

Coleshill Town Council

Meeting of the **COLESHILL TOWN COUNCIL** held in the Old Courtroom, Town Hall, High Street, Coleshill on **WEDNESDAY, 28 MARCH 2018** at 7:00 p.m.

PRESENT: - Cllr. Battle, Town Mayor, in the Chair.

Councillors: - Breeze, Farrell, Farrow, Gibbs, Mason, Richardson, Symonds, Wallace and Wootton.

17/84 APOLOGIES

There were no apologies – full attendance.

17/85 DECLARATION OF INTERESTS

There were no declarations of interest.

17/86 MINUTES OF THE MEETING HELD 24 JANUARY

The minutes were proposed to be adopted by Cllr. Richardson, seconded by Cllr. Farrow and **ACCEPTED** unanimously.

17/87 COMMUNICATIONS FROM THE TOWN MAYOR

A highlight from the last two months was the Coleshill Rocks event, which made over £1,000 of profit for the Mayor's Woodlands School charity campaign.

The Mayor had visited further afield, for instance to a Muslim Peace Symposium in London, (accompanied by the Mayoress and the Town Clerk), to the Warwickshire Civic Service, the Civic Heads Dinner, an Alcester Town Council dinner and also to Walsall for that Borough Council's annual At Home with the Mayor, where 375 local volunteers were celebrated.

One local event supported was the church event for the Cubs where the Mayor answered children's questions (e.g. did he have servants?). Another local occasion was the Coleshill Operatic Society Evening which had had to be relocated from Solihull to the Town Hall. This society was over 800 years old but was urgently seeking new members and the Mayor welcomed elected members to help support voluntary groups.

17/88 PARTICIPATION OF THE PUBLIC

There were views voiced by Mr. Derek Axe, as a former member of the Neighbourhood Plan Steering Committee, that there was little evidence of that plan being updated or implemented. The Town Clerk and Cllr. Reilly felt that the Neighbourhood Plan was referred to ongoing, in considering applications received. Cllr. Farrell cited the Memorial Park improvements, additional Community Centre play items and the High Street Development Fund as commitments that were consistent with the plan objectives. An additional project referred to by Cllr. Wootton was the cemetery extension but she did agree the public profile of the plan could be approved. Members resolved to consider a Neighbourhood Plan Press release at a forthcoming Planning Committee meeting.

Cllr. Reilly was aware of the social media mentioning of the dog faeces near a bridge. He was attempting to find the location and then liaise with Borough Council officers about the possibility of mobile surveillance equipment being made available. He was also working with Messrs. Peter Rafferty and Barry Moore regarding a potential challenge to HS2 Limited regarding the designs of the 6 railway bridges planned for the area.

On his County Councillor role, Cllr. Reilly was in discussions with Tame Valley Wetlands about using some member allocated funds to assist with providing a lengthsman scheme for footpaths in his division. He would provide the contact details for the TVW volunteer coordinator to the Town Council.

On behalf of Cllr. Hayfield, Cllr. Reilly reported that after the recent investment at High Meadow School, there were further capital projects planned for The Coleshill School (£1.8m) and the Coleshill C of E School (£0.3m).

17/89 **TO APPROVE THE PREVIOUS MINUTES**

In the 31 January Planning Committee minutes, the reference to Helen Gregory should have been to Helen Whittaker. With that amendment, those and the minutes of the 28 February meeting were proposed and seconded by Cllrs. Breeze and Farrow and **ADOPTED** unanimously.

In relation to the minutes of the Community & Environment Committee of 7 February 2018, Cllr. Farrell updated that Sgt. Mitch Oakley and PCs. Chris Bell and Scot Ramsell had all retired or moved to other roles. The **Town Clerk** was asked to write to Sgt. Neil Pearsall for the latest appropriate Town Council contacts. Cllr. Wallace updated on the good attention she had noted to the diseased chestnut tree in Memorial Park and Cllr. Farrell advised that Warwickshire County Council had officers able to assist the High Street Development project. The minutes were then proposed by Cllr. Farrow, seconded by Cllr. Breeze and **ACCEPTED** unanimously.

The minutes of the Resources & Amenities Committee of 7 March 2018 were proposed by Cllr. Richardson, seconded by Cllr. Mason and **ADOPTED** unanimously.

17/90 **RISK REGISTER 2017/18**

The Resources and Amenities Committee considered the Risk Register on 7 March and made its recommendations. The Town Council endorsed these recommendations and the Mayor was then authorised to sign the Audit summary schedule:

- Vandalism: members recommended that the new Community & Partnerships Committee discuss the provision of outdoors CCTV in Coleshill at its first meeting. However, it also requested a price to replace the outdated /faulty CCTV monitoring unit for the indoor CCTV at the Town Hall.
- Lack of Employee motivation /efficiency: members requested the **Town Clerk** to research some 'team building' activities to bring the staff together to build strong working relationships and effective team skills.
- Loss of Key Staff: members proposed the setup of a working group to consider the options and any contingency plans in respect of any long term absence of the caretaking staff. Cllr. Wootton and Cllr. Richardson agreed to join this working group and requested the **Town Clerk** to contact and invite Cllr. Breeze and Cllr. Symonds to be involved as well.

17/91 INTERNAL AUDITOR FOR 2017/18

Ms. Diane Malley has put forward her availability to complete the Internal Audit assessment for the 17/18 accounts return. Her reappointment was proposed by Cllr. Farrell, seconded by Cllr. Wootton and **CARRIED** unanimously.

17/92 DATA PROTECTION OFFICER FOR THE GENERAL DATA PROTECTION REGULATIONS

Ms. Diane Malley has completed training in this new legislation and has indicated her availability to complete the Data Protection Impact Assessment, and ongoing training, monitoring and support at a cost of £1,500. .

WALC advice was that councils should be able to demonstrate that they were taking steps to comply by completing the self assessment questionnaire from NALC, at this stage but then await further WALC or NALC advice regarding the appointment of a Data Protection Officer.

Cllr. Wootton felt that larger organisations had an obligation to comply with the requirements within the deadline. Cllr. Farrell had a preference for the Town Council to cross-assess another neighbouring authority's procedures. He proposed that delegated authority be given to the **Town Clerk** and **Cllr. Wootton** to make arrangements before the next meeting which Cllr. Symonds seconded and this was **RESOLVED** nem. con.

As a separate matter, the **Town Clerk** was asked to obtain WALC's advice on whether parish /town councillors needed to individually register with the Information Commissioner's Office to perform its public assistance role at a cost of £35 per annum.

17/93 MEETING DATES FOR THE 18/19 COUNCIL YEAR

A schedule of dates had been circulated. These were proposed by Cllr. Farrell, seconded by Cllr. Wootton and **ADOPTED** nem. con.

17/94 COLESHILL STAR AWARDS – TASK GROUP

Council agreed to run the Coleshill Star Awards this year, after a 2 -year interval from the inaugural 2016 event. This would also be the Grant Scheme cheque presentation night.

Within the schedule of meeting dates for the 18/19 Council year agreed above, the Grant Scheme recommendations would be discussed at the 19 September Town Council meeting. It was proposed by Cllr. Richardson, seconded by Cllr. Wootton and **AGREED** nem. con. that the Task Group should comprise of Cllrs. Breeze, Farrow, Richardson and Symonds and the Coleshill Star Awards presentation night would be on Friday 5 October.

17/95 TOWN CLERK REPORTS

A separate account had been opened for the CASPER Delivery Group funds. The contributions from the Town Council's plus other backers had been transferred to that account so that it was separate from Town Council reporting.

The Environment Agency had objected to the planned purchase land being used for a cemetery extension, and required that ground analysis take place before the removal of

its objection was possible. Some exploratory investigations were due to take place on 3 April.

Ms. Kate Shtrezi was due to return to her Records Clerk role after maternity leave finished on Monday 14 May.

Item 17/96 was covered in a confidential discussion. The open meeting closed at 8:20 p.m.



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Town Mayor