

CODSALL PARISH COUNCIL

MINUTES

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

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

A presentation from Mathew Ellis – Staffordshire Police and Crime Commissioner

Two members of the Public were present

PRESENT: Parish & District Councillors: Mrs M Barrow (Chairman), J Michell;
Parish Councillors: N Caine, Mrs V Chapman, Mrs K Ewart, B Holland, Jeavons,
S Jenkinson, N Loftus, Mrs C Millar, Mrs A Morrison, B Spencer and P Wright

1. APOLOGIES

Apologies for absence was received and accepted from Councillor Ian Kenyon

2. DECLARATION OF INTEREST AND REQUESTS FOR DISPENSATION

Declaration of interest received from Cllr Ewart 6.7 – non-pecuniary interest, Cllr Millar 6.7 - non-pecuniary interest, Cllr Chapman 6.7 - non-pecuniary interest and Cllr Caine 6.9 - a Pecuniary Interest. There were no written requests received for dispensation.

3. PUBLIC PARTICIPATION

A local resident stated to Cllrs that there were no longer Payments Schedules or Banks Reconciliations attached to the Minutes on the Council's website.

4. MINUTES

Resolved that the Minutes of the meeting held on Wednesday 8th November 2017 be approved and signed as a true record.

5. POLICE REPORT

**5.1 Crime and anti-social behaviour figures for the period
8th November to 13th December 2017**

Burglary residential 5, Burglary business/commercial 1, Theft of Motor Vehicles 2, Theft from Motor Vehicles 2, Robbery 0, Violence against the person 0, Drugs 1, Criminal Damage 3, Theft other 7, ASB 7

A large cannabis factory was found in South Staffordshire by South Staffordshire's Neighbourhood Action Team.

The meeting queried why the recent robbery at the Lloyds Chemist did not appear on the crime figures. PCSO advised that the incident was categorised as shoplifting and not robbery. The meeting agreed to ask Mathew Ellis the Crime Commissioner when he arrived if he thinks the incident was categorised correctly.

[7.40pm Meeting suspended for Mathew Ellis's presentation]

[8.28 pm Meeting re convened]

6. URGENT CORRESPONDENCE AND DISCUSSION TOPICS

- 6.1 Affordable Housing Need Survey in Codsall Parish** [Update to Minutes Item 7.1 – 25th October 2017, 6.2 – 12th April 2017 and Item 7.2 - 14th December 2016] – a supplementary report to the Housing Needs Survey Report was received and considered. Cllrs felt that it was important that the Parish Council pursues suitable housing for the aging population of Codsall.
Resolved that the Clerk writes to the Housing Association to establish how the Parish Council can make it happen.
- 6.2 South Staffordshire Housing and Homelessness Strategy 2018-2022 – Consultation** –an email dated 4th December 2017 was **received and noted**. Consultation period ends 12th January 2018 at 12pm.
- 6.3 Oaken Drive Field – Car Park** – to receive and consider recommendation report by the Council’s Finance Committee. In accordance to standing order V.2 iii the meeting **resolved** to move the item to the last order of business to be discussed in closed session due to confidential nature of the business to be discussed regarding commercial interests.
- 6.4 Parking in Oaktree Rise, Codsall** - an email of complaint from a member of the public dated 9th November 2017 regarding parking issues was **received and noted**.
- 6.5 Preparing for the General Data Protection Regulation (GDPR)** – [update to Agenda items 6.9 – 13th September 7.5 – 27th September and 6.3 – 8th November 2017] to receive and consider the following:
- i. **NALC** –legal briefing dated August 2017was **received and noted**.
 - ii. **NALC – General data processing regulation and subject access requests** - legal briefing dated 10th November 2017 was **received and noted**.
 - iii. **NALC – Privacy notices and the legal basis for processing personal data** – legal briefing dated 10th November 2017 was **received and noted**.
 - iv. **Presentation provided by Staffordshire County Council** was **received and noted**. The Clerk advised the meeting that Staffordshire Council may offer a payable advice/service to Parish Council’s on compliance - details yet to be formalised as to the cost.
 - v. **South Staffordshire Council – Are you ready for GDPR?** –an email dated 24th November from the Assistant Director Democratic & Regulatory Services was **received and noted**
- 6.6 Codsall Village Hall Management Committee Constitution – Amendment to the Lease of Codsall Village Hall Playing Fields** [update to Agenda item 7.2 – 22nd February 2017] a letter, copy of the completed engrossed licence for our records and invoice for £720 for professional services dated 9th November 2017 from Dallow & Dallow Solicitors was received and considered.

Resolved approval of payment of the fee of £720.00 for services rendered by the Parish Council's solicitors Dallow & Dallow.

[Cllrs Millar, Ewart and Chapman left the Chambers for the following discussion]

- 6.7 Grants Applications and donations - Codsall Community Arts Festival Association** –a letter dated 20th November 2017 and grant request form for £1500.00 was considered. Cllr Caine thought that this was a large amount and that the Codsall Community Arts Festival had only requested £400.00 from Bilbrook Parish Council. Cllr Holland said that the Ars Festival was a key event in the community, offering a wide spectrum to suit all. Cllr Holland then went on to say that he felt that their request was a small price for such a prestigious community event. Cllr Cane proposed a grant of £400.00, this was not seconded. Cllr Holland proposed a grant of £1,000.00 this was seconded by Cllr Jenkinson a vote was taken: in favour 5; refusal 3; abstentions 2

[Cllrs Millar, Ewart and Chapman returned to the Chambers]

- 6.8 Merger of Citizens Advice South Staffordshire (CASS) and Citizens Advice Staffordshire South West (CASSW)** –a letter dated 14th November from the Chief Executive Officer of CASSW was **received and noted**.

[Cllr Caine took no part in the following discussion or decisions]

- 6.9 Staffordshire Pension Fund**
- i. **Local Government Pension Scheme – New Scheme Guidance for Employers-** a letter dated November 2017 was **received and noted**.
 - ii. **Employer Newsletter** – a newsletter dated November 2017 was **received and noted**.
- 6.10 Changes to subsidised bus journeys in Staffordshire Approved** –an email dated 15th November 2017 from Cabinet Member for Commercial was **received and noted**.
- 6.11 Nationwide Business Instant Saver terms and conditions changes** – a letter dated 9th November 2017 from the Head of Business Savings was **received and noted**.
- 6.12 People Helping People** –a letter and poster detailing benefits of membership of Staffordshire Council of Voluntary Youth Services and Support Staffordshire was **received and noted**.
- 6.13 Code of Conduct – revised code of South Staffordshire District Council** –an email dated 1st December from South Staffordshire Council's Corporate Director Governance and copy of Revised South Staffordshire Council code of Conduct dated 12th September 2017 and the Parish Council's present Code of Conduct. Consideration was given to adoption of the revised Code.
Resolved that the Parish Council would adopt the revised Code adopted by South Staffordshire Council.

- 6.14 Lloyds Bank – Notification of Closure of Codsall’s Branch** – notification dated November 2017 of closure of our local branch was received and implications considered.

Resolved:

- the Clerk relates to Lloyds Bank the Council’s disappointment in Lloyds decision to close Codsall branch and the affect this will have for residents
 - The Clerk to apply for a Lloyds debit card for use by the Clerk for petty cash purposes with a withdrawal limit of £300.00.
- 6.15 South Staffordshire Council – Parish Council Service Delivery Questionnaire** –an email dated 6th December 2017 was received and consideration was given for the response to the questionnaire. **Resolved** that the Clerk responds to the questionnaire outlining that the Parish Council may only be able consider taking on new responsibilities if the Parish Council received monetary contributions.

7. ACCOUNTS

- 7.1** A report on Council Finances for year to 30th November 2017 was **received and noted**
- 7.2** The schedule of payments to 13th December 2017 was **received and noted**
- 7.3** Confirmation by the Chairman of the authorisation of the Clerks time sheet. **Matter of report.**
- 7.4** **Future Audit Procurement and the Sector Led Body** [update to Agenda item 7.6 9th December 2015] – an email notification of external auditor appointments from the 2017/18 dated 22nd November 2017 from Smaller Authorities’ Appointments Ltd was **received and noted.**

8. CODSALL VILLAGE HALL MANAGEMENT COMMITTEE (CVHMC)

The minutes of C.V.H.M.C. meeting of the 16th October 2017 was **received and noted**

9. DISTRICT COUNCILLOR'S REPORT

A report from District Councillors.

- West Midlands briefing was cancelled due to weather
- A meeting with Inspector Meaden impressed District Councillors present he appeared to be a breath of fresh air and infused confidence in the police.
- Universal Credit is now kicking in and a few problems have arisen.
- Crime Fraud initiative

10. Councillors and Clerks Written Report

A written report from the Clerk for December was **received and noted.**

11. OTHER CORRESPONDENCE

- 11.1 Staffordshire Parish Councils Association** –bulletins dated 2nd, 16th, 23rd and 30th November 2017 were **received and noted.**
- 11.2 Staffordshire County Council News Update** –update dated 10th November 2017 was **received and noted.**
- 11.3 Guide to Recycling and Waste Collection (2017-2019)** –an email dated 16th November 2017 from the Waste and Recycling Team Leader was **received and noted.**
- 11.4 Neighbourhood Watch** –notification dated 9th November 2017 of three arrests made in connection with car key burglaries in Staffordshire was **received and noted.**
- 11.5 South Staffordshire Council** –a notice providing details of the 10th Annual Christmas Lunch on Friday 22nd December 2017 for retired residents who are over 60 and do not have any family or friends visiting them on Christmas Day was **received and noted.**

12. HIGHWAY ISSUES

Councillors raised concerns on the apparent lack of gritting during the recent snow and freezing conditions. The Clerk advised the meeting that the Parish Council's workmen had worked hard to grit the village centre and Station Road near the station entrance.

Resolved:

- that the Clerk writes to Mark Deville at County Council to ask for a schedule of which roads were gritted from the 8th December to 11th December within the Parish of Codsall.
- the Clerk brings to a future meeting, costings for a grit spreader and grit box for consideration.

NEXT MEETING

Wednesday 10th January 2018

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

In pursuance of the powers contained in Section 1 of the above Act I move that the press and public be now excluded from the meeting on the grounds that the business about to be transacted is of a confidential nature and that publicity will be prejudicial to the public interest.

[Meeting closed 9.50pm]

Confidential

6.3 Oaken Drive Field – Car Park –recommendation report by the Council’s Finance Committee was received and considered.

Cllr Millar queried the Minutes, Cllr Millar thought the meeting had established that a meeting of the Car Park Committee to discuss maintenance and the management of the Car Park would meet before coming today to the Main Council. The Clerk advised that dates were discussed at the meeting but because of the timeframe of meetings it was found that a meeting could not be done before today’s meeting, but one would be held, the purpose of the Finance Committee meeting was to agree the budget set as detailed.

Cllr Holland confirmed that the resolution of the Meeting of the Finance Meeting that he proposed was correct as minuted.

Cllr Jeavons thought it advisable that we establish revenue and expenditure costs for the car park, because of the long-term implications.

Cllr Holland advised that this will be done by the Car Park Committee, but we need to establish within the tight time frames of submission to South Staffordshire District Council our Precept requirement. The budget/Precept has been calculated to include the construction of the car park and some small contingency.

Cllrs Ewart and Millar felt that the Council should not put reserves aside if we were not likely to use them.

Cllr Holland said that over the years the Parish Council had been very prudent when setting the budget and have ringfenced monies for the car park, we have got to the stage that the reserves will be at a level where we can now go ahead with the project without increasing the precept or having to borrow.

Cllr Holland then went onto say that if the Council decides that it does not want to go ahead with the car park because of maintenance and running costs then the Finance Committee can at any stage meet again to approve recommendations of reassigning/redistributing reserves set within the budget, residents will not be financially worse off because we have not increased the Precept other than by CPI or had to borrow.

Cllr Chapman advised that she felt the meeting had slightly deviated and needed to go back to the agenda item of discussing approval of the recommendations put forward by the Finance Committee: (Option 2 but with a 2% increase to be assigned to Village improvements – [subject to and amended, with consideration to any increase/decrease to the 2018/19 Business Rate figures once they have been determined by District Council]).

Precept requirement £162,030.99 plus or minus Business Rate adjustment).

Councillor Holland proposed acceptance of the Finance Committees recommendation, this was seconded by Cllr Jenkinson at vote was taken: in favour 10; against 1; abstentions 2

Resolved approval Option 2 but with a 2% increase to be assigned to Village improvements – [subject to and amended, with consideration to any increase/decrease to the 2018/19 Business Rate figures once they have been determined by District Council].

Precept requirement £162,030.99 plus or minus Business Rate adjustment.

BANK RECONCILIATION as at 30th November 2017

		Balances
Lloyds Bank - Current a/c		15868.52
Lloyds Bank - Instant Savings a/c		92359.28
Nationwide- Business Savings		128000.00
Petty Cash		400.00
		<u>236627.80</u>
Less Unpresented Cheques		
	6890	243.00
	6905	84.05
	6909	105.00
	6906	78.96
	6907	70.00
	6910	48.00
	6911	35.00
	6908	7.48
		<u>671.49</u>
		671.49
		<u><u>235956.31</u></u>
	Total	

PAYMENTS FOR APPROVAL ON 13th December 2017

<u>Cheque</u>	<u>Payable to</u>	<u>Details</u>	<u>Value</u>
-			-
DD	Intuit	Computer Programme	69.60
DD	Talk Talk (Opal)	Internet	22.31
6905	Petty Cash	Petty Cash	84.05
6906	Kingswood Road Nurseries	Plants	78.96
6907	N.Gas	Boiler Service	70.00
6908	Maxine Baker	Reimbursement - Stationery	7.48
6909	ACK Tree & Garden Services	Land maintenance	105.00
6910	Bradsports Ltd	Hi vis waistcoats	48.00
6911	Information Commissioner	Data protection com	35.00
BACS	B Browning	Reimbursement - Safety Equipment	49.53
BACS	M Baker	Reimbursement- Computer programme	79.99
BACS	Wages & Salaries	Wages & Salaries	4766.68
6912	Inland Revenue	Tax & N.I	1134.68
6913	Staffordshire County Council	Superannuation	897.30
		Total	<u>7448.58</u>

Notes to presentation from Mathew Ellis.

Mathew Ellis advised that he is fully supported to Engagement Policy and is glad to see the local PCSO here this evening.

The Crime Commissioner said he is pleased that the New Chief Constable has good experience with community liaison and consultation.

Precept time is coming up, budgets have been driven controlled by efficiencies being brought in. Times are getting tough and increases in different types of crimes have increased which would have been hard to predict even 3 years ago such as internet crime which makes up 60% of the crime now committed. Serious domestic crime has increased by three-fold, but this could relate more to increases in crime being reported than actual increases in offences.

New investments and liaison with other forces have helped stop an organised crime of car key burglaries recently.

The Crime Commissioner advised that the precept rate increase of 2% is likely to be fixed which id £5.00 more on band D properties.

A Councillor asked if PCSO's can issue parking tickets. The Crime Commissioner advised that a paper will be published by Christmas highlighting a need for primary legislation changes to clarify parking laws.

A Cllr asked if the Crime Commissioner thinks the police should be regionalised with a merger of the 4 local police forces.

The Crime Commissioner advised he would not support the idea, as South Staffordshire would suffer and be out on a limb as resources would be sent to the more problematic and larger areas of the region. The Crime Commissioner said that surveys show the bigger the force the bigger the problems with more internal dissatisfaction.

A Councillor asked what the Crime Commissioner thought his biggest achievement was so far in his role. Mathew Ellis said he was proud to have maintained frontline policing over the last few difficult financial years. Victim Gateway and new technological initiatives.

The Crime Commissioner was asked if strategic alliances are important in South Staffordshire as we have unique issues geographically. The Crime Commissioner advised that alliances are important with the other forces such as West Midlands as shown in the recent car key burglaries. The war on drugs at the moment is not being won but with County Lines drugs factories have been taken out of circulation. There is no easy answer.

Safer Neighbourhood panels will make a difference.

The meeting then asked if the crime commissioner could clarify definition of shoplifting to burglary in relation to the recent reporting of the theft at the Lloyds Chemist where masked persons went into the recent Codsall branch and smashed glass cabinets to steal perfume, this was reported as shoplifting and not robbery. The Crime Commissioner promised to consider the matter and report back to the Council via the Parish Clerk.

The meeting was encouraged to sign up to Smart Alert and a new live alert will be introduced in the New Year, so the community can also be the eyes and ears in assisting the police live.

The Chairman thanked Mathew Ellis for his time this evening.