

CODSALL PARISH COUNCIL

MINUTES

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

on Wednesday 13th September 2017 at 7.00pm. following Planning

Present: Parish Councillors: B Holland (Acting Chairman), N. Caine, Mrs K Ewart, S Jenkinson, I Kenyon, N Loftus, Mrs C Millar, Mrs A Morrison, P Wright,
Parish & District Councillor: J Michell, **Parish & County Councillor** R Marshall

In the absence of the Chairman and Vice-Chairman, the meeting unanimously voted Councillor Holland as Acting Chairman of the meeting.

Chris Welch, a representative of Community Council of Staffordshire and three members of the public were present.

1. APOLOGIES

Apologies for absence were received and accepted from Councillors Mrs M Barrow, Mrs V Chapman, T Jeavons and B Spencer.

2. DECLARATION OF INTEREST AND REQUESTS FOR DISPENSATION

Declaration of interest was received from Cllr Mrs Ewart – agenda item 6.2.3, a non-pecuniary interest. There were no requests for dispensation.

3. PUBLIC PARTICIPATION

None.

4. MINUTES

Resolved that the Minutes of the meeting held on Wednesday 12th July 2017 be approved and signed as a true record.

5. POLICE REPORT

5.1 Crime and anti-social behaviour figures for Locality 4 28 days up to 30/08/2017

Criminal damage (exc Arson) 5, Drug offences 2, Less Serious Violent Crimes with Injury 5, Other Serious Sexual Offences 1, Other Theft 21, Other Violence against the person 8, Public Order 4, Theft from Motor Vehicles 2, Theft of Motor Vehicles 1, ASB 25

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

Concerns were voiced about the removal of 1% pay cap and 1% bonus and what impact this may have on Staffordshire Police and Locality 4.

6. URGENT CORRESPONDENCE AND DISCUSSION TOPICS

6.1 Request for permission for a traffic mirror opposite Oaken Drive –

[update to Agenda item 6.4 – 28th June 2017 and Agenda item 6.5 – 14th June 2017.]

Resolved Cllr Marshall to provide an update at the next meeting to be held on 27th September 2017.

6.2 Grants Applications and donations – the following Grant Applications and requests for donations were **received and considered:-**

6.2.1 Locality 4 Voluntary Car Scheme – a grant request of £2,000.00 [an update to Agenda Item 10.9 – 10th May 2017]

A Representative from Community Council of Staffordshire attended the meeting and advised Councillors that the usage of the service is declining and the scheme was limited by the small number of volunteer drivers involved. The journeys are mainly for medical appointments. 59 journeys were made under the scheme in 2016. The shortest journey cost £3.50 and rising to £8.50 for the one way trip from Codsall to New Cross Hospital.

The Community Council of Staffordshire have been running the scheme for the last 3 ½ years and one person is employed for less than 12 hours a week as administrator. The scheme covers four Parishes and each Parish have been asked to contribute a percentage of the total running costs, the amount of the percentage depends on the size of the Parish. Councillors discussed whether the Council should continue the contribution towards funding. The Representative advised that Staffordshire County Council were undertaking a transport review. Councillors raised concerns that the scheme could fold if the funding was not granted, but raised the issue of the Scheme's cost effectiveness.

Following lengthy discussion, Cllr Holland proposed that the request is declined, this was seconded. A vote was taken of refusal of funding: For 10, Against 1. **Resolved refusal** of the grant request of £2,000.00.

(7.50pm: Chris Welch left the meeting)

6.2.2 Codsall Village Hall –a grant request of £5,200.00:-

Councillors queried the amount requested and what it covered; the Clerk advised that since 2008, the grant has been £5200.00 and covered running costs or specific projects such as replacement chairs. The Clerk informed the Council that costs for maintenance of the Playing field is picked up by the Parish Council. However, the trees are the responsibility of the Codsall Village Hall Management Committee. Concerns were raised if the amount granted is reduced this year it may cause significant hardship as the Hall's budget is already in place.

Resolved approval of:

- The grant request of £5,200.00 to be paid in two instalments, half yearly.
- Two members of the Parish Council's Finance Committee to arrange to meet with representatives

from Codsall Village Hall Management Committee within the next six months.

(8.02pm Cllr Caine left the Chambers)

Cllr Mrs Ewart took no part in the discussion or decision in the following Agenda Item.

(8.04pm Cllr Caine returned to the Chambers)

6.2.3 Codsall Christmas Fair Group –a grant request of £250.00.

The meeting queried what the grant was for and the Clerk informed the Council meeting that it was not for a specific item or purpose, but a contribution towards general event running costs.

Cllr Michell proposed to accept the grant request, seconded by Cllr Marshall and unanimously agreed by the meeting.

Resolved approval of the grant request for £250.00.

6.3 Codsall Village Hall Playing Fields –a letter and an email of complaint from two members of the public both dated 31st August 2017, and an email received from Pam Allen, Codsall Village Hall dated 7th September 2017 was **received and considered.**

A brief outline of the incident was given. Police had advised the Clerk that there were no witnesses to the incident and no signage had been placed on the cricket pitch. The land is leased to Codsall Village Hall Committee Management and it was agreed it was a matter for the Codsall Village Hall Management Committee.

A vote was taken whether a letter should be sent to the Codsall Village Hall Committee asking them to review and update if appropriate their Health & Safety Policy in light of the incident:

For 10, Against 1. **Resolved approval** of a letter being sent.

6.4 Carols Around the Tree/Christmas Fair

6.5.1 Christmas Tree – a quotation of £425.00 + VAT (£425.00 last 3 years) for the supply, installation and removal of the Christmas tree was considered. **Resolved approval.**

6.4.2 Sound System - a quotation of £190.00 (£165.00 last year) for the hire and operation of sound equipment for the Carols Around the Tree was considered. **Resolved approval.**

6.4.3 Christmas Lights - a quotation for testing, installation, removal and storage of the Christmas lights - cost £5,400.00+ VAT (£5,400.00 last year) was considered. **Resolved approval.**

6.5 Village seating – a letter from a resident dated 3rd August 2017 was **received and considered.**

The meeting was advised that all benches currently installed are standard height and currently there are no plans to install any new benches in the Village centre.

Resolved that the Clerk advises the resident in writing that the Parish Council will consider installing a higher bench when a current bench needs replacing.

- 6.6 Memorial bench** –a letter from a resident dated 4th September 2017 requesting permission for a bench is installed in Oaken Drive in memorial for his mother, who was a resident of Codsall was **received and considered.** The resident wishes to pay for the bench and installation costs.
Resolved approval with a condition that the bench and its installation is to Parish Council’s specifications.
- 6.7 CCTV Village** – an email from South Staffordshire District Council dated 5th September regarding a camera on Wolverhampton Road was **received and noted.**
- 6.8 Subsidised bus travel** –an email from Staffordshire County Council dated 4th August 2017 regarding a review was **received and noted.**
- 6.9 Preparing for the General Data Protection Regulation** – guidelines and draft information audit and procedures was **received and noted.**
The Clerk was asked to summarise:
A data audit has been carried out and the purchase of software to encrypt emails is being considered. The changes could mean that we may stop sharing information with a 3rd Party, for example, plot holders’ details being shared with the Watery Lane Allotment Association or requests received under Freedom of Information requests. The practise has already been adopted of ‘blinking out’ names, addresses or any information which could identify the sender of a letter or email in Councillors’ packs.
Resolved that The Clerk will keep the Parish Council updated.
- 6.10 Site Allocations Document** – an email from South Staffordshire Council dated 15th August 2017 was **received and noted.**
The email from South Staffordshire Council advised the Parish Council that they felt that Parish Councils are at the heart of our communities and are best placed to put forward local views. They would encourage parish and ward councillors to engage with developers/agents if approached, providing councillors remain open to the issues and do not state from the outset that they are for or against the proposals, then these engagement sessions would not give rise to pre-determination. They see this engagement and early discussion as very positive.
The Clerk advised Councillors it may be prudent not to accept invitations that included meals and reminded Councillors of their obligations under the Localism Act 2011 - Register of Members’ Acceptance of Gift(s)/Hospitality.
- 6.11 Reverend Simon Witcombe leaving Codsall Parish** – a leaving gift from the Parish Council was considered.
Resolved a gift to be purchased up to the value of £250.
- 6.12 Guide to Procedures for Parish Council Elections** - updated guidance provided by SSDC were **received and considered.**
The Clerk advised that the guidance was now on file under Policy and Procedures.
Resolved to adopt the framework for next elections.

6.13 Singing Lady Garden's Project – Councillors were reminded of the Singing Lady Garden's Opening Ceremony to be held on Thursday 21st September at 11am.

Resolved that Councillor's wishing to bring food for the Buffet to advise the Clerk.

6.14 The Future of our libraries – a letter from Staffordshire County Council dated 4th September 2017 regarding the future of the library service was **received and noted**.

6.15 South Staffordshire Community Lottery launch at Somerford Hall on Thursday 21st September 7pm-9pm –an email dated 6th September 2017 was **received and noted**.

7 ACCOUNTS

7.1 Resolved that a report on Council Finances for year to 31st July 2017 and 31st August 2017 be approved.

7.2 Resolved that the schedule of payments to 13th September 2017 be approved.

7.3 Confirmation by the Chairman of the authorisation of the Clerks time sheet.
Matter of Report.

7.4 Grant Thornton - External Audit of Annual Accounts year ended 31st March 2017 - External Auditor Certificate and opinion 2016/17 was **received and noted**.

8. COUNTY COUNCILLOR'S REPORT

A verbal report was received from Cllr Robert Marshall as District Councillor:

- Unemployment – 5530 people on Universal Credit down 105 from June 2017. 3268 people on JSA down 0.6%. 2nd best place in the West Midlands
- Bi-elections in Hednesford.
- Public meeting regarding parking issues near St Nicholas' CE First School. Meeting arranged for parents and residents on 19th September 2017 at the School between 6pm and 8pm. Cllr Marshall, the Headmistress and a Representative from Staffordshire County Council's Highways will be attending.
- The notices were put up in Chapel Lane and the Broadway on 24th August 2017 and are due to be removed 14th September 2017. Lines are planned to be down by end of October.
- Pothole backlog has been reduced in Staffordshire.
- Dam Mill safety measures – funds may be obtained from the Safer Roads Network Partnership to fund installation of possibly rumble strips and SID signs. Cllr Marshall will obtain more details on the application process for the fund.

9. CODSALL VILLAGE HALL MANAGEMENT COMMITTEE (CVHMC)

Minutes had not yet been provided by CVHMC for inclusion.

10. DISTRICT COUNCILLOR'S REPORT

The following verbal reports from District Councillors Robert Marshall and John Michell were received:-

Cllr Marshall advised that all four leisure centres have increased total turnover to £40K. 1.06% increase compared to last year. Codsall Leisure Centre has improved the most, partly down to the successful Swim Academy. Cllr Michell informed the Council that the SAD report will be with the Inspector by 15th September 2017.

11. Councillors and Clerks Written Report

The Clerk's written report was **received and noted.**

12. OTHER CORRESPONDENCE

12.1 Staffordshire Parish Councils Association – bulletins dated: 29th June, 27th July, 3rd August, 10th August and 24th August 2017 were **received and noted.**

12.2 Staffordshire County Council Staffordshire News Update –an email dated 4th August 2017 was **received and noted.**

12.3 Village Agent/Good Life Agents Briefing –Summer Briefing 2017 was **received and noted.**

12.4 Staffordshire History Festival – a list of events in September/October 2017 was **received and noted.**

12.5 Staffordshire County Council – Highways -

i. Notice of Diversion of Vehicular Traffic on Moatbrook Lane was **received and noted.**

ii. Notice of Diversion of Vehicular Traffic on Wood Road was **received and noted.**

iii. Notice of Diversion of Vehicular Traffic on Shop Lane and Holly bush Lane was **received and noted.**

Resolved Cllr Marshall was to find out where the diversions will be and advise the Clerk.

12.6 The Good Councillor's Guide 2017 - A bound copy at a cost of £3.75 plus postage and packing, is available to order on request to the Parish Clerk (paper copy was distributed at the Planning meeting of 25th May 2017). **Matter of report.**

12.7 The Voice of the Councillor –a copy available on request to the Clerk of the final report of the De Montfort University and Municipal Journal Councillor Commission. **Matter of report.**

13. HIGHWAY ISSUES

Resolved that members raise concerns with County Councillor Robert Marshall on Highways matters after the meeting.

NEXT MEETING

Wednesday 11th October 2017

(8.45pm Meeting Closed)

**BANK RECONCILIATION as at 31st August
2017**

		Balances
Lloyds Bank - Current a/c		7734.22
Lloyds Bank - Instant Savings a/c		184125.06
Petty Cash		<u>100.00</u>
		191959.28
Less Unpresented Cheques		
6870	242.66	
6867	168.00	
6866	105.00	
6868	100.00	
6864	40.08	
6871	40.00	
6865	18.29	
6872	3912.34	
	<u>4626.37</u>	4626.37
	Total	<u><u>187332.91</u></u>
Brought forward start of year		160638.42
Receipts for year		85764.33
Less payments for year		<u>59069.84</u>
		<u><u>187332.91</u></u>

PAYMENTS FOR APPROVAL ON 13th September 2017

8

<u>Cheque</u>	<u>Payable to</u>	<u>Details</u>	<u>Value</u>
<u>AUG</u>			
DD	Intuit	Computer Programme	63.60
DD	Talk Talk (Opal)	Internet	22.31
DD	PEAC UK LTD Watery Lane Allotment	Photocopy Lease	239.98
6852	Association	Land Maintenance	300.00
6853	Petty Cash	Petty Cash	100.00
6854	Water Plus Ltd	Land Maintenance	37.52
6855	Water Plus Ltd	Land Maintenance	92.86
6856	Water Plus Ltd	Utilities	300.75
6857	A C K Tree & Garden Services	Land Maintenance	1132.85
6858	Kingswood Road Nurseries	Land Maintenance	753.70
6859	Grant Thornton UK LLP	External Audit Fee 2016-17	480.00
6860	Viking Robert Acton Prod	Stationery	43.14
6861	Developments	Litter Pickers x5	144.00
BACS	Wages & Salaries	Wages & Salaries	4183.42
6862	Inland Revenue	Tax & N.I	976.44
6863	Staffordshire County Council	Superannuation	851.77
<u>Sept</u>			
DD	Intuit	Computer Programme	63.60
DD	Talk Talk (Opal)	Internet	22.31
DEP	Midshire Business	Refund of staples sent incorrectly	-44.18
6864	Amberol Ltd	Land maintenance	40.08
6865	ESPO	Stationery	18.29
6866	A.C.K Tree & Garden Services Peter Dudley Exhibition Display	Land maintenance	105.00
6867	& Sign Contractors Trinity Methodist Church	Sign writing on honours board	168.00
6868	Codsall	S137 EXP order - Donation Reimbursement-Land Maintenance &	100.00
6869	Maxine Baker	Stationery & Tea & Coffee Reimbursement for costs for Singing	74.51
6870	Maxine Baker South Staffordshire Council	Lady Garden & Mural Chairman's allowance - Tour of	242.66
6871	Chairman's Charity South Staffordshire District	Chillington Estate	40.00
6872	Council	Land Maintenance	3912.34
6873	Boston Seeds	Open Spaces	43.39
6874	Codsall Stone & Paving	Land Maintenance	78.00
6875	Cash	Petty Cash	81.06
BACS	Wages & Salaries	Wages & Salaries	4732.53
6876	Inland Revenue	Tax & N.I.	1115.16
6877	Staffordshire County Council	Superannuation	888.69
Total			<u>21403.78</u>

