

# CODSALL PARISH COUNCIL

## MINUTES

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

on Wednesday 8<sup>th</sup> November 2017 at 7.00pm. following Planning

**Present: Parish & District Councillor:** Mrs M Barrow (Chairman), J Michell  
**Parish Councillors:** N. Caine, Mrs V Chapman, Mrs K Ewart, B Holland, S Jenkinson,  
I Kenyon, Mrs C Millar, Mrs A Morrison, B Spencer, P Wright

Three members of the public were present.

### 1. APOLOGIES

Apologies for absence were received and accepted from Councillors  
T Jeavons and N Loftus.

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

Declaration of interest was received from Cllr Caine – agenda items 6.4, 6.9,  
6.16, 6.17 and 11.1. There were no requests for dispensation.

(7.16pm Cllr Caine left)

### 3. PUBLIC PARTICIPATION

None

### 4. MINUTES

**Resolved** that the Minutes of the meeting held on Wednesday 11<sup>th</sup> October  
2017 be approved and signed as a true record.

(7.17pm Cllr Caine returned)

### 5. POLICE REPORT

#### 5.1 Crime and anti-social behaviour figures for Codsall for the period 11<sup>th</sup> October to 7<sup>th</sup> November 2017

Burglary residential 5, Theft of Motor Vehicles (TOMV) 1, Theft from  
Motor Vehicles (TFMV) 2, Robbery 1, Violence against the person 1,  
Criminal Damage 1, Theft other 3, ASB 8

Residential burglary of four garden sheds/outbuildings and one  
garage were burgled. Robbery at the Petrol Station. Criminal damage  
was to a vehicle. ASB includes youths lightening fires and neighbour  
disputes.

Cllr Holland queried whether the figures provided corresponded to  
the emailed Police alerts he receives.

Cllr Spencer advised he had recently attended a Safer Neighbourhood  
Panel which included the new Inspector for South Staffordshire.

Echoed Chief Constable, PSCOs to remain but powers not changed.  
South Staffordshire has a high number of car key burglaries, in  
particular high performance cars. Use of boiler suits by burglars is to  
prevent leaving any trace of forensic evidence. Looking to reduce

crime rather than easing the victim through the process. No recruitment at present, but a commitment to PSCOs, local neighbourhood policing. Still targeted to make savings.

## 6. URGENT CORRESPONDENCE AND DISCUSSION TOPICS

### 6.1 Site Allocations Document (SAD) and Call For Sites (SHELAA) –

[update to agenda items 6.1.i & ii – 11<sup>th</sup> October 2017] a response letter dated 1<sup>st</sup> November 2017 from the Chief Executive, South Staffordshire District Council was **received and considered.**

Cllr Holland advised the initial SAD was based on a hierarchy of settlements and the Chief Executive's response is a continuation of policy.

### 6.2 Site Allocation Document (SAD) - Inspector's

#### Matters Issues & Questions and Hearing session on Tuesday

**28<sup>th</sup> November 2017 at 10am** – an email dated 11<sup>th</sup> October 2017 from Strategic Planning Team Manager, South Staffordshire District Council was received and considered.

Cllr Michell advised the next SAD consultation is been worked on. Four options to be debated. Proactive element needed and learn from mistakes made in first consultation. Open forum rather than a sifting process, able to raise concerns in the early stages of the

process.

### 6.3 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 2017] to receive and consider the following:

- i. General Data Protection Regulation (GDPR) Report for Council, compiled by the Clerk.
- ii. Article 29 Data Protection Working Party, Guidelines on Data Protection Impact Assessment (DPIA) and determining whether processing is “likely to result in a high risk” for the purposes of Regulation 2016/679
- iii. Draft Privacy Policy: to **approve and adopt** the new Draft Privacy Policy, with a condition that this can be superseded if a more appropriate Privacy Policy transpires.
- iv. Website Draft Privacy Policy: to **approve and adopt** the new Draft Privacy Policy, with a condition that this can be superseded if a more appropriate Privacy Policy transpires.
- v. Subject Access Code of Practise: to approve and adopt.
- vi. Privacy Impact Assessment Screening Questions: to approve and adopt.
- vii. Data Protection Officer: to approve assigning the Parish Clerk as the Temporary Data Protection Officer.

### 6.4 Staffordshire Parish Councils Association VAT Training Course – to

receive and approve the Clerk's attendance on the VAT for Local Councils course to be held on Monday 20<sup>th</sup> November 2017 7pm to 9pm at Rudyard Suite, Staffordshire Place One, Tipping Street, Stafford ST16 2LP at a cost of £20.00.

- 6.5 Information Commissioners Office – Data Protection** - to receive and approve renewal of the Parish Council’s Data Protection registration of £35.00 (£35.00 last year).
- 6.6 Watery Lane Allotments - Emergency Tree Works** – to ratify emergency tree works due to storm damage at a cost of £100.
- 6.7 Healthwatch Advisory Board Public Meeting** – to receive and consider an invitation to the Healthwatch Advisory Board Meeting on Wednesday 15<sup>th</sup> November 2017 10.30am to 1pm at Wombourne Community Centre, Church Road, Wombourne WV5 9EZ. If any Councillors wish to attend, please advise the Clerk as soon as possible.
- 6.8 Developing a community based approach – the ‘Highways and Rights of Way’** – to receive and consider a letter from Cabinet Member for Communities, Staffordshire County Council dated 16<sup>th</sup> October 2017.
- 6.9 Heath House Lane, Codsall** – to receive and consider a letter from Perton Parish Council dated 19<sup>th</sup> October 2017 to request our support of Highway’s maintenance of the pavements.
- 6.10 Street Homelessness Survey – 15<sup>th</sup> November 2017** – to receive and consider a letter from South Staffordshire Council dated 13<sup>th</sup> October 2017. Councillors who are aware of any rough sleeping within the Parish, to advise the Clerk by 24<sup>th</sup> November 2017 for submission by 25<sup>th</sup> November 2017.
- 6.11 Leisure facilities for young people** – to receive and consider an email dated 31<sup>st</sup> October 2017 from Cllr S Jenkinson.
- 6.12 Voluntary Car Scheme** – to receive and consider an email of thanks dated 26<sup>th</sup> October 2017 from the Administrator of the Voluntary Car Scheme.
- 6.13 Lloyds Business On-line Account Changes** – to receive and consider a letter from Lloyds Bank dated October 2017.
- 6.14 HMRC – Changes to Payment Methods** - to receive and consider an email from Head of Digital Support for Business and Agents, dated 27<sup>th</sup> October 2017.
- 6.15 HMRC Employer Bulletin** – to received and consider a bulletin dated October 2017.
- 6.16 Local Government Pension Scheme** – to receive and consider an Invitation to the Staffordshire Pension Fund Annual General Meeting on Tuesday 14<sup>th</sup> November 2017 at 2pm in the Oak Room of County Buildings in Stafford.
- 6.17 SPCA Annual General Meeting** – to receive and consider an Invitation to the AGM on Monday 4<sup>th</sup> December 2017 at 6.30pm at The Rudyard & Trentham Suites, Staffordshire Place One, Tipping Street, Stafford.
- 6.18 Universal Credit Masterclass** – *to receive and consider an invitation dated 3<sup>rd</sup> November 2017 to a workshop on 24<sup>th</sup> November 2017 from 10am to 1pm at South Staffordshire Council, Codsall. Any Councillors wishing to attend, please inform the Clerk as soon as possible.*
- 6.19 Citizens Advice South Staffordshire AGM** – *to receive and consider an invitation dated 7<sup>th</sup> November 2017 to the AGM on Friday 24<sup>th</sup> November 2017 at 2pm at Wombourne Civic Centre.*

**7. ACCOUNTS**

- 7.1 To receive** a report on Council Finances for year to 31<sup>st</sup> October 2017
- 7.2 To receive** the schedule of payments to 8<sup>th</sup> November 2017
- 7.3 To receive** confirmation by the Chairman of the authorisation of the Clerks time sheet.

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

**To receive** the minutes of C.V.H.M.C. meeting of the 18th September 2017.

**9. DISTRICT COUNCILLOR'S REPORT**

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

**10. Councillors and Clerks Written Report**

**To receive** the Clerks written report for November.

**11. OTHER CORRESPONDENCE**

- 11.1 Staffordshire Parish Councils Association** – to receive bulletins dated 5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup> and 26<sup>th</sup> October 2017.
- 11.2 Neighbour Watch** – to receive notification of three drug warrants executed 13<sup>th</sup> October 2017 in Billbrook.
- 11.3 Staffordshire County Council News Update** – to receive update dated 20<sup>th</sup>, 27<sup>th</sup> October and 3<sup>rd</sup> November 2017.
- 11.4 Staffordshire Business Support – How to promote and grow your business** – to receive an email dated 25<sup>th</sup> October 2017.
- 11.5 Staffordshire County Council – Highways** - to receive notice of Diversion of Vehicular Traffic on Dury Lane, Codsall
- 11.6 Codsall Village Hall Half Yearly Grant** – to receive an email of thanks dated 16<sup>th</sup> October 2017.
- 11.7 Codsall PCC Half Yearly Grant** - to receive a letter of thanks dated 19<sup>th</sup> October 2017.
- 11.8 Codsall Christmas Fair Group** – to receive an email of thanks dated 20<sup>th</sup> October 2017.
- 11.9 Codsall Community Group – Civic Sunday donation** – to receive an email of thanks dated 31<sup>st</sup> October 2017.
- 11.10 Leaving gift for Rev'd Simon Witcombe** – to receive an email of thanks dated 5<sup>th</sup> October 2017.
- 11.11 Meeting with the South Staffordshire Tourism Association** – letter of thanks received for the Chairman for attending the event held on Tuesday 17<sup>th</sup> October 2017.
- 11.12 Carols Around the Tree/Christmas Fair** - Councillors to receive the buffet food request form and if Councillors could advise the Clerk of what food they wish to contribute.
- 11.13 My Staffordshire Newsletter** – to receive the newsletter dated 1st November 2017.

**12. HIGHWAY ISSUES**

**To raise any concerns regarding Highways**

**NEXT MEETING**

