.3 Confirmation by the chairman of the authorisation of the Clerks time sheet. **Matter of report**
- 7.4 **Resolved** that the year- end accounts to 31st March 2016 be **approved** and that the accounts could be duly signed by the Chairman and the Clerk.

8. ANNUAL RETURN FOR YEAR END 31ST MARCH 2016 AND ATTACHING GOVERNANCE STATEMENT

- 8.1 **Resolved** that the Income & Expenditure Account for year-end 31st March 2016 be approved.
- 8.2 The Annual Return for year-end 31st March 2016 and a copy of the Annual Return for year-end 31st March 2015 were **received** and the **2016 Return approved**.
Variation to wording within the returns were highlighted by the Clerk and duly **noted** by Councillors.
- 8.3 **Resolved** that the Annual Governance statement be **approved** and **authorisation** be given for the Chairman of the Meeting and the Responsible Financial Officer to immediately sign the document.
- 8.4 **Resolved** that the accounting statements be **approved** and **authorisation** for the Chairman of the Meeting to immediately sign the document.

9. COUNTY COUNCILLOR'S REPORT

A verbal report from County Councillor Robert Marshall was provided.

- Fair Field Estate -objections dealt with report signed off by Colin Perkins. Date has not been given as yet for the go ahead in spite of both Mark Keeling and myself chasing it.
- Fire authority number of incidents been attended Q3 this year 1892 as against 2051 in Q3 last year. Home fire risk up from last year 7559 in Q3 15/16 against 6221 in Q3 14/15.
- Big pension meeting on Monday 18th virtually all information is confidential.
- Early years very good news story: 756 nurseries: 89% of them (674) are good or outstanding 109=0 565=g 72 require improvement 1 = inadequate.
- Modern slavery: is a growing problem 2013 is 47% up on 2012. Much of the increase is due to better awareness.
- discussed suicide prevention strategy.
- Road issues: Elliotts lane and Watery Lane will both be surface dressed this year. All existing pothole repairs will be done just before.
- LMIS 7,500 and DHP 7,500.
- Chapel Lane/Broadway Heath Farm Road notice period 21 April-12 May.

10. CODSALL VILLAGE MANAGEMENT COMMITTEE (CVHMC)

Minutes had not been provided by CVHMC

11. DISTRICT COUNCILLORS REPORT

- New challenge panel, property acquisitions and investments; 1 million in residential and 9 million in commercial over the next 2 years
- Pest control agreement with Stafford Borough Council ends on July 1st seeking other deals.
- Out of 22 of food businesses assessed in Jan 2016 11=5* 1=1*
- Council tax collection on 29 Feb was 97.3% (97.4 last year) [52.41/53.88m]
- Business rates at 29 Feb. 97.1% (96.0 last year) 23.98/24.70m
- New council policy supporting the economy and getting more jobs in Staffs
- New website user friendly
- Staffordshire smart app has been launched
- Some issues with lighting
- Some businesses in South Staffordshire has lost their small business grant, Cllr Mrs M Barrow is liaising with some of them.
- No change to members allowances

12. OTHER CORRESPONDENCE

12.1 Parish Councils Association –bulletins dated 3rd, 17th 24th and 31st March 2016 were **received and noted.**

12.2 Office of the Police and Crime Commissioner – Staffordshire correspondence dated 2nd and 11th March 2016 were **received and noted**

13. HIGHWAY ISSUES

Concerns raised regarding Highway issues:

Members expressed that they were disappointed in the state of the roads and footpaths around the village.

Cllr Marshall assured members that he would keep on reporting pot holes, but County Highways are taking longer to make repairs because of financial constraints and although this may not console members, Staffordshire Roads are still within the upper quartile nationwide of roads that are in good condition.

NEXT MEETING

11th May 2016

[8.58 p.m. meeting closed]

BANK RECONCILIATION as at 31st March 2016

	Balances
Lloyds Bank - Current a/c	12805.49
Lloyds Bank - Instant Savings a/c	122002.87
Lloyds Bank - Fixed Term Deposit a/c	0.00
Petty Cash	50.00
	134858.36
Less Unpresented Cheques	
6671	3000.00
6670	200.00
6669	100.00
6674	720.00
6672	34.49
6676	10.30
	4064.79
	4064.79
	Total 130793.57
Brought forward start of year	134796.67
Receipts for year	158460.92
Less payments for year	162464.02
	130793.57

PAYMENTS FOR APPROVAL ON 13th April 2016

<u>Cheque</u>	<u>Payable to</u>	<u>Details</u>	<u>Value</u>
DD	Talk Talk (Opal)	Internet	20.31
DD	Total Gas & Power	Parish Office - Gas	379.23
DD	Midshire	Photocopy Charges	267.98
DD	B.T	Call Charges -Phone & Fax	121.26
DD	Total Gas & Power	Parish Office - Electricity	165.70
	Watery Lane Allotment		
6669	Assoc	Grounds Maintenance	100.00
	South Staffordshire First		
6670	Responders	S137 - Grant & Donations	200.00
6671	Codsall PCC	S137 - Grant & Donations	3000.00
6672	ESPO	Stationery	34.49
6673	Void	Void	0.00
	ACK Tree & Garden	Emergency Tree Works -	
6674	Services	Moatbrook & Allotments	720.00
6675	Petty Cash	Petty Cash	41.66
		Reinbursement - Land	
6676	Maxine Baker	Maintenance	10.30
	Total to 31st March		
	2015		5060.93
	New Financial Year		
6677-83	Wages & Salaries	Wages & Salaries	3896.98
6684	Inland Revenue	Tax & N.I.	1125.43
	Staffordshire County		
6685	Council	Superannuation	714.72
			5737.13
		Total	10798.06