



MINUTES OF A MEETING OF HEDNESFORD TOWN COUNCIL

TUESDAY 13TH June 2023 AT 7.00 PM

Meeting held at Pye Green Community Centre, Bradbury Lane, Hednesford, WS12 4EP

Present:

Cllr Alan Pearson (Mayor)
Cllr Ronald Turville
Cllr Ann Turville
Cllr Sheila Cartwright
Cllr Annette Walker
Cllr Arthur Roden
Cllr Paul Jones
Cllr Laura Harrison
Cllr Sharon Jagger
Cllr Debbie Cartwright (co-opted)

In attendance from Hednesford Town Council:

Lindsey Smith - Chief Officer
Matt Johnson – Community Engagement Officer
Cheryl Kinsella – Responsible Finance Officer
Cheryl Oakey – Administration Officer

Members of the Public:

There were 5 members present.

1. Public Participation

Member of the public raised the closure of Trinity Church – costs to do the Church repairs, to keep the Church open for the Lighthouse Foodbank.

Cllr Jagger responded that the Church was built in 1873 and the last service was on Sunday 16th July 2023.

Cllr Pearson discussed with the Cllr's that he will look into this matter and report back at the next meeting.

Speeding on the Pye Green Road – the Chief Officer reported on behalf of a member of the public the speeding in the early hours of the morning on the Pye Green Road across the island with the junction at Rose Hill. There are concerns that there will be an accident as cars are going at significant speed.

Cllr Harrison discussed the need for a Pedestrian Crossing by the new school - Poppyfield Primary Academy off the Pye Green Road.

Hednesford Town Council to check with the Police for data, possible speed awareness needed on the Pye Green Road. Community Officer to download data from the speed indicator devices and report back at next meeting.

Member of the public discussed the potholes on Stafford Lane Hednesford.

Roundabout by The Bridge Pub and the new road from the roundabout into the new development that comes out onto the Greenheath Road is in a bad state of disrepair and is on the priority list for Staffordshire County Council to repair.

2. Apologies:

Duncan Rollo – Community Safety and Vulnerability Officer - CCDC

3. Declaration of Interest

The Chief Officer updated the Cllr's, and all Declaration of Interest Forms need to be back to the Chief Officer by Monday 26th June 2023.

The Chief Officer also updated the Cllr's that before the meeting, the agenda and all information for the full council meeting was emailed out to the Cllr's Hednesford Town Council emails. Cllrs were also previously informed that paper copies were available upon request for collection from the Hednesford Town Council Office prior to the meeting.

4. Previous Minutes

The minutes of the Full Council Meeting held on Tuesday 16th May 2023 were reviewed and approved subject to the year being missing on page one and a letter missing on Cllr Turville name. Cllr M Turville mentioned she likes to go by the name Anne.

Cllr R Turville proposed

Second by Cllr Jones

Agreed 9 - Cllr Pearson, Cllr R Turville, Cllr M Turville, Cllr S Cartwright, Cllr A Walker, Cllr Roden, Cllr Jones, Cllr Harrison, Cllr Jaggar

Action: Minutes from June resolved

5. Constitution

i. Reminder of Standing Orders

The Chief Officer updated the Cllr's on procedures for voting by stating their surname and whether they are for, against or abstain from the vote in question. Cllr Pearson discussed the purpose of the Standing Orders.

ii. Reminder to Cllr's

The Chief Officer discussed with Cllr's the procedures when dealing with Officers at Hednesford Town Council as outlined in the agenda. Cllr Harrison asked The Chief Officer to explain her job title, the Chief Officer explained and updated the meeting.

iii. Elections of Deputy Mayor

Cllr Pearson proposed Cllr R Turville
Second by Cllr S Cartwright

Agreed: 6 - Cllr Pearson, Cllr R Turville, Cllr M Turville, Cllr S Cartwright, Cllr Walker, Cllr Jagger

Cllr Jones proposed
Second by Cllr Harrison

Agreed: 2 by Cllr's showing their hand and saying their surname Cllr Harrison, Cllr Jones

Cllr Roden abstain.

Action: Cllr R Turville was Elected Deputy Mayor

IV. Co-option to Vacant Position

The Chief Officer advised Cllrs that 1 candidate had expressed an interest in being co-opted onto the council. The Chief Officer introduced the candidate standing for co-option.

Debbie Cartwright

Cllrs had no questions to ask of the candidate.

Cllr Harrison proposed
Second by Cllr Jones

Agreed 9 Cllr Pearson, Cllr R Turville, Cllr M Turville, Cllr S Cartwright, Cllr A Walker, Cllr Roden, Cllr Jones, Cllr Harrison, Cllr Jagger

Action: Debbie Cartwright was elected to the remaining Hednesford Town Council Member vacancy

V. Allocation of Ward to Co-opted Cllr's

Following co-option of Cllrs to the vacate positions Cllr Pearson updated the meeting with the procedures regarding the allocation of the remaining wards.

3 Cllr's for Anglesey Ward

Cllr M Turville

Cllr A Walker

Cllr P Jones

1 Cllr for West Hill Ward

Cllr D Cartwright

Cllr Harrison proposed

Second by Cllr Pearson

Agreed: 10 - Cllr Pearson, Cllr R Turville, Cllr M Turville, Cllr S Cartwright, Cllr Walker, Cllr D Cartwright, Cllr Roden, Cllr Jones, Cllr Harrison, Cllr Jagger

Action: Vacant wards allocated

6. Duncan Rollo – CCTC Update

In the absence of the Duncan Rollo, the Chief Officer updated the Cllr's that he will be attending the next meeting. The Chief Officer discussed the CCTV Monitoring Report for March and April 2023 all the information was provided with the agenda. Cllr Pearson discussed and checked the figures.

Following discussions on the information provided by Duncan Rollo, Cllr Harrison mentioned about the trees in Hednesford Town and in the War Memorial that have TPO's and if the branches are over 3% they need cutting, the District Council have changed the percentage and they are now more specific. Cllr Pearson mentioned he will talk to Tom Walsh – Parks and Open Spaces Manager at the District Council and will personally follow this matter up and report back at the next meeting.

Action: Cllr Pearson to liaise with Tom Walsh

7. David Wisehall – Heart of Hednesford Station Adoption Group Presentation

David Wisehall gave a full and comprehensive presentation to the Cllr's regarding the groups vision for Hednesford train station. David explained what the project involved,

history of Hednesford station closing in the 1960's and reopening in 1989 and showing photos of how it looked in 1989, how it looks now and how they would like it to look and to be used in the future.

Significant funding has been secured but issues with the land is hindering the progress of the project and David presented on behalf of Heart of Hednesford Station Adoption Group to ask Hednesford Town Council for support in helping to push the project forward.

David mentioned that he will update the Cllr's with ongoing progress at a future Council meeting.

Questions from the presentation:

Cllr Jagger wanted to know who had taken down the willow? David replied that it was Network Rail.

Cllr R Turville wanted to know the charge for the school visits? David replied that the school visits was free of charge.

Cllr D Cartwright wanted to know more about the professional volunteering which was on a slide in the presentation?

David replied that he wanted to see volunteers from a professional background, solicitors, I.T, Marketing, Administration side. David expressed his thanks to the Chief Officer and the Community Engagement Officer for all their help.

Cllr Walker thought that the signal box at Hednesford Park was fabulous, and would there be any plans to return it back to the train station once the project was completed?

David replied no, the signal box will be staying at Hednesford park.

Cllr Harrison wanted to know what will happen if the project doesn't go ahead?

David replied that he got full support from Network Rail, David also got help from other areas and he said he wasn't giving up on the project.

Cllr Pearson said to David that he is very supportive and to get this project on board, , and it will bring visitors in.

Action: David to liaise with Chief Officer and Community Officer for a letter of enquiry to be sent to CCDC/Network Rail to enquire about the delays to the project

Following prior notification Cllr Arthur Roden left the meeting at 8pm due to prior personnel commitments

8. Finance – completion of year end and paperwork

i. Year End Report

The Responsible Finance Officer updated the Cllr's on the Year-end Scribe Report 2022-2023 and the Cost Centre Report 2022-2023, all the information was provided with the agenda.

ii. Internal Audit Report

The Responsible Finance Officer updated the Cllr's that the Auditors still need to send their report in to Hednesford Town Council, there were no problems, and the auditors were happy with the report.

iii. Sign off the AGAR Paperwork

The Responsible Finance Officer updated the Cllr's on the information contained within the financial statements and submitted to the auditors.

Cllr Pearson approved and signed off the AGAR documents in the meeting, the Responsible Finance Officer can submit the documents to the External Auditor.

The documents will be held for a 30-day period for the Exercise of Public Rights and then the documents will be published onto the Hednesford Town Council website so that it can be viewed by any interested person.

Cllr Harrison proposed
Second by Cllr Jones

Agreed: 9 Cllr Pearson, Cllr R Turville, Cllr M Turville, Cllr S Cartwright, Cllr Walker, Cllr D Cartwright, Cllr Jones, Cllr Harrison, Cllr Jagger

Action: RFO to publish required documents on website and submit AGAR

iv. Sign Off Pension Additional Members

Responsible Finance Officer updated the Cllr's that Staffordshire Pension Fund had requested for the following officers to be granted permission by Hednesford Town Council Councillors to be added to the Pension fund:-

1. Matthew Graham Johnson to be added as of 03/05/2022
2. Lindsey Smith to be added as of 13/09/2022
3. Cheryl Marie Kinsella to be added as of 13/3/2023

Cllr Harrison proposed
Second by Cllr M Turville

Agreed: 9 - Cllr Pearson, Cllr R Turville, Cllr M Turville, Cllr S Cartwright, Cllr Walker, Cllr D Cartwright, Cllr Jones, Cllr Harrison, Cllr Jagger

9. Committee Update

i. Clarity Committee Structure

ii. Committee Membership

The Chief Officer updated the Cllr's on the Committee Structure and which Cllr's are on each Committee as discussed in the last meeting.

Cllr Pearson asked for Cllr D Cartwright to be on the PGCC Committee.

Cllr Walker asked if she could come off the PGCC Committee so Cllr D Cartwright can go on to the PGCC Committee.

Cllr Harrison asked if the maximum on the PGCC Committee can be made to 6 people and proposed an amendment to the Committee Delegations

Cllr Harrison Proposed an
Second by Cllr Walker

Agreed: 9 - Cllr Pearson, Cllr R Turville, Cllr M Turville, Cllr S Cartwright, Cllr Walker, Cllr D Cartwright, Cllr Jones, Cllr Harrison, Cllr Jagger

Action: Resolved to amend the number of Committee members from 5 to 6

iii. Clarify Committee Membership and Initial Meeting Dates

The Chief Officer updated the Cllr's with the dates of the Committee meeting,

Regeneration	Monday 19 th June 2023	10.00 am
PGCC	Thursday 20 th July 2023	7.00 pm
Finance	Monday 24 th July 2023	7.00 pm

The Finance Committee is all Cllr's to attend the meeting.

Planning to be arranged

10. Motion From Mayor – Full Council Dates

Cllr Pearson brought the motion to change the Full Council meeting dates to the first Wednesday of each month. Cllr Pearson mentioned that he knows that not everyone will be available for every meeting, and discussed with the Cllr's if they were not available to remember to send in their apologies to the Chief Officer.

Cllr Jagger checked that this was to commence from July and was informed that it would

Cllr Jones mentioned his work patterns would make it difficult to attend all meetings if the schedule of meetings was changed

Proper Officer informed that they would be unavailable on 2 of the proposed council meetings dates

Cllr Pearson Proposed
Second by Cllr R Turville

Agreed: 9 Cllr Pearson, Cllr R Turville, Cllr M Turville, Cllr S Cartwright, Cllr Walker, Cllr D Cartwright, Cllr Jones, Cllr Harrison, Cllr Jagger

Action: Motion resolved. New Council dates to be published.

11. Motion from Cllr Roden – Cllr Surgeries

Cllr Arthur Roden brought the motion to request that all Cllrs were to commit to running regular Cllr surgeries

Chief Officer updated the Cllr's that the surgeries would be within the Cllr's ward.

Cllr Pearson discussed if this was something the public wanted.

Cllr D Cartwright mentioned that only 1 or 2 people turned up in the past.

Cllr Walker checked if only the Chief Officer can update the social sites.

Cllr S Cartwright mentioned that people called up from other areas.

Cllr Jagger mentioned about insurance, GPR involved, structure in place, members of the public chat in the town and people know who their Cllr's are and will just talk to her.

Motion was not proposed.

Action: Motion failed

12. Motion from Chief Officer – Community Consultation

i. To approve community consultation policy.

The Chief Officer updated the Cllr's on the Community Consultation which they had all received.

Cllr Pearson and Cllr Jagger said thank you to the Chief Officer for all her work on the documents, forms and information.

Cllr Harrison asked about item 5 within the document, 'timely manner on the consultation period will run on clarified information'.

The Chief Officer answered that each consultation will have a start time and end time.

Cllr R Turville Proposed

Second by Cllr Jagger

Agreed: 9 - Cllr Pearson, Cllr R Turville, Cllr M Turville, Cllr S Cartwright, Cllr Walker, Cllr D Cartwright, Cllr Jones, Cllr Harrison, Cllr Jagger

Action: Community Consultation policy adopted

13. Any other Business

No other business

14. Date and Time of Next Meeting

Wednesday 5th July 2023 – 7.00 pm at Pye Green Community Centre

The meeting closed at 9.00 pm.

Signed:

Date:

Draft