

CODSALL PARISH COUNCIL

MINUTES

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

on Wednesday 8th 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 written requests received for
dispensation.

[7.16pm Cllr Caine left]

3. PUBLIC PARTICIPATION

None

4. MINUTES

Resolved that the Minutes of the meeting held on Wednesday 11th 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 11th October to 7th 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 Spencer advised he had recently attended a Safer Neighbourhood
Panel which was attended by the new Inspector for South
Staffordshire. The new Inspector echoed Chief Constable's view,
PSCOs to remain but powers not changed. Looking to reduce
crime rather than easing the victim through the process. No
recruitment at present, but a commitment to PSCOs and local
neighbourhood policing. Still targeted to make cost savings.

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.

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 – 11th October 2017] a response letter dated 1st 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.

Resolved for the next SAD process, that the criteria and different solution to be discussed at District level.

6.2 Site Allocation Document (SAD) - Inspector's

Matters Issues & Questions and Hearing session on Tuesday

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

Cllr Michell advised the next SAD consultation is being 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.

Resolved for the next SAD, that the criteria and different solution to be discussed at District level.

6.3 Preparing for the General Data Protection Regulation (GDPR) –

[update to Agenda items 6.9 – 13th September, 7.5 – 27th September 2017] the following were to received and considered:

The Chairman gave the Clerk permission to speak. The Clerk advised the Council that County Council may charge for guidance on GDPR as per the Parish Council Association. Once the Clerk has attended the training course, will revise and work on any amendments. Time and cost implications of GDPR process will not be known until process is underway. In the meantime, started to adopt the guidelines, for example, encryption software has been installed. Clerk clarified that the Cllrs names and addresses are in the public domain. Clerk raised an issue of a grey area regarding receiving correspondence from anyone under 16. Will need permission of parents and cannot assume we have it, and we might need to verify if an emailed consent is from the parent.

Cllr Holland congratulated the Clerk on the preparation work undertaken and he considered that it placed the Council ahead of the game.

Resolved that the following:

[7.45pm Cllr Caine left]

- i. General Data Protection Regulation (GDPR) Report for Council, compiled by the Clerk was **received and noted.**
- 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 was **received and noted.**
- iii. Draft Privacy Policy: the new Draft Privacy Policy, with a condition that this can be superseded if a more appropriate Privacy Policy transpires was **approved and adopted.**

[7.47pm Cllr Caine returned]

- iv. Website Draft Privacy Policy: the new Draft Privacy Policy, with a condition that this can be superseded if a more appropriate Privacy Policy transpires was **approved and adopted.**
 - v. Subject Access Code of Practise: was **approved and adopted.**
 - vi. Privacy Impact Assessment Screening Questions: was **approved and adopted.**
 - vii. Data Protection Officer: the assigning of the Parish Clerk as the Temporary Data Protection Officer was **approved and adopted.**
- 6.4 Staffordshire Parish Councils Association VAT Training Course** – the Clerk’s attendance on the VAT for Local Councils course to be held on Monday 20th November 2017 7pm to 9pm at Rudyard Suite, Staffordshire Place One, Tipping Street, Stafford ST16 2LP at a cost of £20.00. **Resolved** approval.
- 6.5 Information Commissioners Office – Data Protection** - renewal of the Parish Council’s Data Protection registration of £35.00 (£35.00 last year). **Resolved** approval.
- 6.6 Watery Lane Allotments - Emergency Tree Works** – emergency tree works due to storm damage at a cost of £100 was received. **Resolved** costs of works be ratified.
- 6.7 Healthwatch Advisory Board Public Meeting** –an invitation to the Healthwatch Advisory Board Meeting on Wednesday 15th November 2017 10.30am to 1pm at Wombourne Community Centre, Church Road, Wombourne WV5 9EZ was **received and noted.**
- 6.8 Developing a community based approach – the ‘Highways and Rights of Way’** –a letter from Cabinet Member for Communities, Staffordshire County Council dated 16th October 2017 was **received and noted.**
- 6.9 Heath House Lane, Codsall** –a letter from Perton Parish Council dated 19th October 2017 to request our support of Highway’s maintenance of the pavements was received and considered.
Cllr Caine advised the A41 Holyhead Road should also be included and he had spoken to Highways regarding the state of it. Cllr Jenkinson noted that Wolverhampton Council seemed to have been more proactive with the road sweeper compared to South Staffordshire Council. The Clerk advised that the road sweeper had been requested for the Fairfield estate and the work had been carried out.

Cllr Michell advised that there was a cost implication and in house maintenance was being considered at District.

Resolved: The Clerk to advise Perton Parish Council of support of Highway's maintenance of the pavements along Heath House Lane, Codsall.

- 6.10 Street Homelessness Survey – 15th November 2017** – a letter from South Staffordshire Council dated 13th October 2017. Councillors who are aware of any rough sleeping within the Parish, to advise the Clerk by 24th November 2017 for submission by 25th November 2017.

Matter of Report.

- 6.11 Leisure facilities for young people** –an email dated 31st October 2017 from Cllr S Jenkinson was received and considered.

The Chairman gave Cllr Jenkinson permission to speak. Cllr Jenkinson wishes the Council to consider the views of the youth of the Parish, of what they leisure facilities and recreation areas they would like.

Cllr Jenkinson believes the Village Hall needs to be a community hub and the Parish Council need to work more closely with the Village Hall. The new development will bring more youth to the village and there will be a need for leisure facilities for older children. No facilities at Codsall Wood or Oaken. Compared to other Parishes, Codsall has only a small park. Parish would need to maintain the facilities and Cllr Jenkinson suggested a four year plan is drawn up.

Cllr Holland agreed a four year plan would be a good idea, similar to the one used at Bilbrook Parish Council. Need to revisit Business Plan before the end of the financial year and include leisure facilities.

Cllr Chapman agreed and advised that the Bilbrook plan had been drawn up in 2007 and is nearly at completion. Parish Council could draw up the plan alongside the Codsall Community Group.

Cllr Michell suggested there may be funds available from County Council. County Council used to run the Codsall Youth Centre and when it was closed down, money was going to be made available to community groups.

Cllr Holland suggested that the local church groups and schools need to also get together as not one group could do this on their own.

Need also to involve Goodlife at District Council.

Cllr Jenkinson advised only cricket is organised group at Codsall Village Hall. There is an unofficial football group. A lot of groups are put off hiring the Village Hall due to the cost.

Clerk advised that the Police and Information Commissioner targeted youth groups in the summer to play competitive games on the field but no one wanted to join in.

Cllr Spencer raised his concern that the Council must be careful making decisions regarding youth leisure facilities and ensure that they are not made without consultation. Cllr Wright echoed this and advised that the swimming facilities is used regular by the youth in the village. Open spaces survey four years ago identified that a MUGA is needed. More funding is available but for Community Groups rather than Parish Councils.

Cllr Jenkinson advised that the Codsall Community Group is in talks with the Co-op to discuss funding. He advised that the group has around 50% funds raised for a MUGA, a total of £50K-£60K is required.

Cllr Barrow suggested there is a need for charismatic youth leaders to tackle issue but no volunteers. The ATC recently went from 15 to 54 members as the group went into schools to recruit members.

Resolved

- i. The Clerk to write to County Council to see if there is any money available for youth provision in the community.
- ii. The Finance Committee to look at long term funding of leisure facilities for the youth in the Parish.
- iii. To revisit Business Plan before the end of the financial year and include leisure facilities.

- 6.12 Voluntary Car Scheme** – an email of thanks dated 26th October 2017 from the Administrator of the Voluntary Car Scheme was **received and noted.**
- 6.13 Lloyds Business On-line Account Changes** – a letter from Lloyds Bank dated October 2017 was **received and noted.**
- 6.14 HMRC – Changes to Payment Methods** - an email from Head of Digital Support for Business and Agents, dated 27th October 2017 was **received and noted.**
- 6.15 HMRC Employer Bulletin** –a bulletin dated October 2017 was **received and noted.**
- 6.16 Local Government Pension Scheme** – an Invitation to the Staffordshire Pension Fund Annual General Meeting on Tuesday 14th November 2017 at 2pm in the Oak Room of County Buildings in Stafford was **received and noted.**
- 6.17 SPCA Annual General Meeting** – an Invitation to the AGM on Monday 4th December 2017 at 6.30pm at The Rudyard & Trentham Suites, Staffordshire Place One, Tipping Street, Stafford was **received and noted.**
- 6.18 Universal Credit Masterclass** –an invitation dated 3rd November 2017 to a workshop on 24th November 2017 from 10am to 1pm at South Staffordshire Council, Codsall was received and considered. Cllr Chapman advised she is attending the workshop. Cllr Caine wished to attend but is working in the day. **Resolved** that the Clerk will write and ask if the workshop can be repeated in an evening for all those unable to attend in working hours.
- 6.19 Citizens Advice South Staffordshire AGM** – an invitation dated 7th November 2017 to the AGM on Friday 24th November 2017 at 2pm at Wombourne Civic Centre was **received and noted.**

7. ACCOUNTS

7.1 **Resolved** that a report on Council Finances for year to 31st October 2017 be approved.

7.2 **Resolved** that the schedule of payments to 8th November 2017 be approved.

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

8. CODSALL VILLAGE HALL MANAGEMENT COMMITTEE (CVHMC)

Cllr Barrow gave an update to the minutes of C.V.H.M.C. meeting of the 18th September 2017, she advised that the Village Hall had a good 'healthy' bank account. The Committee are currently working on the Women's toilets. The Barn Dance and the History Society is well supported but not all events are despite advertising. It is also difficult to get volunteers to help and there is no one to take over as lifestyles are different now.

The minutes of C.V.H.M.C. meeting of the 18th September 2017 were **received and noted.**

9. DISTRICT COUNCILLOR'S REPORT

A verbal report was received from Cllr Mrs Barrow as a District Councillor. Cllr Mrs Barrow advised she had a meeting with Highways who listened to concerns and provided information. New website for tracking potholes, able to monitor when going to be done. Potholes in the same location will be done, rather than just those that have been reported.

Cllr Mrs Barrow advised that a lot of gullies have been cleaned, despite having only 6 cleaners for the whole of Staffordshire and farmers no longer clearing out ditches.

Cllr Mrs Barrow also attended the Building Better Opportunities Conference. Good support for work clubs, including organising the up and coming Universal Credit Workshop.

Civic events and lottery to try and replace income from government. First draw of the lottery will be 24th November 2017, where a percentage will go to twenty registered local groups. Cllr Mrs Ewart reminded Cllrs to select the Charity or Community Group they wish to benefit when purchasing their lottery tickets.

10. Councillors and Clerks Written Report

The Clerks written report for November was **received and noted.**

11. OTHER CORRESPONDENCE

11.1 **Staffordshire Parish Councils Association** – bulletins dated 5th, 12th, 19th and 26th October 2017 were **received and noted.**

11.2 **Neighbour Watch** – notification of three drug warrants executed 13th October 2017 in Bilbrook was **received and noted.**

11.3 **Staffordshire County Council News Update** – update dated 20th, 27th October and 3rd November 2017 were **received and noted.**

11.4 **Staffordshire Business Support – How to promote and grow your business** – an email dated 25th October 2017 was **received and noted.**

- 11.5 Staffordshire County Council – Highways** - notice of Diversion of Vehicular Traffic on Dury Lane, Codsall was **received and noted.**
- 11.6 Codsall Village Hall Half Yearly Grant** – an email of thanks dated 16th October 2017 was **received and noted.**
- 11.7 Codsall PCC Half Yearly Grant** - a letter of thanks dated 19th October 2017 was **received and noted.**
- 11.8 Codsall Christmas Fair Group** – an email of thanks dated 20th October 2017 was **received and noted.**
- 11.9 Codsall Community Group – Civic Sunday donation** – an email of thanks dated 31st October 2017 was **received and noted.**
- 11.10 Leaving gift for Rev'd Simon Witcombe** – an email of thanks dated 5th October 2017 was **received and noted.**
- 11.11 Meeting with the South Staffordshire Tourism Association** – letter of thanks received for the Chairman for attending the event held on Tuesday 17th October 2017 was **received and noted.**
- 11.12 Carols Around the Tree/Christmas Fair** - Councillors received the buffet food request form.
Resolved that any Councillor wishing to bring food for the Buffet to advise the Clerk as soon as possible.
- 11.13 My Staffordshire Newsletter** – the newsletter dated 1st November 2017 was **received and noted.**

12. HIGHWAY ISSUES

The Clerk provided an update on the yellow lines for Chapel Lane, Long Acre and Broadway. The Clerk has been advised by Highways that there is a delay due to the amount of poles needed for the signage. All residents of the three roads will be told two weeks prior and leading up to the lines going down. The Parish Council might be called upon to assist with the lines been installed.

Resolved that members raise concerns with the Clerk on Highway matters and these will be reported via the County Council's website.

NEXT MEETING

Wednesday 13th December 2017

[8.40pm meeting closed]

BANK RECONCILIATION as at 31st October 2017

| | Balances |
|-----------------------------------|-------------------------|
| Lloyds Bank - Current a/c | 8185.95 |
| Lloyds Bank - Instant Savings a/c | 105531.05 |
| Nationwide- Business Savings | 128000.00 |
| Petty Cash | <u>100.00</u> |
| | 241817.00 |
| Less Unpresented Cheques | |
| 6887 | 250.00 |
| 6890 | 243.00 |
| 6886 | 11.85 |
| 6897 | 122.00 |
| 6898 | 79.11 |
| | <u>705.96</u> |
| | 705.96 |
| | <u>Total</u> |
| | <u>241111.04</u> |
| | |
| Brought forward start of year | 160638.42 |
| Receipts for year | 165070.32 |
| Less payments for year | <u>84597.70</u> |
| | <u>241111.04</u> |

PAYMENTS FOR APPROVAL ON 8th November 2017

| <u>Cheque</u> | <u>Payable to</u> | <u>Details</u> | <u>Value</u> |
|---------------|---|--|----------------|
| DD | Intuit | Computer Programme | 63.60 |
| DD | Talk Talk (Opal) | Internet | 22.31 |
| DD | PEAC (UK) Ltd | Photo Copier - Lease | 299.98 |
| 6895 | A.C.K Tree & Garden Services | Land maintenance | 105.00 |
| 6896 | Codsall Stone & Paving Morgan Services & | Singing Ladies Garden Project | 39.95 |
| 6897 | Fabrications | Singing Lady Garden Mural installation | 122.00 |
| 6898 | ESPO | Stationery | 79.11 |
| 6899 | Cash | Petty cash for Carols Around the Tree | 300.00 |
| 6900 | A.C.K Tree & Garden Services | Land Maintenance | 280.00 |
| 6901 | Maxine Baker | Singing Lady Garden Mural maintenance | 15.20 |
| 6902 | The Royal British Legion | S137 Community Order | 40.00 |
| BACS | Wages & Salaries | Wages & Salaries | 4185.48 |
| 6903 | Inland Revenue | Tax & N.I | 980.40 |
| 6904 | Staffordshire County Council | Superannuation | 851.96 |
| Total | | | 7384.99 |