

Hednesford Town Council



Gateway to the Chase

24 February 2021

Dear Councillor

An Extraordinary Meeting of the Town Council will be held at **7:00 pm** on Tuesday 2 March 2021 via Zoom following the weblink:

<https://us02web.zoom.us/j/88342164316?pwd=Q2hEMjZ5WENIOG9EVTdMdCs1cXVHZz09>

Meeting Password 454698.

You are invited to attend for consideration of the matters shown on the agenda.

Members of the public can join the Zoom link to observe the meeting and ask any questions in the public participation section of the meeting.

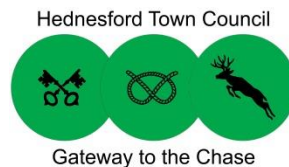
Yours sincerely

Cllr Kathryn Downs  
Chair

#### PUBLIC PARTICIPATION

Members of the public are invited to address the Council and ask questions before the meeting begins.

Additionally, County and District Councillors and local PCSO (if present)



## **AGENDA**

1. Apologies

2. Declarations of Interest

3. Minutes

To approve the minutes of the Council Meeting held on 2 February 2021 (enclosed agenda pages 4 to 7)

4. Council Operations

- a. Re-opening of PGCC given the Government Roadmap.  
To consider re-opening PGCC in line with the Government roadmap
- b. Committee Memberships.  
To agree membership of the Operations and Town Regeneration
- c. Committee's CCTV Monitoring (enclosed agenda pages 8 to 9)

5. Items from the Town Regeneration Manager

- a. Town Regeneration Update  
To receive an update on town regeneration activities and planning
- b. Grant Awards 2020-21  
To consider the grant applications and proposed awards (enclosed agenda pages 10 to 13)

6. Items from the Community Officer

- a. Community Engagement in February  
To receive an update on Community Engagement activity over the last month
- b. Laptop appeal update  
To receive an update on the laptop appeal
- c. Dementia awareness in Hednesford  
To receive an update on the dementia awareness planning and activities

7. Reports from Principal Speakers

- a. Regeneration, Communications and Engagement
  - i. Hednesford Life publication

ii. Cycling and the heritage trail

b. Finance and Council Procedures  
Verbal update

c. New Estates  
Verbal update

8. Items for Information and next agenda

9. To resolve that the public be excluded from the meeting due to the confidential nature of the business to be transacted



**MINUTES OF THE MEETING OF  
HEDNESFORD TOWN COUNCIL**  
**(remotely online via Facebook)**  
**Tuesday 2<sup>nd</sup> February 2021 at 19:00**

*NALC had given advice concerning the legality of on-line meetings; it was resolved that the notes of this meeting should be ratified by the usual procedures at a time in the future once government restrictions (Covid-19) are lifted.*

Present: Cllr Kathryn Downs (Chair), Cllr Emma Hunneyball, Cllr Mandy Dunnett, Cllr Robin Kingston, Cllr Arthur Roden, Cllr Garry Jones, Cllr Debbie Cartwright and Cllr Paul Woodhead

In Attendance: Officers: Michelle Baker (Town Regeneration Manager), Laura Dunning (Community Officer), Ginetta Adams (Administration Officer) and Steve Lightfoot (Town Clerk)

Members of the public: 0

1. Apologies  
Cllrs Andy Fittes and Sharon Jagger are unable to attend.
2. Declarations of Interest  
None.
3. Minutes  
Amendments – Sections 8.d.2 should read “No increase in the Precept for 2021-2022” and not 0%, f. Homelessness and Vulnerable Adults – should read (Cllr Debbie Cartwright on behalf of Chase Lighthouse). Cllr Debbie Cartwright requested that her name be changed to Debbie not Deborah on the minutes.
4. Chair’s Announcements  
Cllr Kathryn Downs reflected on the passing of Captain Sir Tom Moore, passing on condolences to his family on behalf of Hednesford Town Council. Cllr Downs also reflected on the impact Covid-19 is having on local residents who have lost loved ones. Thanks, were given to all those working to fight Covid-19 and to get us through this very tough time.
  - a. Response to Rugeley Town Council’s request for free parking to Cannock Chase Council.  
Cllr Kathryn Downs shared with Council the ongoing situation regarding Rugeley Town Council’s request for a free parking arrangement with CCDC to match Hednesford’s. She highlighted that the request had been refused at the current time, and that in response Rugeley Town Council had written to

CCDC suggesting that the Hednesford agreement be reviewed in light of this. It was felt that it was inappropriate for one town council to try and impose further cost on another because their own request was declined. Cllr Downs continued that it would be far more beneficial if town and parish councils could work together to lobby district councils to get the changes needed. Cllr Downs suggested that a letter should be sent to Rugeley Town Council setting out the disappointment and offering an 'olive branch' to work together. Both Cllr Hunneyball and Cllr Woodhead agreed with the comments made by the Chair.

**Resolved** – A letter will be written and sent to Rugeley Town Council outlining the above.

- a. Proposed Committee structure and terms of reference.

Cllr Downs introduced the need for two new committees, one to manage Council finance and operations, one to cover town regeneration and community engagement. Initial conversations had been had with members about the role of chair and standing orders. Cllr Woodhead had written draft terms of reference for both committees. It was noted that the first task for both committees would be to review their terms of reference and bring back to the next council meeting after they have met. The Chair asked if anyone wanted to raise any points, Cllr Woodhead raised an amendment to title from Community Engagement Officer to Community Officer.

**Resolved** – The two new committees were approved

Town Regeneration and Community Committee – Chair Cllr Woodhead seconded by Cllr Hunneyball.

**Resolved** – Cllr Woodhead to Chair.

Finance and Operations Committee – Chair Cllr Kingston seconded by Cllr Woodhead.

**Resolved** – Cllr Kingston to Chair.

5. Items from the Clerk

- b. Updates on PGCC consultation.

A survey had been circulated and permission was sought from Council to proceed.

**Resolved** – with the addition of a percentage to Question 6.

- c. Call for content for Hednesford Life Magazine.

Cllr Hunneyball asked for the deadline, Cllr Kingston advised we are looking at mid-March, but will not have a definite date until closer to the time, due to lockdown. Cllr Hunneyball advised she would have two articles to submit. Cllr Roden requested that it be proofread and reviewed in advance.

- d. Bus shelters

Cllr Roden sought confirmation from Council that adoption of bus shelters was not included in the 2021-22 budget and therefore would not continue as an initiative for the 2021-22 year.

After a brief debate Cllr Downs advised that this was not a current priority for Council, but that does not mean to say it will not be looked at again in the future.

e. Extending the remote meeting regulations.

The Town Clerk updated Council on the latest information from NALC on remote meetings. The government is not currently planning to extend remote meeting regulations beyond 7<sup>th</sup> May 2021, NALC is continuing to press for this extension and preparing guidance for local councils.

f. CCTV Report.

The report was provided to Council for information. CCDC had noted that it had been a quiet month.

6. Items from Responsible Finance Officer

a. Revised budget. –

The Clerk and Cllr Jones went through some of the changes that had been made to the budget, the grants available and the events fund. Cllr Jones and Woodhead also discussed the reserve and that we should plan to spend the precept each year and not be using Council Tax gathered from local residents to build the reserve.

**Resolved** – Budget approved

b. Bank Reconciliation and Q3 report.

Council reviewed the bank reconciliation and Q3 financial report.

**Resolved** – Bank reconciliation and Q3 report approved.

7. Items from the Town Regeneration Manager

a. Events Guide

The Town Regeneration Manager shared the draft events guide with Council for approval. Cllrs agreed it was a well presented and formed event plan for the year ahead.

**Resolved** – event guide approved.

b. Business grants –

Council received an update on Business Grant application progress.

c. Community Infrastructure Levy/ S106 –

An update was provided for Council on S106 money. A CCDC Cabinet report had been completed ready for their meeting on 4th March. It was originally thought that S106 money was due to expire in March 2021, however the Town Regeneration Manager had been informed that it is not until October 2021 with £30000 to be used before then. A proposal to use £22872 on two cycle

racks and two CCTV cameras to monitor had been submitted. Cllr Jones and Cllr Woodhead thanked Michelle for her hard work on the initiative

8. Items from Community Officer

a. Grants update

The Community Officer updated Council on the Community Grant bids received to date. 26 grant applications had been received to be assessed the following week.

b. Laptop appeal

Council received an update on the laptop appeal launched on 13<sup>th</sup> January. This had been shared through the Council's social media pages, and 31 devices had been received to date which had been shared between three schools. A GoFundMe appeal had also started with £160 donated so far towards a £1000 target.

9. Reports from Principal Speakers

None to discuss.

10. Items for information & next agenda

Nothing to note

Meeting Closed. Next meeting Tuesday 2nd March 2021



Dear Hednesford Town Council,

**Re: CCTV Monitoring for Hednesford Town Council**

Please see attached statistical information collated from CCTV within the month of January 2021.

<b>LOGGED INCIDENTS</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
ANTI-SOCIAL BEHAVIOUR (INC. DISTURBANCE AND DRUNKENESS)	1		
ASSAULTS	0		
AUTOCRIME (INC. THEFT OF/FROM MOTOR VEHICLES)	0		
BURGLARY	0		
CRIMINAL DAMAGE (INC. GRAFFITI)	0		
DOMESTIC INCIDENTS	0		
DRUG RELATED ACTIVITY (INC. POTENTIAL COUNTY LINES)	0		
MISSING PERSONS	2		
ROBBERY	1		
ROUGH SLEEPERS	0		
SHOPLIFTING	1		
SUSPICIOUS ACTIVITY	3		
WELFARE CHECK / CONCERN FOR SAFETY	0		
OTHER			
<b>TOTAL</b>	<b>8</b>		
<b>COMMUNICATIONS AND MONITORING</b>			
AREAS MONITORED	245		
AMOUNT OF TIMES WE CONTACTED POLICE	5		
AMOUNT OF TIMES POLICE CONTACTED US	11		
AMOUNT OF TIMES WE CONTACTED OTHER PARTNERS (LICENSED PREMISES, STORES ETC.)	0		
AMOUNT OF TIMES OTHER PARTNERS (LICENSED PREMISES, STORES ETC.) CONTACTED US	0		
<b>IMPACT ON SERVICE</b>			
NUMBER OF CAMERA FAULTS	0		
RECORDING DAYS LOST TO CAMERA FAULTS	0		

**ASB (Including Covid Breaches)**

Reports of an altercation, offender left in vehicle.

**ASSAULTS**

None



**AUTOCRIME**

None

**BURGLARY**

None

**CRIMINAL DAMAGE**

None

**DOMESTIC INCIDENTS**

None

**DRUG RELATED ACTIVITY**

None

**MISSING PERSONS**

1 male missing over Heds Hills, located by officers. Other person missing from out of camera area.

**ROBBERY**

Reports of youths with possible knife who robbed a male, 2 youths arrested.

**ROUGH SLEEPERS**

None

**SHOPLIFTING**

None

**SUSPICIOUS ACTIVITY**

Reports of a female with a knife in Tesco area, nothing seen.  
2 young males seen on Station car park. Monitored by operators.

**WELFARE CHECK / CONCERN FOR SAFETY****OTHER****TRENDS**

Due to lockdown 3.0 there has been a vast decrease in footfall in the area, which has in turn led to less incidents on the town.

Please do not hesitate to contact us regarding any issues or concerns that we can assist in monitoring around Hednesford town centre.

Kind regards,

Lucy Frost  
CCTV Operator

<b>Report To:</b>	Full Council	<b>Date:</b>	2 <sup>nd</sup> March 2021
<b>Title:</b>	Hednesford Town Council Grants 2021		
<b>Anticipated Time:</b>	15 Minutes	<b>Action:</b>	For Decision
<b>Confidentiality:</b>	Public	<b>Priority:</b>	High Priority

<p><b>Summary</b></p> <p>Hednesford Town Council annual grants scheme supports local businesses and community groups. The budget was increased in financial year 2020/21 to a total value of £25,000. The three categories were:</p> <ul style="list-style-type: none"> <li>• £10,000 ringfenced for business grants</li> <li>• £7,500 ringfenced for community grants: Covid-19</li> <li>• £7,500 ringfenced for community grants: Environmental</li> </ul> <p>The grant application form was updated for 2020/21, uploaded to Hednesford Town Council website and widely promoted. The deadline for submissions was 1<sup>st</sup> February 2021.</p> <p>A new Hednesford Town Council Grants Committee was formed, consisting of three Councillors and two Council Officers, set up to review the applications and make key decisions on the grants awarded.</p> <p>The number of application forms received were:</p> <ul style="list-style-type: none"> <li>• 23 businesses</li> <li>• 13 community grants: Covid19</li> <li>• 15 community grants: environmental</li> </ul> <p>Total 51</p>
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<b>Recommendation(s)</b>
<p>To support the grant awards pre-approved by the Grants Panel in respect of 45 businesses / organisations:</p> <ul style="list-style-type: none"> <li>• 20 businesses</li> <li>• 13 community grants: Covid-19</li> <li>• 12 community grants: Environmental</li> </ul> <p>The Panel rejected an additional 6 applications.</p>


<b>Relevant Issues and Implications</b>	
Financial	The budget for grants was approved in 2020.
Value For Money	Total grant awards are within budget.
Risk & Control	<p>In order to evidence that the grant funds are only used for the purpose described in the application form, receipts and photographs will be required.</p> <p>All successful applicants will be asked to sign a document agreeing to provide receipts and photographs and agreeing to only undertake the works described in their application form.</p>
Health & Safety	The works will be undertaken by businesses and community groups who have the responsibility to use suitable suppliers.
Legal	None
Human Resources	None
Equal Opportunities	None
People (Public, Centre Users and Councillors)	None

<b>1.</b>	<b>Introduction</b>
1.1	<p><b>2020/21 Community and Business Support Grants</b></p> <p><b>Hednesford Town Council launched three grant initiatives for 2020/21 to support the work of the groups, organisations and businesses based in Hednesford.</b></p>

<b>2.</b>	<b>Proposal</b>
2.1	To approve the findings of the Grants Panel and award: <ul style="list-style-type: none"> <li>• £10,000 business grants</li> <li>• £6,088.20 community grants: Covid1-9</li> <li>• £5,600 community grants: Environmental</li> </ul> Total £21,688.20
<b>3.</b>	<b>Options</b>
3.1	Concur with the HTC Grants Panel decision and award agreed businesses and community groups.
3.2	Do not proceed with the grant awards.
<b>4.</b>	<b>Conclusion</b>
4.1	The Hednesford Town Council Grants Panel met twice to review and discuss the applications received. The Panel members used their sound judgement on determining each grant award.
<b>5.</b>	<b>Recommendation(s)</b>
5.1	To agree to award the successful applicants, as chosen by the Council Grants Panel to the total value of £21,688.20.
5.2	<i>Recommendation 2, etc</i>

<b>Appendices</b>
Details on the applications received and decisions made by the Grants Panel.

For more information on this proposal please contact:
Michelle Baker Town Regeneration Manager Michelle.baker@hednesford-tc.gov.uk

					
NAME	DETAIL	TIMESCALE	AMOUNT REQUESTED	GRANT AWARDED	
<b>Community - Environmental Fund</b>					
The Friends of Hednesford Park	Plants and compost for the war memorial	ASAP	500	500	
Cannock Chase Shed	Woodworking materials	ASAP once COVID-19 allows	250	250	
Hednesford Nursery School	Wildlife items /allotment area	March 21	500	500	
West Hill Primary School	Forest school area	ASAP	500	500	
Hednesford Centennial Lions Club CIO	Memorial restoration and preservation	ASAP	500	500	
Cannock Cricket Club	LED Lighting along a driveway	April 21	500	500	
Staffordshire Wildlife Trust	Nature packs	ASAP	450	450	
Friends of Hednesford Community Volunteers	Craft/decoration/horticulture	Summer 21	500	500	
West Hill Preschool	Outside reading area- structure and rugs	Spring 21	500	500	
Hednesford ex Serviceman's Club Bowls team	Ground care and resources to support the club	March 21	500	500	
Lady of Lourdes	Allotment Area	Spring 21	400	400	
Staffordshire Wildlife Trust and St Peters Primary	Outreach work and resources	ASAP	500	500	
<b>Community COVID-19 Fund</b>					
Rose Hill Nursery	Trim trail	Summer 21	500	500	
Cheslyn Hay and Cannock Chase Community Tennis Club	Free tennis Hednesford park	Sun 10-11.30 throughout 2021	500	500	
Chase Social Workers Club	New resources for functions	Implement ASAP	500	500	
Burntwood and District Community First Responders	Kit for responders	Now	442.2	442.2	
Katherine House Hospice	Zoom licences and software	ASAP	351	351	
Fireworks	Yr. 7 Mindfulness	ASAP	500	500	
St Giles	COVID-19 response support	ASAP	500	500	
Songbirds in Harmony	Continue the group and provide mental support	ASAP	500	500	
Hednesford Centennial Lions CIO	Supper event for elderly	March 21	500	500	
Support Staffordshire	Dementia Alliance meetings	April 21	400	400	
Maze	Food parcels -cooked dinners	ASAP	500	500	
Huntington Kickboxing Club	Equipment	ASAP	395	395	
Stafford Samaritans	Running cost support	April 21	500	500	
<b>Business Fund</b>					
The Bridge Inn	Exterior signage	ASAP	500	500	
Subway Franchise	Kitchenware and marketing	ASAP	500	500	
Kraftt Lounge Bar	Exterior signage	ASAP	500	500	
Acorn Florist	Window blind / canopy	ASAP	500	500	
Just For Funerals	Improved lighting	ASAP	500	500	
Sorella's Florist	Signage and lighting	ASAP	500	500	
Lacey's Spa	Covid-19 screens	ASAP	500	500	
Kevin Paul Hirewear	Window display and painting	ASAP	500	500	
Daisy Chain Gifts	Improved lighting	ASAP	500	500	
Keepsakes By Kraftz	Website and PPE	ASAP	500	500	
Total Control Technologies	Software	ASAP	500	500	
Whimsical Hippie Shop	Shop improvements	ASAP	500	500	
Hednesford Kitchens	Advertising and PPE	ASAP	500	500	
Roxies Bouncy Castle Hire	Covid-19 cleaning equipment	ASAP	500	500	
ES Print	Improvements to exterior of building	ASAP	500	500	
Candy Land	Painting exterior and online ordering system	ASAP	500	500	
Reload Supplements	Signage and marketing	ASAP	500	500	
Element Hinton	Covid-19 cleaning equipment and marketing	ASAP	500	500	
Heddins Ford Pub	Improvements to exterior of building	ASAP	500	500	
Tangled Hair Salon	Covid-19 cleaning equipment and PPE	ASAP	500	500	
			<b>TOTAL</b>	<b>21688</b>	
<b>APPLICANTS REJECTED</b>					
Cycle-R	Moving location	March	500	0	Location move in Cannock, not specific enough to Hednesford
Heart of Hednesford Station Adoption Group	Signage near station	ASAP	500	0	Use of different money as part of larger project
Pet Welfare	Vet/animal fees	ASAP	500	0	Application Withdrawn
Delight Dessert Lounge	Pay bills	ASAP	500	0	cannot pay bills for a business
The Cutting Company	Stock to sell	ASAP	500	0	Cannot fund stock to re-sell
Karakter Kakes	Stock to sell	ASAP	500	0	Cannot fund stock to re-sell