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Draft Minutes of Council 05 April 2017



Rugeley Town Council

Minutes of the meeting of Rugeley Town Council held at the Rugeley Town Council Offices, Taylor's Lane, Rugeley, at 7.30pm Wednesday 05 April 2017.

PRESENT:

Councillors:

R. Alexander	A. Cooney
B Dipple	D. Gaye (Vice-Chair)
G. Grant	C. Green
M Grocott	D. Hancock
P Hancock	I. Hodgson (Chair)
R. Jones	Mrs C. Panter-Hood
N. Stanley	Mrs G. Turner
S Whitehouse	J. Winter

ALSO PRESENT:

Mrs H Goodreid – Locum Town Clerk
Mrs R S Mason – Assistant Town Clerk
PC J Manser – Neighbourhood Office, Rugeley
Community Police Officer

Min No	Item	Action
1	Apologies	
1.1	Cllr Rose and Cllr Pat Ansells apologies were received and accepted	
2	Declaration of Personal and Prejudicial Interests	
2.1	None	
3	To receive any requests for dispensation	
3.1	None	
4	Public Participation	
4.1	It was agreed to delay this until 8.pm in case the public were delayed in attending the meeting. This was agreed.	
5	To introduce the Locum Town Clerk	
5.1	The Locum Town Clerk was introduced as Hilary Goodreid. Hilary is currently also clerk at Longdon Parish Council, Staffordshire and Chadwick End Parish Council, Solihull. Hilary is CILCA qualified and has been working in local government, in planning and economic regeneration, for 28 years.	
6	To receive the Crime Report for Rugeley	

6.1	PC J Manser - Neighbourhood Officer at Rugeley, raised the issue of traffic in the town centre. Traffic enforcement has been taken out of hands of the police but it has been raised at a partnership meeting. Anti Social Behaviour in the town centre – there has been a fall in this due to Operation Athena on Friday and Saturday evenings and more officers are out and about. This has displaced the problem to other areas but looking at tackling the matter more positively. Public Space Protection Order is being looked at for a more blanket policy for the town centre.	
6.2	Cllr Hodgson raised the issue of traffic congestion due to local roadworks. Both the Town Council and PC Manser to raise the matter with Staffs County Highways. Cllrs felt that the temporary lights should be removed at 4pm in order to reduce congestion during rush hour. Locum Town Clerk to contact SCC Highways.	Locum Town Clerk
6.3	Cllr Cooney noted an increase in drugs activity in the local pubs. This starts around 2pm on a Friday. Details have been passed on and Police are aware of the situation. Cllrs were aware that SCC Cllr Winnington had assured RTC that there would be no standing traffic during the roadworks. Locum Town Clerk to clarify matter with SCC.	Locum Town Clerk
7	To consider approving and signing minutes of the following meetings:	
7.1	<u>Extraordinary Meeting on 8 February 2017</u> Cllr Cooney asked for an amendment by hand to read 'end of March' not 'end of May'.	
7.2	<i>It was proposed that the minutes be accepted with the hand written amendment.</i> <i>Proposed: Cllr Green; Seconded: Cllr Panter-Hood</i>	
7.3	It was resolved to accept the minutes of the Extraordinary meeting.	
7.4	<u>Full Council meeting on 1 March 2017</u> <i>It was proposed to accept the minutes of the Full Council Meeting.</i> <i>Proposed: Cllr Hodgson; Seconded: Cllr Alexander</i>	
7.5	It was resolved to accept the minutes of the Full Council Meeting held on 1 March 2017	
7.6	Matter Arising from the Meeting held on 1 March 2017 these had been dealt with except for:	
7.7	Page 2 – ref to District Plan. Cllr Stanley pointed out that Cannock Chase District Council stated that the proposed District Council Local plan had identified housing sites to satisfy the current quota without going into green belt. However, they also stated that the future local plan would be unlikely to be able to satisfy quota without going into the green belt.	
8	To consider approving and signing minutes of the following meetings:	
8.1	<u>Festival Committee</u>	

Signed: 

Date: 3/5/2017

8.2	<p><i>Proposed: Cllr Gaye; Seconded: Cllr Grocott</i> It was resolved to accept the minutes of the Festival Committee</p> <p><u>Planning Committee</u> <i>Proposed: Cllr Dipple; Seconded: Cllr Green</i> It was resolved to accept the minutes of the Planning Committee</p> <p><u>Finance and Management Committee</u> <i>It was proposed that Internal audit 2017 be amended and a Press Release regarding the Precept be prepared and placed on Facebook page and on the website</i> <i>Proposed: Cllr Grant; Seconded: Cllr Jones</i> It was resolved to accept the minutes of Finance and Management Committee</p> <p><u>Rose Committee</u> <i>Proposed: Cllr Gaye; Seconded: Cllr Cooney</i> It was resolved to accept the minutes of the Rose Committee</p>	Cllr A. Cooney to word press release
<p>9</p> <p>9.1</p> <p>9.2</p> <p>9.3</p>	<p>Chairmans report</p> <p>Cllr Hodgson and Cllr Green had attended two recent events: Janet Eagland and Civic function at Staffs County Council; Opening of new Fire Station</p> <p>Chair invited Cllr Jones to comment on an item. Cllr Jones was concerned that smoke was starting to appear at the dump at Slitting Mill. He was concerned that the County Council had stopped monitoring the site. He requested that Locum Clerk write to SCC and the local MP to establish the current situation, the material at the site and the contingency/emergency planning for the site. It was agreed that Cllr Jones draft a letter for the Locum Town Clerk to send.</p> <p>Cllrs Hodgson and Green had spoken to an officer at the fire station. They are aware that fire officers are going back to Slitting Mill on a daily basis and making headway to recap the tip.</p>	Cllr Jones to draft letter and pass to Locum Town Clerk.
<p>10</p> <p>10.1</p> <p>10.2</p> <p>10.3</p> <p>10.4</p>	<p>Clerks Report</p> <p><u>Rugeley Antlers</u> – these had been hit by a lorry and the company responsible have been in contact with RTC re compensation and repairs</p> <p><u>Database</u>: the new website will facilitate people being alerted to information</p> <p><u>Surface Water issue in Upper Brook Street</u> –European funding is available to undertake the work but has yet to be applied for. Concerns were expressed about the repairs remediation should the works to the drains take place. Cllr Stanley agreed to draft a letter to the SCC for the Town Clerk, seeking clarification that SCC will meet their responsibilities.</p> <p><u>Redbrook Lane dump</u> – there were concerns that the site could</p>	

Signed:

Date:


3/5/2017

	catch fire and if this was to happen, there could be implications for the whole of Rugeley Town Centre. Cllrs were advised that the fire service are aware of the situation. It was agreed that Cllr Hodgson contact the Chair of B&RPC to advise of the potential situation.	Cllr Hodgson
10.5	<u>Community Paths Initiative</u> – should Cllrs have any comments, please advise the Town Clerk. The closing date is 30 th May 2017.	
10.6	<u>Charter Fair</u> – this would be held on Saturday 10 th June 2017. Assistant Clerk advised that Cllrs were needed to Marshall on the Saturday, set up on the Friday evening, tidy up on Saturday evening from 5pm onwards. Cllrs to advise the Assistant Clerk with their availability.	All councillors to note
10.7	<u>Wall Parish Council</u> – Wall PC have intimated that they may be in contact with RTC for information. Should a request be received, Councillors will be advised.	
10.8	<u>Annual Return</u> – the Grant Thornton audit pack has been received and will be reported to the council in due course. It was noted that additional information had been requested from Grant Thornton for 2016/2017.	
10.9	<u>Cannock Chase Radio</u> : Correspondence has been received.	
11	Co-option for Councillor Vacancy	
11.1	Following Cllr Bowater's resignation, the monitoring officer at Cannock Chase District Council has advised that no election has been called. The post will now be advertised on RTC notice board and on the website.	
11.2	Cllr Gaye expressed concern about the large number of councillors on RTC.	
11.3	<i>Cllr Grant proposed that the council proceed with co-option. Proposed: Cllr Grant; Seconded Cllr Grocott</i> It was resolved that the council proceed with co-option.	
12	Financial Risk Assessment	
12.1	Cllr Hodgson made it clear that this Financial Risk Assessment was based on the current orders for the council. It was recommended that Finance and Management Committee revisit this document once the new standing orders and financial regulations are in place.	For F and M Agenda
12.2	<i>Amendment made on Page 2 – risk identified should include Damaged Stock as well as loss of stock. Correction on page 3 to read £3,000 rather than £500. If these are amended, then it was proposed that the Financial Risk Assessment be approved. Proposed: Cllr Hodgson; Seconded: Cllr Stanley</i> It was resolved to approve the Financial Risk Assessment	
13	Standing Orders	
13.1	The following amendments were agreed: Page 4 - 1f – the word amended to replace original Page 6 – space missing to read Page 9 au – reference to 4dviii to 4dvii	

Signed:


3/5/2017



Date:

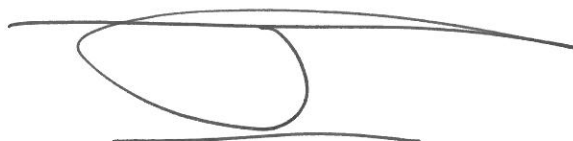
	<p>Page 9 w – agreed to change the time limit to 3 hours rather than 2 hours.</p> <p>Page 13 – 6d – 7 days; 2 members; 2 members</p> <p>Page 13 – 7a – 7 councillors</p> <p>Page 14 – b – 8 days; d- 5 days</p> <p>Page 16 – paragraph space between f and g</p> <p>Page 17 – g – remove repeated words</p> <p>Page 19 xiv – change word book to list</p> <p>Page 21 – 18dv – 3 councillors not 1 councillor</p>	
13.2	<p><i>It was proposed that F and M Committee make a presentation to full council with any subsequent revisions now the standing orders and financial regulations had been adopted.</i></p> <p><i>Proposed: Cllr Hodgson; Seconded: Cllr Green</i></p> <p>The motion was carried</p>	
13.3	<p>Financial Regulations</p> <p>The following amendments were agreed:</p> <p>Page 7 – 4.2 – the words to be replaced with to or from</p> <p>Page 7 – 4.2 the words 'or balance' to be put in after the word earmarked reserve.</p> <p>Page 9 and 10 and 13 and 15 and 16– Where the words Clerk and RFO is mentioned to be replaced with Clerk/RFO</p> <p>Page 9 – 5.11 – should read the Council rather than the Member</p> <p>Page 10 – 6.9 – the references to CHAPS to be removed and only read BACS</p> <p>Page 12 – it was felt that there was an omission at 6.21 – it was agreed that F and M Committee look to add a section regarding the floats for the Rose Theatre as their floats are required to be over £100.</p>	To be put on F and M Committee
13.4	<p><i>It was proposed that with the amendments, the Financial Regulations be adopted.</i></p> <p><i>Proposed: Cllr Hodgson; Seconded: Cllr Cooney</i></p> <p>The motion was carried</p>	
14a	<p>Freedom of Information Request – Green Lane</p> <p>Kevin Yates from CCDC is to check that Environmental Health is aware. He will report back when he has information.</p>	
14b	<p>Freedom of Information Request – Hednesford Parking</p> <p>It was agreed to defer this matter to the next meeting.</p>	To be put on May full council agenda
15	<p>Rugeley Traders Association</p>	
15.1	<p>Cllr Green spoke on this item. The RTA had decided to disband owing to dwindling numbers. The remaining 6 members had agreed that the town lottery would continue as a not for profit entity to be known as <i>Rugeley Lotto Events</i> and channel the money into the three events that the old trader's association used to run: St George event; Summer Event; Christmas Event. Should anyone wish to operate a suitable event that fits the criteria, the group would look to support it.</p>	
15.2	<p>Rugeley Lotto Events will advise Rugeley Town Council on progress and activities.</p>	

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Date: 3/5/2017

16	Court Case	
16.1	Everything has been signed to remove RTC from the judgement. A bill has been incurred and this would be passed to F and M committee for consideration: £700 plus £100 for the court case.	
16.2	Cllr Stanley requested that the Town Clerk see if a claim could be made under the town councils professional indemnity insurance for this matter.	Town Clerk to report back on insurance.
17	Reports	
17.1	None	
18	Exclusion of the public	
18.1	The public were asked to leave the meeting for the following item.	

The Chair closed the meeting at 9.45pm



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Date:

3/8/2017

