

# CODSALL PARISH COUNCIL

## AGENDA

Council Meeting to be held in the Parish Chambers,  
Station Road, Codsall  
on Wednesday 13<sup>th</sup> September 2017 at 7.00pm. following Planning  
*(Revisions in italics)*

1. **APOLOGIES**  
To receive apologies for absence
2. **DECLARATION OF INTEREST AND REQUESTS FOR DISPENSATION**  
To receive any declaration of interest or written requests received for dispensation.
3. **PUBLIC PARTICIPATION**  
Limited to 2 minutes per speaker and 15 minutes overall.
4. **MINUTES**  
To approve the Minutes of the meeting held on Wednesday 12<sup>th</sup> July 2017
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.
6. **URGENT CORRESPONDENCE AND DISCUSSION TOPICS**
  - 6.1 **Request for permission for a traffic mirror opposite Oaken Drive –**  
Cllr Marshall to provide an update to Agenda item 6.4 – 28<sup>th</sup> June 2017 and Agenda item 6.5 – 14<sup>th</sup> June 2017.
  - 6.2 **Grants Applications and donations – to receive and consider the following Grant Applications and requests for donations**
    - 6.2.1 **Locality 4 Voluntary Car Scheme – to receive and consider a letter dated 18<sup>th</sup> July 2017 – an update to the request of £2,000.00 towards running costs of the scheme – see Agenda Item 10.9 – 10<sup>th</sup> May 2017.**  
**Chris Welch will be in attendance for Councillors wishing to ask questions or for clarification.**
    - 6.2.2 **Codsall Village Hall – to receive and consider a letter and grant request of £5200.00 dated 29<sup>th</sup> July 2017.**
    - 6.2.3 **The Codsall Christmas Fair Group – to receive and consider a grant request of £250.00 dated 4<sup>th</sup> September 2017.**

- 6.3 Codsall Village Hall Playing Fields** – to receive a letter and an email of complaint from two members of the public dated 31<sup>st</sup> August 2017. *Email received from Pam Allen, Codsall Village Hall dated 7<sup>th</sup> September 2017.*
- 6.4 Carols Around the Tree/Christmas Fair**
- 6.5.1 Christmas Tree** - to consider acceptance of quotation of £425.00 + VAT (£425.00 last 3 years) for the supply, installation and removal of the Christmas tree.
- 6.4.2 Sound System** - to consider acceptance of quotation of £190.00 (£165.00 last year, increase due to additional mikes and speakers required) for the hire and operation of sound equipment for the Carols Around the Tree.
- 6.4.3 Christmas Lights** - to consider acceptance of quotation for testing, installation, removal and storage of the Christmas lights - cost £5,400.00+ VAT (£5,400.00 last year).
- 6.5 Village seating** – to receive and consider a letter from a resident dated 3<sup>rd</sup> August 2017.
- 6.6 Memorial bench** – to receive and consider a letter from a resident dated 4<sup>th</sup> September 2017.
- 6.7 CCTV Village** – to receive an email from South Staffordshire District Council dated 5<sup>th</sup> September regarding a camera on Wolverhampton Road.
- 6.8 Subsidised bus travel** – to receive and consider an email from Staffordshire County Council dated 4<sup>th</sup> August 2017
- 6.9 Preparing for the General Data Protection Regulation** – to receive and consider guidelines and draft information audit and procedures.
- 6.10 Site Allocations Document** – to receive and consider an email from South Staffordshire Council dated 15<sup>th</sup> August 2017
- 6.11 Reverend Simon Witcombe leaving Codsall Parish** – to consider a leaving gift from the Parish Council
- 6.12 Guide to Procedures for Parish Council Elections** - to receive and consider updated guidance provided by SSDC
- 6.13 Singing Lady Garden’s Project** – Councillors reminded of Opening Ceremony to be held on Thursday 21<sup>st</sup> September at 11am at the Singing Lady Garden. Councillors to receive the buffet food request form and if Councillors could advise the Clerk what food they wish to contribute.
- 6.14 The Future of our libraries** – *to receive and consider a letter from Gill Heath, Staffordshire County Council dated 4<sup>th</sup> September 2017 regarding the future of the library service.*
- 6.15 South Staffordshire Community Lottery launch at Somerford Hall on Thursday 21<sup>st</sup> September 7pm-9pm** – *to receive and consider an email dated 6<sup>th</sup> September 2017.*

## 7 ACCOUNTS

- 7.1 To receive** a report on Council Finances for year to 31<sup>st</sup> July 2017 and 31<sup>st</sup> August 2017

- 7.2 To receive** the schedule of payments to 13<sup>th</sup> September 2017
- 7.3 To receive** confirmation by the Chairman of the authorisation of the Clerks time sheet.
- 7.4 Grant Thornton - External Audit of Annual Accounts year ended 31<sup>st</sup> March 2017** - to receive External Auditor Certificate and opinion 2016/17
- 8. COUNTY COUNCILLOR'S REPORT**  
**To receive** a written report from County Councillor Robert Marshall.
- 9. CODSALL VILLAGE HALL MANAGEMENT COMMITTEE (CVHMC)**  
**To receive** the minutes of C.V.H.M.C. meeting of the
- 10. DISTRICT COUNCILLOR'S REPORT**  
**To receive** a written report from District Councillors.
- 11. Councillors and Clerks Written Report**  
**To receive** written report.
- 12. OTHER CORRESPONDENCE**
- 12.1 Staffordshire Parish Councils Association** – to receive bulletins dated: 29<sup>th</sup> June, 27<sup>th</sup> July, 3<sup>rd</sup> August, 10<sup>th</sup> August and 24<sup>th</sup> August 2017.
- 12.2 Staffordshire County Council Staffordshire News Update** – to receive and consider an email dated 4<sup>th</sup> August 2017.
- 12.3 Village Agent/Good Life Agents Briefing** – to receive and consider Summer Briefing 2017
- 12.4 Staffordshire History Festival** – to receive list of events in September/October 2017.
- 12.5 Staffordshire County Council – Highways -**
- i. to receive notice of Diversion of Vehicular Traffic on Moatbrook Lane.
  - ii. to receive notice of Diversion of Vehicular Traffic on Wood Road.
  - iii. to receive notice of Diversion of Vehicular Traffic on Shop Lane and Hollybush Lane.
- 12.6 The Good Councillor's Guide 2017** - any Councillors wishing a bound copy at a cost of £3.75 plus postage and packing, it is available on request to the Parish Clerk (paper copy was distributed at the Planning meeting of 25<sup>th</sup> May 2017).
- 12.7 The Voice of the Councillor** – a copy available on request of the final report of the De Montfort University and Municipal Journal Councillor Commission.
- 13. HIGHWAY ISSUES**  
**To raise any concerns with County Council Highways**

**NEXT MEETING**

**Wednesday 11<sup>th</sup> October 2017**