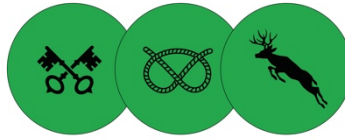


Hednesford Town Council



Gateway to the Chase

26 October 2021

Dear Councillor,

A Meeting of the Town Council will be held at **7:00 pm** on **Tuesday 2nd November 2021** at Pye Green Community Centre, Bradbury Lane, Hednesford.

You are invited to attend for consideration of the matters shown on the attached 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 only, following the weblink below:

<https://us02web.zoom.us/j/82623239486?pwd=ZkhGQUhFRGFJbDErV2lEUjZoMlhQdz09>

Meeting ID: 826 2323 9486

Passcode: 203550

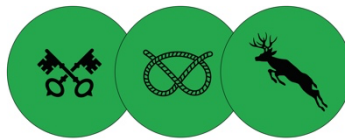
Yours sincerely

Michelle Baker
Operations & Regeneration Manager
Proper Officer

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)



HEDNESFORD TOWN COUNCIL

FULL COUNCIL MEETING

2 NOVEMBER 2021, 19:00HRS

To be held at Pye Green Community Centre, Bradbury Lane, Hednesford.
The public are invited to attend the meeting by Zoom.
The meeting will live stream on the Hednesford Town Council Facebook page.

AGENDA

Public participation

1. Welcome and apologies
2. Declarations of Interest
3. Minutes
 - I. To review and approve the minutes of the Full Council Meeting held on 5th October 2021 (enclosed agenda pages 4 to 7).
4. Mayor's Announcements – Cllr Emma Hunneyball
 - I. October's Farmers and Craft Market.
 - II. RBL / Littleton Lodge tree planting.
 - III. Outcome of the Scout's planning application.
5. Items from the Responsible Finance Officer – Sandie Morris

(Papers sent to Councillors).

 - I. Bank reconciliation.
 - II. Summary Q2 report.
 - III. Payments over £500.
6. Items from the Operations and Regeneration Manager – Michelle Baker
 - I. Christmas – verbal update.
 - II. Community Officer recruitment – verbal update.
7. Reports from Committee Chairs and Principal Speakers
 - I. Regeneration and Community Committee Chair – Cllr Paul Woodhead
 - a. Free bus travel initiative – verbal update.
 - II. Planning Spokesperson – Cllr Sharon Jagger
 - a) To consider the attached list of planning applications (enclosed agenda page 8).
 - b) To consider the attached paper on '20's Plenty for Staffordshire Campaign' (enclosed agenda pages 9 to 11).

- c) To consider the attached paper on 'Proposal for Urban Forest Bradbury Lane' (enclosed agenda pages 12 to 14).
- d) Update on Remembrance Sunday Procession – verbal update.

8. Items for Information and next agenda

- I. Station update

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

9. Private and Confidential Business

- I. To consider the attached confidential paper on PGCC (confidential: enclosed agenda pages 15 to 18) – Cllr Kathryn Downs.
- II. Requirement for a policy and protocol on death of a senior royal or national figure – verbal update Cllr Emma Hunneyball (confidential: enclosed example pages 19 to 24).



MINUTES OF THE MEETING OF HEDNESFORD TOWN COUNCIL

Tuesday 5th October 2021 at 19:00
Meeting held at Pye Green Community Centre, Bradbury Lane, Hednesford.
Members of the public were invited to attend by Zoom.

Present:

Cllr Emma Hunneyball (Mayor)
Cllr Kathryn Downs (Deputy Mayor)
Cllr Mandy Dunnett
Cllr Arthur Roden
Cllr Paul Woodhead
Cllr Darrell Mawle
Cllr Sharon Jagger

In Attendance: Officers: Michelle Baker (Operations and Regeneration Manager / Proper Officer), Ginetta Adams (Community Centre and Administration Officer).

Members of Public: Two PCSO's.

1. Apologies: Cllr Laura Harrison, Cllr Debbie Cartwright, Cllr Garry Jones, Sandie Morrison (RFO).

2. Declarations of Interest: None.

3. Minutes

I. To review and approve the minutes of the Full Council Meeting held on 7th September 2021.

Proposed: Mayor Emma Hunneyball

Seconded: Cllr Paul Woodhead

Resolved: by unanimous vote that the minutes are a true and accurate account.

Two PCSOs arrived to provide Council with an update:

- The PCSO's explained that a new Chief Constable joins the Force in December.
- Cllr Woodhead asked about the unlawful parking on Market Street, the PCSO's advised that they had started issuing parking notices, but encouraged Cllr's to take photos of any offending vehicles and taking note of the date / time of illegal parking, if these were provided to the Police, notices could be issued.
- The PCSO's asked Cllrs whether the new town centre CCTV camera was meant to be static and focus on the bike rack, Cllrs said yes, this camera had been installed for the purposes of monitoring the new bike racks.

4. Mayor's Announcements

I. HednesFIT throughout September: Mayor Emma Hunneyball said this had been an amazing event for the whole community, was hugely popular and beneficial for health and wellbeing, made possible with the government's 'Welcome Back Fund'.

II. September Farmers and Craft Market: September's market was the largest so far with 61 stalls, the Transformer Bumblebee attracted lots of younger people to the town and footfall was at a record level.

III. New shop openings: Mayor Emma Hunneyball undertook her second shop opening in two months in the town centre, she added that this was something she enjoyed doing and put a call out to any new shops or businesses to contact her if they would like the Mayor to open their new business or attend an official event.

5. Items from the Mayor

I. Committee membership (Council were asked to officially propose and second the new Committee members as this had not been undertaken last month:

Cllr Darrell Mawle said he had stepped down from the Regen and Community Committee due to other commitments on a Tuesday evening.

- **PGCC Committee:** Cllr Laura Harrison to join this Committee

Proposed: Cllr Paul Woodhead

Seconded: Cllr Kathryn Downs

Resolved by unanimous vote – Cllr Laura Harrison added to Committee

- **Regeneration and Community Committee:** No Change to current members

- **Finance, Personnel and Operations Committee:** Mayor Emma Hunneyball advised that due to the nature of this committee she and all future Council Mayors should automatically become a voting member of this Committee.

Proposed: Mayor Emma Hunneyball

Seconded: Cllr Mandy Dunnnett

Resolved by unanimous vote.

Cllr Arthur Roden asked to be reinstated to the Finance, Personnel and Operations Committee, explaining that he had not resigned formally in writing and wished to retract his verbal comments that he wanted to step down from the Committee.

No Cllrs proposed this motion

Cllr Arthur Roden briefly left the room with permission from Mayor Emma Hunneyball, he then returned for the remainder of the meeting.

6. Items from the Operations and Regeneration Manager

I. Council to consider paper on HednesFIT:

Michelle Baker explained that the project HednesFIT had concluded and was a 1 month initiative in Hednesford Park that had run every Tuesday and Sunday morning 9.30am – 10.30am throughout September whereby the community could attend a free yoga class and exercise outdoors. There was the opportunity for Hednesford Town Council to now continue this project from November 2021 – March 2022 every Sunday morning at Pye Green Community Centre. Moving the class indoors would mean that it would not be affected by the weather, although this would restrict class sizes to circa 40 per session. The cost would be £50 per Sunday session (total cost of the project would be £1,150.00) and by the Council funding this would mean it could remain as a free class for the community.

Proposed: Cllr Woodhead

Seconded: Cllr Dunnnett

Resolved by 9 votes Cllr Roden abstained, that the HednesFIT free yoga would be moved to Pye Green Community Centre and remain as a free exercise class for the community from November until the end of March 2022.

7. Reports from Committee Chairs and Principal Speakers

Regeneration and Community Committee Chair – Cllr Paul Woodhead

I. Council to consider paper on CIL Funding use for Free Bus Travel: Cllr Paul Woodhead proposed a free bus service to run on event days in Hednesford during October-December, this would cost approximately £700 per day, funded from the CIL reserve. Michelle Baker

asked if this amount was to cover the buses at full capacity on those Saturday's - PW said he would find out. Cllr Downs asked who would develop the contract and emphasised that clear boundaries must be set. Cllr Mawle told Council that this was a tight time scale and that by rolling the scheme out for December through to February would be realistic and provide sufficient time for due diligence.

Proposed: Cllr Darrel Mawle

Seconded: Cllr Kathryn Downs

Resolved by unanimous vote that Cllr Woodhead is to create a more detailed paper on this project for discussion for the Regeneration and Community Committee and this would be circulated to Full Council via email.

Finance, Operations and Personnel Committee Chair – Cllr Sharon Jagger

I. Remembrance Sunday Parade: Cllr Sharon Jagger said she has begun compiling a guide and formal process for the annual Civic Remembrance event, she will prepare a full update ready for the next meeting in November.

Spokesperson for Planning: Cllr Sharon Jagger advised that there will be Council representation at the consultation for the Scouts proposal at the top of Tower Road.

I. Council to note the planning applications: Noted.

Mayor Emma Hunneyball

I. Council to consider the paper on Provision of Bleed Kits: Mayor Emma Hunneyball gave a summary on the bleed kit project to date, she advised that the kits purchased from MediArb in February 2021 had been refunded to the Council as the company had not supplied the kits, she provided Council with four options in order to progress this project: 1. Do Nothing, 2. Re-order kits from MediArb, 3. Order kits from Daniel Baird foundation (alternative supplier), 4. Obtain emergency service guidance on how many kits required and the supplier.

Proposed: Cllr Darrell Mawle

Seconded: Cllr Mandy Dunnett

Resolved by 9 votes (Cllr Arthur Roden abstained) option 4 to consult with emergency services.

Any Other Business

None.

8. Items for Information and next agenda

I. Station update

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

Ginetta Adams (Community Centre and Administration Officer) left the meeting.

10. Private and Confidential Business

I. Council to consider paper on Market Assistant – M Baker

Michelle Baker read out the paper on the Council employing a new Market Assistant, to work with the new Market Manager and explained that the market had grown in popularity with circa 60 stalls per month attracting high levels of footfall. The event is currently staffed by volunteers and whilst a Market Manager had joined for the first time in September, there is a lack of staff which could affect the running of the market.

Cllr Woodhead said he would like to ensure that the community are still given an opportunity to volunteer at the monthly market.

Cllr Downs said that we should be mindful of actual income and expenditure for the market i.e road closure order, street trading licence, entertainment, artwork, advertising costs etc. Cllr Downs also stressed that we need a strategy for the market going forward.

Cllr Jagger asked whether the Council needed to make a profit on the market and why it could not reinvest back into the event.

Proposed: Cllr Downs.

Seconded: Cllr Dunnnett.

Cllr Roden abstained on the vote.

Resolved by 9 votes in favour, to ask the company supplying the Market Manager to contract a Market Assistant at £90 per market day, in line with Living Wage. To also explore a First Aid course for the Market Manager and Market Assistant. To launch a Market Marshals volunteer scheme so that events such as the Farmers Market become 'business as usual' and involve the community as volunteers.

II. Council to consider paper on Asset of Community value - Cllr Woodhead

Cllr Woodhead read out the paper on the Council registering the former community garden off of Cardigan Place in the town centre as an Asset of Community Value to protect it.

Proposed: Cllr Woodhead.

Seconded: Cllr Downs.

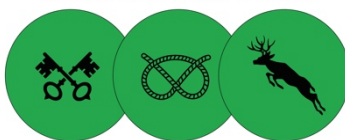
Cllr Mawle abstained on the vote.

Resolved by 9 votes in favour, to submit the nomination for registration as an asset of community value for the community area of Cardigan Place.

III. Personnel

Cllr Sharon Jagger said that she had prepared a detailed summary on the rationale behind the Community and Administration Officer working from the office; however as three Councillors were not present, this item is postponed until the Council reconvene.

MEETING END.



October 2021 - PLANNING APPLICATIONS & COMMENT/RESPONSE

** Planning Applications lodged with Cannock Chase District Council can be found at:
<https://planning.agileapplications.co.uk/cannock>

APPLICATION REF	LOCATION / DESCRIPTION	RESPONSE
CH/21/0393	HEDNESFORD GREEN HEATH: 2 Sanders Drive, Hednesford WS12 4GJ Description: Garage conversion with main entrance door being brought forward	No adverse observations
CH/21/0395	200, Belt Road, Cannock, WS12 4JA Description: Two storey rear extension	No adverse observations
CH/21/0404	St Saviours Church, High Mount Street, West Hill, Cannock, WS12 4BN Description: Demolition of existing building and erection of 6 bungalows	No adverse observations
CH/21/0425	4, Brindley Crescent, Hednesford, Cannock, WS12 4DS Description: Two storey rear extension	No adverse observations.

Report To:	Full Council	Date:	2 nd November 2021
Title:	20's Plenty for Staffordshire Campaign		
Anticipated Time:	5 Minutes	Action:	For Decision
Confidentiality:	Public	Priority:	Low Priority

Summary
<p>Staffordshire County Council has no policy on speed limits but simply “applies national guidance”. This is a ‘lagging behind’ attitude in comparison to other authorities, and a review of the situation is needed. The <i>20's Plenty for Staffordshire</i> campaign has been in existence now for almost one year and HTC has been invited to attend various presentations and events in support of this campaign. The campaign recently presented its case to Staffordshire County Councillor portfolio holder for highways <i>Cllr David Williams</i> who was asked if he would take this campaign forward and recommend it to Cabinet. Unfortunately, he declined to do so.</p> <p>Parish councils are being requested to pass a motion to support this local campaign, so that the campaign representatives have a weightier case to take to SCC going forward.</p> <p>THIS LOCAL CAMPAIGN HAS A FACEBOOK PAGE WHICH YOU CAN “JOIN” FOR FURTHER INFO. THE LOCAL CAMPAIGN GROUP MEET ON ZOOM THE FIRST MONDAY OF EVERY MONTH. THE NATIONAL 20's PLENTY CAMPAIGN ALSO HAS A SOCIAL MEDIA PRESENCE. VIDEO PRESENTATIONS CAN BE FOUND THERE FOR INFO.</p> <p>Cllr Jagger has been liaising with this campaign's organisers on behalf of HTC but wishes to bring her own involvement to an end here by offering this report to full council.</p>

Recommendation(s)
<p>HTC has been asked to pass a motion to support this local campaign, so that the campaign representatives have a weightier case to take to SCC going forward.</p>

Relevant Issues and Implications	
Financial	<i>No relevant issues or implications identified</i>
Value For Money	<i>No relevant issues or implications identified</i>
Risk & Control	<i>No relevant issues or implications identified</i>
Health & Safety	<i>No relevant issues or implications identified</i>
Legal	<i>No relevant issues or implications identified</i>

Human Resources	SID data and statistics will need to be collated in order to plead a local case for 20mph zones. HTC does not currently have the capacity for this work
Equal Opportunities	<i>No relevant issues or implications identified</i>
People (Public, Centre Users and Councillors)	SID data and statistics will need to be collated in order to plead a local case for 20mph zones. HTC does not currently have the capacity for this work

1.	Introduction
1.1	Staffordshire County Council has no policy on speed limits but simply “applies national guidance”. This is a ‘lagging behind’ attitude in comparison to other authorities, and a review of the situation is needed. This local <i>20’s Plenty</i> campaign has asked for the support of local parish councils.
2.	Proposal
2.1	That HTC discuss the request to pass a motion to support this local campaign.
3.	Options
3.1	HTC pass a motion to support this local campaign, so that the campaign representatives have a weightier case to take to SCC going forward.
3.2	HTC does not pass a motion to support this local campaign but instead continues to gather its own SID data and statistics in order to campaign for local 20 mph zones in the future.
4.	Conclusion
4.1	Staffordshire County Council has no policy on speed limits but simply “applies national guidance”. This is a ‘lagging behind’ attitude in comparison to other authorities, and a review of the situation is needed. This local <i>20’s Plenty</i> campaign has asked local parish councils to pass a motion to support this campaign. However, going forward, HTC needs to collate its SID data and prepare statistical argument if it wishes to plead the case for local 20mph zones. HTC does not currently have capacity to do this, so may wish to defer this until a later date.
5.	Recommendation(s)
5.1	Going forward, HTC needs to collate its SID data and prepare statistical argument if it wishes to plead the case for local 20mph zones. HTC does not currently have capacity to do this, so may wish to defer this until a later date.

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For more information on this proposal please contact:

Cllr Sharon Jagger

Report To:	Full Council	Date:	2 nd November 2021
Title:	Proposal for Urban Forest Bradbury Lane		
Anticipated Time:	5 Minutes	Action:	For Decision
Confidentiality:	Public	Priority:	Low Priority

Summary
<p>Cannock Chase Council, in collaboration with The Forest of Mercia, are proposing to create an urban forest on land in Bradbury Lane. Cllr Jagger recently attended a public consultation event held in a tepee on Common Lane but the weather was foul and there was very little opportunity for any social distancing inside the tepee. Therefore, it may perhaps be beneficial to hold another consultation event, in a more appropriate venue which would provide better opportunity for local community engagement.</p> <p>It is proposed that HTC write to Cannock Chase Council thanking them for the opportunity to find out more about their plans for an urban forest in Bradbury Lane and offering PGCC as a venue for their next public consultation event in connection with their plans for this urban forest.</p>

Recommendation(s)
<p>It is proposed that HTC write to Cannock Chase Council thanking them for the opportunity to find out more about their plans for an urban forest in Bradbury Lane and offering PGCC as a venue for the next public consultation event in connection with their plans for this urban forest.</p>

Relevant Issues and Implications	
Financial	<i>No relevant issues or implications identified</i>
Value For Money	<i>No relevant issues or implications identified</i>
Risk & Control	<i>No relevant issues or implications identified</i>
Health & Safety	<i>No relevant issues or implications identified</i>
Legal	<i>No relevant issues or implications identified</i>
Human Resources	<i>No relevant issues or implications identified</i>
Equal Opportunities	<i>No relevant issues or implications identified</i>
People (Public, Centre Users and Councillors)	Pye Green Community Centre will provide an accessible and comfortable venue for local residents to attend and engage with plans for this project.

1.	Introduction
1.1	Cannock Chase Council, in collaboration with The Forest of Mercia, are proposing to create an urban forest on land in Bradbury Lane. A public consultation event was recently held in a tepee on Common Lane but the weather was foul and there was very little opportunity for social distancing inside the tepee and so it may perhaps be beneficial to hold another consultation event, in a venue which would provide better opportunity for local community engagement.
1.2	
2.	Proposal
2.1	It is proposed that HTC write to Cannock Chase Council thanking them for the opportunity to find out more about their plans for an urban forest in Bradbury Lane and offering PGCC as a venue for the next public consultation event in connection with their plans for this urban forest.
2.2	
3.	Options
3.1	HTC write to Cannock Chase Council thanking them for the opportunity to find out more about their plans for an urban forest in Bradbury Lane and offering PGCC as a venue for the next public consultation event in connection with their plans for this urban forest.
3.2	Do nothing
4.	Conclusion
4.1	It is appropriate that HTC should write to Cannock Chase Council thanking them for the opportunity to find out more about their plans for an urban forest in Bradbury Lane. It is appropriate for HTC to offer the use of PGCC as a venue for the next public consultation event in connection with plans for this urban forest.
5.	Recommendation(s)

5.1	It is recommended that HTC write to Cannock Chase Council thanking them for the opportunity to find out more about their plans for an urban forest in Bradbury Lane and offering PGCC as an appropriate venue for the next public consultation event in connection with plans for this urban forest.

Appendices

For more information on this proposal please contact:
Cllr Sharon Jagger.