

Clerk's Report – June 2019

1. Future Meetings & Events.

2019 – 5th June, 3rd July, 4th Sept, 2nd October, 6th Nov, 4th Dec.

2020 – 8th Jan, 5th Feb, 4th Mar, 1st Apr, 13th May APM / AGM, 3rd Jun, 1st Jul, 2nd Sep, 7th Oct, 4th Nov, 2nd Dec.

2021 – 6th Jan, 3rd Feb, 3rd Mar, 7th Apr, 12th May, 2nd Jun, 7th Jul, 1st Sep, 6th Oct, 3rd Nov, 1st Dec.

2022 – 5th Jan, 2nd Feb, 2nd Mar, 6th Apr, 11th May, 1st Jun, 6th Jul, 7th Sep, 5th Oct, 2nd Nov, 7th Dec.

2023 – 4th January, 1st February, 1st March, 5th April APM. (**Elections** 4th May) 17th May AGM, 7th Jun, 5th Jul, 6th Sep, 4th Oct, 1st Nov, 6th Dec.

All meetings start at 7.30pm and are held at the Hayes Green Community Centre. These above are the scheduled meetings for the next four years. Agendas for all meetings will be printed and posted on the Tuesday of the previous week.

Please forward any items for inclusion on the agenda by the Monday before in writing with sufficient information to allow a reasonable explanation of what is being proposed to be entered on the agenda.

Other events.

Clerks Liaison Meeting with CCDC – 5th June / 4th December.

Litter Pick, 10.30am Saturday 15th June at HGCC.

Christmas Lights switched on – Friday 6th December.

Cannock Chase Council Local Plan Drop In Event. Thursday 6th June. Heath Hayes Library 4 x 6pm.

St John's Summer BBQ. Saturday 22nd June (2pm onwards, £6)

Five Ways School Summer Fayre. Sunday 7th July.

Chasewater Day – 10th August.

Walk for Eileen – 31st August. (Cannock Chase).

Networking Meeting (TBC – probably August).

Wimblebury Remembrance – 3rd November. 10.40am to 11.10am.

Heath Hayes Remembrance Sunday – 10th November. 9.30am to 11.30am

Community Funday – It is again hoped to hold an event on a Saturday or Sunday in August, between midday to 4pm. Possibly with live music, a BBQ and children's activities.

St John's Carols Event – TBA. Hoped to be held in December in the two weeks before Christmas Day.

Dementia Event (TBA)

Five Ways Memorial Benches Dedication event (TBA).

Heath Hayes Library.

- Walking For Health – Walks advertised on Library and our FB group.
- Every Friday 10am to midday. Get Together Group. Art, crafts, games, puzzles, cards and others. Refreshments.
- Networking – Dates to be confirmed.
- Times Past – Dates to be confirmed.

Recent Past Events.

There was a Christian Aid Coffee Morning at the Bourne Methodist Church on Saturday 18th May.

There was a networking meeting, hosted by the Heath Hayes Residents Support Group and organised by Cllr D. Todd on Monday 20th May. There was a speaker from Cannock Foodbank (Adam Tilsley), who was presented with a £50 cheque.

Walk to School Week – 20th to 24th May.

Hednesford had a Chase Free Vintage Bus Loop on 25th May.

2. Cannock Chase Council Local Plan - Consultation.

This is from Cannock Chase Council.

Cannock Chase Council is seeking your views on important plans and documents that will shape the future of Cannock Chase District. The following is from their website.



The **Issues and Options consultation** will take place for 8 weeks from **Monday 13th May until Monday 8th July 2019** and we are consulting on the following documents:

- *Cannock Chase Local Plan Issues and Options document.*
- *Sustainability Appraisal Report and Habitat Regulations Assessment Scoping Report.*
- *Infrastructure Delivery Plan.*
- *Local Plan updated evidence base.*

All consultation documents are available to view at the bottom of this webpage, at Cannock Chase Council - Civic Centre, Beecroft Road, Cannock, Staffs, WS11 1BG, and in all of the libraries in the district.

To give us your views you will need to fill in a [comments form](#) and email it to planningpolicy@cannockchasedc.gov.uk. Alternatively if you wish we can send you a form to fill in or you can pick one up at our drop in events and you can post it to the address above.

Please note, when submitting comments we are unable to treat your views confidentially although only your name, and (if applicable) the person or organisation you represent will be publicly attributable - see the Planning Policy Privacy Notice at www.cannockchasedc.gov.uk/PrivacyNotice or contact us if you need further information.

https://www.cannockchasedc.gov.uk/residents/planning/planning-policy/planning-policy-news-consultations?fbclid=IwAR1OSRRuBFmQkN4bwFNp_T63pF-Wi1xIVBk-NIslQaOo0S0wsauA6al_V14

For general planning information regarding the Local Plan or to register for updates, please email the team at planningpolicy@cannockchasedc.gov.uk or write to Planning Policy, Civic Centre, Beecroft Road, Cannock, WSD11 1BG or phone 01543-462621.

There is an offer for a presentation from Sarah Jones, however there is a Drop in Event on Thursday 6th June at Heath Hayes Library (Meeting Room). 4pm x 6pm. (See website for other events). There are 12 planned events locally starting on 3rd June and finishing on 25th June. (List attached).

This is on the agenda.

3. Ben Patrice.

Ben is a pupil at Gorsemoor School and has had an operation at the QE to remove a cancerous brain tumour, leaving him aged 11 in a wheelchair and facing radiotherapy and chemotherapy and a 20% chance of living five years. The hospital has suggested to his parents that he has a bucket list.

We have helped raise awareness of this and a Just Giving page has raised nearly £4,000.

There is a collection being held at St John's Church.

Lisa Wilson at the Five Ways Pub has again come forward to help and offered to host an event at the pub on the August Bank Holiday Monday (26th).

I have assisted as much as possible and Cllr S. Thompson is involved in the project

4. Council Documents.

4.1 The documents listed on the agenda are scheduled for the annual review at the June meeting. There have been no changes since they have been provided electronically, nor have I been informed of any need for alteration.

Should there be a need for the document(s) to be re-sent, please let me know. They are also available on the website.

4.2 After the last co-option, former Councillor Alan Dean asked if a protocol could be formulated for the Council to agree on to determine a fair and open process. A draft protocol has been attached for your consideration.

The matter is on the agenda.

5. Hayes Green Community Centre.

5.1 Elections.

On 23rd May, the Centre was again successfully used as a Polling Station for the EU Elections.

Once the booking was made, existing hirers were informed. I liaised with CCDC and the Returning Officer and the event was put on FB and our web page.

On the day, our Caretaker did all the work. She liaised before the event to have the polling booths delivered and was there very early on the day to set up and make sure all was in order. She also closed down, cleaned and checked the Centre after the poll closed so that it was in order for the hirers the next day. (Cherished Coffee Shop at 9.30am).



5.2 Advertising sign. Awaiting response from Tesco.

5.3 Forest Garden. I have liaised with Moira Johns from the Grandparents Stay and Play Group regarding the use of the Forest Garden. This area was developed as an additional play and learning facility by the former nursery but is not used now. It is an enclosed area that will be useful for the group to use. There will be no expected cost.

5.4 End of financial year issues. All completed. HMRC, Charity Commission, Audit.

5.5 Development of Meeting Room. Projects in hand are to install a flag on the Meeting Room wall, to acquire and install an Honours Board and a Display Cabinet.

6. Defibrillators.

The defibrillators have been checked and are in order. There are no known sources of grants at the present time.

7. Litter Project.

A litterpick was held on Saturday 18th May at 10.30am meeting at the Hayes Green Community Centre.

Jane Johns has been appointed as a Litter Ambassador and has kindly volunteered to assist the Council with our litterpicking programme and wanted to hold the event on 18th.

This was widely advertised and it was great to have the support of so many people. 24, including Eight children, eight members of the public as well as and MP Amanda Milling, Councillors, Martyn Buttery, Adrienne Fitzgerald, Philippa Haden, Phil Hewitt, Johnny McMahon Samantha Thompson and Josh Newbury.

Jane has successfully applied for 1,000 “Keep Britain Tidy” bags and these will be stored along with the other equipment at the HGCC. The Council has litter pick kits that are available for persons or groups to borrow by arrangement.

I will liaise with Jane, Cllrs Buttery and Haden to determine a programme of events to cover different times and locations.

The next event will start at the Hayes Green Community Centre at 10.30am on Saturday 15th June.

8. Cannel Mount.

8.1 I have been visiting regularly and doing some path clearance and litter picking.

8.2 Cllr Martyn Buttery undertook a site walk on 22nd May.

8.3 After liaison with Cllr Buttery, the following has been sent to Kingsmead School following a request for suggestions ...

I am the Clerk for the Parish Council and we are responsible for Cannel Mount. It is the eight acre wooded area to the east of John Street in Wimblebury.

We took over the area from the County Council in a recent review of Countryside Services and basically, if there is anything that could be useful for your pupils to undertake during their week, they would be very welcome.

- Path clearance
- Litterpicking
- Planting wildflowers
- Mapping an orienteering course
- Bird / Bat / Owl boxes
- Map making
- Historical research
- Connectivity linking to footpaths and cycle routes

I would be happy to phone, email, visit the school or meet you on site to provide any necessary information.

This was the reply...

“Thank you so much for contacting me , this sounds like a fantastic opportunity for our students to make a difference to their local community.

We have set a deadline of 3rd June for community input so I will contact you on Monday 3rd when all the projects are in to set up a meeting and agree how the students can help if that’s acceptable to you ?

In the meantime if you have any questions please don’t hesitate to contact me.”

This will part of a plan to improve the area by including local schools in events that are beneficial to the community and to their education and development.



The matter is on the agenda for members of the Open Spaces Committee to consider any projects they may wish to investigate.

8.4 Bird and Bat boxes cost from £15 and owl boxes are £135 (From the Rangers).

9. Facebook / Web.

- 863 members.
- June, July, September, October and November meetings created as events.
- Police Updates – ANPR at Mill Green / Rail Station assault / Burglary – Littleworth Road / .
- CCDC issues / Local Plan Consultation / Pheasant Way Play Area
- Thanks for litterpicking.
- Web updates with information about reporting procedures / Councillor details updates / Meeting dates / EU Polling Station.
- Photograph of new Council / new Chair / outgoing Chair
- Wimblebury Remembrance 3rd November
- Heath Hayes Remembrance 10th November
- Bourne Coffee Morning 18th May.
- Networking Meeting at Heath Hayes Library. Monday 20th May 10am to 12. Guest speaker from the Trussell Trust / Foodbank.
- Local events / Chasewater Friends / Steam events / Hednesford / Museum of Cannock Chase / Brownhills Canal Festival
- French Evening 18th June. When I get posts to advertise something for charity, if I do not know about the event, I ask for some evidence of previous donations. The organiser replied with proof and this was then entered onto the FB feed.

9. Community Infrastructure Levy.

Community Infrastructure Levy (CIL). Report for 2018-19 being finalised.

10. Walks and Cycle Routes in the area.

Liaising with local groups with regards to route and options.

11. Matters raised by Members of the Public.

11.1 An email was received from Mr Prosser who lives on Hednesford Road about drains, potholes and youth provision. I have replied to him pending a response from the Council. His email and my reply are attached and the matter is on the agenda to consider a further reply.

11.2 Mr Chris Probyn raised the issue about parking in Chapel Street. We are aware of the long-term issues at this location with parking on double yellow lines close to the junction with Hednesford Road. PCSO Natalie Baggott and the County Council are aware of the situation and action, enforcement and advice have all been used but the problem persists.

I have again contacted Natalie and she is aware but her time and powers to act are limited. The Community Enforcement resources are also limited and in any case, constant enforcement is not an option due to resources.

The matter is on the agenda.

12. Dementia Friendly Status.

PCSO Natalie Baggott has been involved with events across the area to promote Dementia Awareness, including the awareness week, 20th to 26th May and sessions for local traders. She has supported a dementia walk at Chasewater (24th May) which is planned to become a monthly event.

PCSO Baggott has liaised with the Council about having the area becoming Dementia Friendly and has liaised with Cllr D. Todd about events the library and with me about events that the Council could assist with. Free use of the HGCC has been offered should it be possible to hold any events there and we may be able to host an event over the summer.

Here is a link to the steps to become a Dementia Friendly Community.

<https://www.alzheimers.org.uk/get-involved/dementia-friendly-communities/how-to-become-dementia-friendly-community>

The matter is on the agenda for the council to consider nominating a representative to liaise with the various groups that will need to collaborate on this project.

13. Committee Information.

- **Planning.** (L. Bullock, J. Bernard and A Fitzgerald). Notifications of applications are received by email and the Councillors are informed with a link to view the plans online. We are a Statutory Consultee but not the Planning Authority. Comments are returned to the Clerk, if there are none or If we do not comment, it is assumed that there are no objections. The Parish Council role is not to enforce planning law, it is to make relevant comments if appropriate.
- **Human Resources.** (Cllrs D. Baker, P. Hewitt). To deal with personnel issues. Complaints about the Clerk for example. No known meetings.
- **Youth and Community.** (Cllrs J. Bernard, D. Bennett, P. Dadge, P. Ferraby, P. Haden, D. Todd). To meet informally to discuss proposals to bring to the Council for consideration. No known recent meetings.
- **HGCC.** (Cllrs J. Bernard, L. Bullock, A. Fitzgerald, P. Hewitt). Meets quarterly (January, April, July, October) before the Council meeting. Never needed to meet outside of these planned dates. Meetings should not need to last more than a few minutes
- **Sustainability Issues.** Cllrs J. Bernard, P. Hewitt). No known meetings.
- **Support Group.** (Cllrs L. Bullock, P. Haden, D. Todd). Originally created by the Council and had been run by Cllr D. Todd for many years. Assists the local residents with information, assistance and events such as the Networking Meetings that have one or two visiting speakers about relevant issues in the area, such as health provision, foodbanks etc.
- **Standards Sub-Committee.** (Cllrs D. Bennett or L. Bullock) One representative to attend Cannock Chase Council Standards Sub-Committee when called. No meetings ever called.
- **Wimblebury Community Association.** (Cllrs J. Aston, P. Ferraby, D. Todd). The Parish Council does not contribute to WCA nor does it receive any public donations. It is run for the benefit of the community and facilitates the housing of a daytime nursery, week night events and is available for hire. The Parish Council was allowed free use when we held the Wimblebury Memorial Bench event and the Keep Britain Tidy litterpick event.

- **Open Spaces.** (Cllrs J. Aston, D. Bennett, L. Bullock, M. Buttery, P. Haden, S. Thompson). We took on the lease for Cannel Mount last year, being the only successful applicant in the County Council Countryside Review. There is huge potential to develop the site and this is the only open space we have responsibility for.
- **Christmas Lights.** (Cllrs D. Bennett, P. Dadge, S. Thompson). CCDC stopped paying for lights and we took over our seven lights and worked with Hednesford and Norton Canes to agree a three year deal (2017,18,19) with Turnocks. They are storing them at the moment. In November 2019, they will test, inspect and repair the lights prior to installation. The lampposts will be inspected and the lights planned to be switched on 6th December. Laurie Bowman at Hednesford Town Council administer the arrangements and a £3,000 budget is in place for costs. It is expected that the costs this year will be close to that figure. There have been no changes in the last three years in the provision of lights nor the amount set aside.

Former Councillor Alan Dean was keen to have living Christmas trees planted on non-highways land across the area that could be used for the display of lights. Initially the hopes were for one at Wimblebury Community Centre and one at St John's Church.

14. Miscellaneous.

14.1 Various admin issues since last meeting. (Letter number in brackets if appropriate).

- Cannock Chase Council (74) and SPCA (75) informed of new Chair and Vice-Chair. Copies emailed to Chair and Vice-Chair.
- Planning comments (76).
- County Council end of year pension returns (77)).
- Payments to Pure Choice Cleaning (HGCC) (78)
- HGCC Charity Commission Annual Return.
- Heath Hayes Cabin Annual Return and update re cessation.
- Update CCDC re Standards Board (81)

15.2 Christmas Lights. No known developments.

10.3 St Johns Green Team. Notes of recent meeting attached in email.

10.4 Hi Vis Vests. Quote from Instant Print. Quotes to be brought to meeting.



Guidance from the SPCA. Rules for Councillors

You cannot act as a councillor until you have signed a formal declaration of acceptance of your office. You must sign it at or before the first council meeting following your election or co-option in the presence of another councillor or the clerk. Failure to sign means you cannot continue as a councillor, unless you were given permission to sign later. As a councillor you have a responsibility to:

- attend meetings when summoned to do so; the notice to attend a council meeting is, in law, a summons, because you have a duty to attend
- consider, in advance of the meeting, the agenda and any related documents which were sent to you with the summons
- take part in meetings and consider all the relevant facts and issues on matters which require a decision including the views of others expressed at the meeting
- take part in voting and respect decisions made by the majority of those present and voting
- ensure, with other councillors, that the council is properly managed
- represent the whole electorate, and not just those who voted for you.

Councillors' Conduct and Interests. There seven Nolan principles apply to the conduct of people in public life. They are:

Selflessness – you should act in the public interest

Integrity – you should not put yourself under any obligations to others, allow them improperly to influence you or seek benefit for yourself, family, friends or close associates

Objectivity – you should act impartially, fairly and on merit

Accountability – you should be prepared to submit to public scrutiny necessary to ensure accountability

Openness – you should be open and transparent in your actions and decisions unless there are clear and lawful reasons for non-disclosure

Honesty – you should always be truthful

Leadership – as a councillor, you should promote, support and exhibit high standards of conduct and be willing to challenge poor behaviour.

Code of Conduct

Each local council must adopt and publicise a code of conduct that is in line with the Nolan principles. The code should deal with councillors' obligations about their conduct including the registration and disclosure of their interests (see below).

Complaints about councillors' conduct are dealt with by the principal authority. The National Association of Local Councils has developed a template code of conduct specifically for parish councils, which covers these issues. Your council is not obliged to use this template.

Alternative models are also available from your principal authority or from the MHCLG website. You should ask to see your council's code of conduct to ensure that you are aware of your responsibilities and any personal disclosure requirements.

Councillors' Interests

As a councillor, you must abide by rules that apply to the disclosure of some business or financial interests. These are called "disclosable pecuniary interests" or "DPIs". DPIs include your employment, ownership of land, and business interests in your parish. Other interests are usually non-pecuniary or personal interests. Your council's code will establish what actions you must take for personal interests.

You must disclose to your principal authority's monitoring officer any DPIs and any other disclosable interests that are referred to in your council's code of conduct within 28 days of becoming a member of the council. The monitoring officer will make a register of your interests available to the public – usually on the principal authority's website. This rule on disclosure also applies to your spouse, civil partner or cohabitee, as if their interests were yours. You should be aware that the register of interests does not distinguish between a councillor's interests and those that are held by your partner.

If the monitoring officer decides that, by making a disclosable interest public, you might be subject to a threat of violence or intimidation the fact that you have the interest can be registered without details of the interest. This is known as a sensitive interest.

You should give a copy of your register of interests to your clerk for your council's website. If an agenda item relates to one of your DPIs – such as the expansion of a supermarket chain in which you own shares – you must not participate in the discussion or vote. You must withdraw if your council's standing orders say so. Also, if the interest has not been registered with the monitoring officer, you must disclose the interest at the meeting (or, for sensitive interests, disclose the issue but not the detail). You must then notify the monitoring officer within 28 days of the meeting.

The declaration of interests at meetings is intended to give the public confidence in your council's decision making. It helps if the agenda gives councillors an opportunity to declare an interest early in a meeting.

Dispensations

A council can decide that a councillor with a DPI can participate and vote on a council motion. This is called granting a dispensation. If you have a DPI but think you should be able to participate in the discussion and vote on the matter, you put your request in writing to the council. Your clerk will advise. As a councillor, you can vote on your own request for a dispensation.

Criminal Offences

There are a number of potential criminal offences associated with the failure to register or disclose a DPI and with the discussion and/or voting on a DPI. Successful prosecutions can result in a fine of £5,000 and disqualification for five years from your local council and from other local authorities.