

# CODSALL PARISH COUNCIL

## MINUTES

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

on Wednesday 12<sup>th</sup> April 2017 at 7.00pm. following Planning

**PRESENT: Parish Councillors** Mr B Holland (Chairman), Mr N Caine, Mrs V Chapman, Mr T Jeavons, Mr S Jenkinson (Late), Mr I Kenyon, Mr N Loftus, Mr J Michell, Mrs C Millar, Mrs A Morrison, Mr B Spencer & Mr P Wright, **Parish & District Councillors** Mrs M Barrow **Parish & County Councillor** Mr R Marshall

Five members of the public were present.

PSCO Matt Tromans and colleague were present.

### 1. APOLOGIES

Apologies for absence were received and accepted from Cllr Ewart. Cllr Jenkinson would arrive late.

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

Declaration of Interests received: A non-pecuniary interest in item 6.1 - Cllrs Barrow, Chapman, Jeavons, Jenkinson, Kenyon and Loftus. A non-pecuniary interest in item 12.1 - Cllr Caine.

### 3. PUBLIC PARTICIPATION

A member of the public raised his view in relation to item 6.6 on the agenda regarding map signage for Codsall Wood whether the emergency services will use it. Queried whether taxpayers will think this is a good use of revenue. The resident suggested that Codsall Wood residents introduce and pay for a numbering system instead.

### 4. MINUTES

**Resolved** that the Minutes of the meeting held on Wednesday 8<sup>th</sup> March 2017 be approved and signed as a true record.

### 5. POLICE REPORT

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

- i. **28 days up to 29.03.17:** Arson 1, Burglary Dwellings 4, Burglary other 1, Criminal damage (exc Arson) 8, Less Serious Violent Crimes with Injury 9, Other Offences 1, Other Sexual Offences 1, Other Theft 7, Other Violence against the person 14, Public Order 4, Theft From Motor Vehicles 6, Theft of Motor Vehicles 1, Vehicle Interference 1, ASB 19

In the 12-month period crime figures in the area has gone up, ASB figures have gone down.

PSCO Matt Tromans provided the meeting with the following update: ASB figures are remaining low but the Police will be keeping an eye on any upward trends as lighter nights may increase incidents of youths hanging around.

Violence against person appears to be high, this is mainly to do with incidents involving school children and fighting. To address this situation the Police will be involved in house visits, and are regularly attending Codsall High School community resolutions.

Burglaries have been on the increase. Someone was caught for six burglaries, but there was not enough evidence to bring charges.

A gang responsible for the recent Compton Hospice burglaries have been locked up, this was a joint West Midlands and Staffordshire Police operation.

Land Rover defenders have been targeted by thieves in the area as well as van thefts, this is being monitored.

There has been a drugs raid in Bilbrook, and a prosecution is in progress.

If Cllrs have any issues, to let him know.

(7.16pm Cllr Jenkinson arrived)

Cllr Caine asked what powers PCSO's have in issuing parking tickets for obstruction. The PCSO advised he would clarify and advise the Clerk.

Cllr Marshall advised the meeting that he thought if there is a clear obstruction on the pavement and pedestrians cannot get by PCSO's can issue parking tickets. The PCSO advised that Police Advisory notices are the only notice that can be issued by a PSCO.

Cllr Spencer advised the meeting that only a Police Constable or the regulated Council can issue parking tickets.

- ii. **An Invitation for Inspector Parsons to attend a future meeting of the Council [Update to meeting 8<sup>th</sup> March 2017].**  
**Received and noted** The Clerk advised the meeting that Inspector Parsons informed her, that due to his time constraints, he would be unable to attend a future meeting, instead, could Cllrs attend the next Police and Accountability Forum to be held on the 3<sup>rd</sup> May 2017 to raise their concerns. [Minute reference 7.2, 8<sup>th</sup> February, resolved Cllrs Holland and Barrow would attend the next Police and Accountability Forum].

## 6. URGENT CORRESPONDENCE AND DISCUSSION TOPICS

- 6.1 Replacement Bus Shelter A 41** – a letter from Silver Poplars Residents Association was received and consideration given to forming a Councillors rota to undertake a survey of the number of passengers using the bus stop on the A41.

Cllr Jenkinson advised the meeting that he had recently been working near the bus stop over the last couple of weeks and saw nobody catch the bus at that bus stop; passengers appear to catch the bus at the next bus stop.

Cllr Michell and Cllr Caine advised that they have seen people use the stop. The meeting wondered if the bus stop was regularly used and perhaps a quick check over a two-week period may be required.

**Resolved** that the Clerk writes to Telford and Wrekin Bus Company to find out how many passengers are collected at the bus stop. Cllrs in the meantime would undertake random checks to find out demand.

- 6.2 Affordable Housing Need Survey in Parish Codsall**- [Update to minute 7.2, 14<sup>th</sup> December 2017]. What happens - next steps, was received and consideration was given for approval of the draft resident letter to be put on Parish Council letterheaded paper for circulation to residents.

**Resolved** approval of the draft letter to be put on Parish Council's letterhead and the Clerk to obtain a copy of the draft questionnaire which is then to be emailed to Cllrs and Cllrs then to email the Clerk back their comments/suggestions.

- 6.3 Car Park on Oaken Fields**

- i. a copy letter sent by a resident to South Staffordshire District Council re, condition 3, of planning application 16/01069/COU, was **received and discussed.**

The meeting discussed the conditions imposed on the recent planning approval. Cllr Michell advised that all conditions imposed on any planning permission should be proportionate and queried whether condition 3 is proportionate.

Cllr Caine advised that he had spoken to an officer at District Council who advised that the Parish Council could appeal against the decision.

Councillors felt that condition 3 could worsen the situation for the period until the car park could be built and possibly after, if cars get used to parking in other streets.

Members felt that the condition is counterproductive.

Cllr Michell advised that the Parish Council could put in an application for a minor variation to condition 3.

Chairman advised that he is disappointed that it had taken 6 years to get to this point, however he was advised that yellow lines have to be in place for exceptional circumstances in the greenbelt to apply.

Cllr Marshall suggested to the meeting possible options open to the Parish Council: just follow the permission to the letter, go to Planning Committee to request revision to the condition, appeal to the Planning Inspector against the condition, but who will foot the bill?

Cllr Marshall advised that he thought parking restrictions could be in place within six months from the moment the consultation takes place and personally, he would leave things as they are.

Some Cllrs queried whether compliance to condition 3 would be met once the parking restriction order had been made, this would then give the Parish Council time to work in conjunction with County Highways.

Following views received from each member the council unanimously **resolved** that Clerk writes to South Staffordshire Council's Corporate Director, for clarification on the grant for planning permission of 16/01069/COU, condition 3, the definition of 'the Order has been granted and implemented.'

- ii. an email dated 30<sup>th</sup> March from a local resident, stating how pleased they are that permission for the car park has been granted, was **received and noted**.

**6.4 Safer, Fairer, United Communities for Staffordshire 2016-20 – Consultation** [Update to minute 7.2, 8<sup>th</sup> March.]

The Parish Council's response drafted by Cllr Spencer was **received**. **Resolved** that the Clerk writes a chase up letter to the PCC.

**6.5 Singing Lady Gardens Project-** [update to Agenda Item 7.3.1, 12<sup>th</sup> October] – the following were **received and approved**:

- i. Purchase of Semi Seasoned Oak Single sided display board and reproduction of full colour graphics at a cost of £1,004.22 ex vat was **received and approved**.
- ii. the Clerks report and quotation regarding landscaping of £1,771.00 + VAT, and notification of a donation from Bonningale of planting scheme and plaque to the value of £1,500.00 plus VAT was received and considered. **Resolved approval**.

The Chairman wished to record the Parish Council's thanks to Judy Davies for her help in the project.

**6.6 Request for signage – Village Map – Codsall Wood** [update to Agenda item 7.4, 14<sup>th</sup> December] – correspondence and quotation differentiator was **received and considered**.

Cllrs felt that lighting would be adequate without the sign needing to be solar powered. Following discussion, a vote was taken in favour of approval of acceptance of option A.2 cost £1094.57 Inc. fitting excluding VAT. 10 for, 3 abstentions, 1 against.

**Resolved approval**.

**6.7 Telephone Kiosks** – an email dated 20<sup>th</sup> March 2017 was **received**. [An update to Agenda item 12.2.1, 8<sup>th</sup> February].

The meeting was advised that BT will keep and maintain all red telephone boxes.

Cllr Caine asked if we could enquire to see if all the red phone boxes in the Parish could be listed. **Resolved** that the Clerk writes to South Staffordshire Council to enquire arrangements could be made for the telephone boxes to be listed.

[7.59pm Cllr Marshall left the Chambers]

[8.00pm Cllr Marshall returned to the Chambers]

*[Cllrs Barrow, Chapman, Jeavons, Jenkinson, Kenyon and Loftus left the Chambers during consideration of item 6.8].*

- 6.8 Grant Application - Codsall Community Group-** a request for £250.00 towards running costs of holding the 3<sup>rd</sup> Codsall Community Fun Run was received and considered.

**Resolved** approval to the Grant Request of £250.00.

*[Cllrs Barrow, Chapman, Jeavons, Jenkinson, Kenyon and Loftus returned to the Chambers]*

- 6.9 Crime Prevention - Inspection of Parish Council Offices-** security recommendations were received and considered. **Resolved** approval of: the Clerk to implementing the recommendations of improvements outlined in the report and the Clerk to bring to a future meeting of the Council a Risk Assessment of Lone working within the office.
- 6.10 Midcounties Co-operative-** correspondence was **received and noted.**

## 7. ACCOUNTS

- 7.1 Resolved** that a report on Council Finances for year to 31<sup>st</sup> March 2017 be approved.
- 7.2 Resolved** that the schedule of payments to 12<sup>th</sup> April 2017 to be approved.
- 7.3** Confirmation by the Chairman of the authorisation of the Clerks time sheet.  
**Matter of report.**

## 8. ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2017

- 8.1 Resolved** that the Income & Expenditure Account for year-end 31<sup>st</sup> March 2017 and year end accounts be approved.
- 8.2** The Annual Return for year-end 31<sup>st</sup> March 2017 was **received and approved.**
- 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
- 8.5** Risk Assessment Schedule 2017 – was **received and approved.**

## 9. COUNTY COUNCILLOR'S REPORT

The following verbal report from County Councillor Robert Marshall was given:

- Preventative maintenance on highways, pavements –14 pavements have recently been re surfaced: Birches Park Road, Princes Gardens, Princess Drive, Queens Gardens, Pine Walk, Red Rock Avenue, Madeira Avenue, Parkes Avenue, Kynaston Crescent, Belvide Gardens, Chadwell Gardens, Stretton Gardens, Nursery Gardens and Ashley Gardens. Wheel Estate repairs because of its poor condition has to come out of the Capital Expenditure budget and not the Maintenance Repair budget.
- Pothole backlog is 12,000 at present. It has been proposed to spend an extra 3 million next year to just address this backlog.
- County Council overspend £9.4 million 2% if the better care fund received be on budget. BCF £15 million short! Looked after children £3.8 million pressure
- Cemetery/crematorium – public enquiry was held on 7<sup>th</sup> March 2017
- Fly tipping figures for the whole of South Staffordshire:
  - April 2016 – 39
  - May 2016 – 53
  - June 2016 – 73
  - July 2016 – 37
  - August 2016 – 88
  - September 2016 – 71
  - October 2016 – 81
  - November 2016 – 80
  - December 2016 – 55
  - January 2017 – 83
  - February 2017 – 140
- Council tax collection 97.2% (97.1% last year). Business rate collection 95.8% (97.1% last year). Reason is 12 months payment instead of 10. Cllr Jenkinson – all looking at taking the charges away. Cllr Caine queried whether the academy schools are rateable.
- Council industrial units 98.5% occupied. Residents' satisfaction: 87.3% YTD against a target of 80%.
- Leisure centres income up 65K on last year, income as % of cost is 99% (last year 97%)
- Petition 240 from St Nicholas' School anti-social parking. Handed into County Council on 23<sup>rd</sup> March. They have to give it serious consideration.
- N.H Teams cut back – shared services with Cannock and Stafford - any thoughts we would like to ask the Clerk – culverts, gullies, finger posts, removal of overgrown hedges especially obscuring traffic signs, removal of unnecessary street clutter. Here 24<sup>th</sup> and 27<sup>th</sup> October. Cllr Barrow advised the barrier on Histons Hill could be reported to the team.

- 15 questions that were addressed at the recent council meeting, 8 related to highway matters. Recent Highway weed spraying has obliterated all plants. Weed spraying is such a real problem, Cllr Morrison feels really strongly about it.
- Any questions regarding bulky waste to ring 01902 846126
- Site allocation document is now probably only now up to 2020. An additional requirement will be needed.
- West Midlands trying to put their housing figures in South Staffordshire – we are vulnerable.

#### 10. **CODSALL VILLAGE HALL MANAGEMENT COMMITTEE (CVHMC)**

Minutes had not been provided by CVHMC in time for inclusion.

#### 11. **DISTRICT COUNCILLOR'S REPORT**

The following verbal report from District Councillors was given.

- Asset scrutiny subcommittee met again on Monday to discuss possible purchases of industrial units
- 8<sup>th</sup> May 2017, 6.30pm - S.A.D at Council Chamber
- 26<sup>th</sup> June 2017, 6.30pm S.A.D at Council Chamber – Any questions to Kelly Harris 696317
- 7<sup>th</sup> April – Inspector Giles Parsons – arrest of offender for burglary on Codsall Road
- Cllr Barrow advised regarding Chief Executive – our concerns can be brought forward and voiced. New forum. Member briefing per locality.

#### 12. **OTHER CORRESPONDENCE**

**12.1 South Staffordshire Parish Councils Assoc** –bulletin dated 30<sup>th</sup> March was received and noted.

**12.2 Codsall Village Hall Grant** – an email of thanks was received and noted.

**12.3 Off Road Bikes Article** – email from SSDC dated 21<sup>st</sup> March was received and noted.

**12.4 Housing White Paper – Policy Consultation from NALC** – was received and noted. The meeting felt that the Parish would have to be vigilant about protecting the infrastructure and raise our concerns when appropriate.

#### 13. **HIGHWAY ISSUES**

Resolved that County Councillor Robert Marshall would take Councillors issues after the meeting.

#### **NEXT MEETING**

**AGM - Wednesday 10<sup>th</sup> May 2017**

(8.34pm meeting closed)

## BANK RECONCILIATION as at 31st March 2017

		<b>Balances</b>
Lloyds Bank - Current a/c		10295.74
Lloyds Bank - Instant Savings a/c		153603.73
Lloyds Bank - Fixed Term Deposit a/c		0.00
Petty Cash		50.00
		<b>163949.47</b>
<b>Less Unpresented Cheques</b>		
6811	61.05	
6815	3000.00	
6814	150.00	
6813	100.00	
	<b>3311.05</b>	3311.05
	<b>Total</b>	<b>160638.42</b>
Brought forward start of year		130793.57
Receipts for year		161795.86
Less payments for year		131951.01
		<b>160638.42</b>



**PAYMENTS FOR APPROVAL ON 12th  
April 2017**

<u>Cheque</u>	<u>Payable to</u>	<u>Details</u>	<u>Value</u>
DD	Talk Talk (Opal)	Internet	22.31
DD	Total Gas & Power	Parish Office - Gas	418.16
DD	Midshire	Photocopy Charges	50.81
DD	B.T	Call Charges - Phone & Fax	103.62
DD	Total Gas & Power	Parish Office - Electricity	151.80
6695	Void	Chq not banked	-24.75
6807	Morgan Services & Fabrications	Removal of damaged goal posts	82.00
6808	Morgan Services & Fabrications	New goal posts installed	418.00
6809	Codsall Village Hall Charity Ltd	Grant	2600.00
6810	A.C.K Tree & Garden Services	Land Maintenance Reimbursement for postage & renewals	1124.50
6811	Maxine Baker A.C.K Tree & Garden Services	Land Maintenance	70.00
6812	G H Dobson Watery Lane	Deposit Damage Refund	100.00
6813	Allotment Assoc	Maintenance Account	150.00
6814	St Nicholas PCC	S137 Local Auth Exp - Grants & Donnations	3000.00
			<b>8327.50</b>
	<b>New Financial Year</b>		
BACS	Wages & Salaries	Wages & Salaries	4730.86
6816	Inland Revenue Staffordshire	Tax & N.I.	1133.21
6817	County Council	Superannuation	912.06
			<b>6776.13</b>
	<b>Total</b>		<b>15103.63</b>