

25 April 2020

Dear Councillor

An Extraordinary Meeting of the Town Council will be held at **7:00 pm** on Tuesday 5th May 2020 at Online following the weblink <https://us04web.zoom.us/j/5486800405> Meeting Password 133272. 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 Paul Woodhead
Chairman

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 meetings held on 23rd March 2020, 7th April 2020 and 11th February 2020
4. Chairman's Announcements
5. Election of the Chairman for the 2020-21 Municipal Year
Nominations received for Cllr Downs and Cllr Hunneyball
6. Election of the Vice-Chairman for the 2020-21 Municipal Year

7. Principal Speaker Roles

To agree the Principal Speaker Roles for the Municipal Year 2020-21

Currently listed as:

Cllr Fittes	Planning (deputised by Sharon Jagger)
Cllr Jagger	Wellbeing Isolation and Loneliness
Cllr Cartwright	Homelessness and Vulnerable Adults
Cllr Downs	Youth and Community Cohesion
Cllr Roden	Highways
Cllr Jones	Finance and Council Procedures
Cllr Woodhead	Communications and Engagement <i>Consider amending to or including</i> Regeneration
Cllr Kingston	Community Projects and Events
Cllr Dunnett	Environment
Cllr Hunneyball	New Estates

8. Appointments to External Bodies

To agree the representatives to external bodies for the Municipal Year 2020-21. Currently listed as:

Cannock Chase Council Standards Committee – Cllr Jagger
Cannock Chase AONB – Cllr Jones deputised by Cllr Dunnett
CHAPS – Cllr Fittes
Christmas Lights Joint Committee – Cllr Kingston

9. Town Council Committee Membership

To agree the Town Council Committee Membership for the Municipal Year 2020-21. Currently listed as

Pye Green Community Centre Management Committee
Cllr Kingston (Chair), Cllr Downs, Cllr Dunnett, Cllr Jones, Cllr Roden plus users of the centre
Personnel Committee
Cllr Jones (Chair), Cllr Hunneyball, Cllr Roden, Cllr Fittes, Cllr Downs
Environment Committee
Cllr Dunnett (Chair), Cllr Woodhead members of the public

10. Schedule of Meetings

Consider the Annual Town Assembly postponed from 1st June 2020
Consider the schedule of meetings for the Municipal Year 2020-21. The Council must meet at least three times plus an AGM. Two approaches are offered to be considered by the Council
Option 1 – monthly meetings at 7pm on the first Tuesday of every month

Option 2 – scheduled six weekly meetings at 7pm every six weeks

16th June 2020

28th July 2020

8th September 2020

20th October 2020

1st December 2020

12th January 2021 – (budget/precept)

23rd February 2021

13th April 2021

4th May 2021 – Annual General Meeting of the Town Council

1st June 2021 – Annual Town Assembly

11. Updates from Principal Speakers

Any urgent updates from Principal Speakers

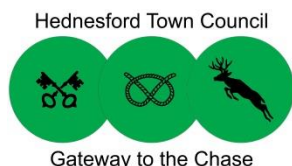
12. Items from the clerk

- i) Standing Orders – Revision to the Standing Orders for the Council to facilitate the Remote Attendance at Council Meetings
- ii) Internal Auditor – to consider an appoint an internal auditor.
Recommendation is Sandie Morris ACMA of Black Rose Solutions Ltd for the period 019/20 and 2020/21. Spend associated is less than £300
- iii) Consider the publication of the Priorities List for the work plan for the year ahead.
- iv) Consider the publication of the second issue of Hednesford Life at the full cost of the Council. Spend associated is less than £3,000
- v) CCTV Monitoring – to consider the CCTV monitoring report March 2020
- vi) Planning – to confirm the action of the Principal Speaker for Planning in submitting observations on planning applications
- vii) Christmas Lights – update arrangements for Christmas Lights administration for 2020 with Heath Hayes and Wimblebury Parish Council.
- viii) Recruitment – receive an update and ratify actions undertaken pursuant to the recruitment of staff

13. Items for Information and next agenda

14. To resolve that the public be excluded from the meeting due to the confidential nature of the business to be transacted (if necessary)

15. End of year 2019/20 finances *Confidential papers to be supplied to Councillors directly*



HEDNESFORD TOWN COUNCIL

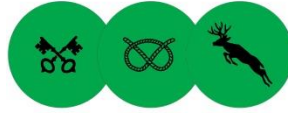
MINUTES OF A MEETING OF THE COUNCIL
HELD AT 7:00 PM ON TUESDAY 11 FEBRUARY 2020
AT PYE GREEN COMMUNITY CENTRE, HEDNESFORD

PRESENT: Cllrs P Woodhead (Chairman and Communications and Engagement Speaker), R Kingston (Vice-Chairman and Community Projects and Events Speaker), K Downs (Youth and Community Cohesion Speaker), M Dunnett (Environment Speaker), A Fittes (Planning and Economic Development Speaker), E M Hunneyball, S Jagger (Wellbeing, Isolation and Loneliness Speaker), G Jones (Finance and Procedures Speaker) and A Roden (Highways Speaker)

IN ATTENDANCE: P Harrison (Town Council Manager/Clerk), County Cllr B Jones, District Cllr A Pearson, PCSO R Evans and 2 Members of the public

APOLOGIES: Cllr D Cartwright and County Cllr P Hewitt

<u>PUBLIC PARTICIPATION</u>	<u>ACTION</u>
<p>PCSO Evans apologised that for operational reasons it had not been possible for the police to attend recent Council Meetings but there would be representation at the next 3 meetings. Matters were being assisted by the return to work of an officer currently on maternity leave. Figures indicated that incidents of anti-social behaviour and crime in general had fallen. However, a question was raised as to whether this was due to difficulties experienced by the public in reporting the crime and if they did whether anything would be done</p> <p>Liaison with Tesco was continuing to tackle anti-social behaviour and orders had been issued to certain individuals to ban them from entering the premises. There had been a spate of vandalism at the Museum and damage to vehicles at nearby residential properties. Lack of lighting was thought to be a contributory factor and measures were being taken to address this There had also been a problem with youths travelling by train to Hednesford and intimidating local young people</p> <p>Reference was made to anti-social behaviour and evidence of drug taking in the vicinity of Rose Hill. This had also been discovered by pupils carrying out a litter pick and coming across drug taking</p>	



paraphernalia. Problems with speeding vehicles in that area also persisted

Reference was made to the inconvenience caused to residents at the last meeting held at the Raceway due to lack of stewarding and insufficient car parking. Subsequently various agencies had met to discuss how problems could be avoided in the future. It was noted that the organisers would be required to have an event management plan for future events. One suggestion that might be considered would be to make the events “all ticket” so it would be known in advance the likely numbers attending. It was noted that the District Council were in conversation with the Raceway in respect to significant improvements ahead of future events.

A query was raised regarding the consultation exercise undertaken by the Council to get the views of electors on the forthcoming 2020-21 budget. It was confirmed that there had been an online survey and paper questionnaires were available in the library and elsewhere

There had been an ongoing issue regarding a large amount of fly tipping on land just outside the Town boundary on Rugeley Road. It was believed that this contained an amount of asbestos. It was considered that issues relating to responsibility for clearing the site, the practicalities and costs involved meant that the situation would not be resolved easily or quickly. Brindley Heath Parish Council were aware of the situation

It was announced that Hednesford Lions was organising a free Senior Citizens Tea Party on 29 March 2020

ALL

1. MINUTES

The minutes of the meeting held on 7 January 2020 were approved as a correct record subject to the name of Cllr D Cartwright being added to the list of members who were present

2. CHAIRMAN’S ANNOUNCEMENTS

The Chairman expressed disappointment regarding the closure of the Co-op which had been in Hednesford for very many years and he paid tribute to long serving staff members. He also thanked community volunteers for what they had done to mark the occasion

ACTION



3. ACTION PLAN/MONITOR AND FUTURE BUSINESS

Consideration was given to this and it was noted that steps needed to be taken regarding the commemoration of Armed Forces Day ideally with a flag raising ceremony and the Places of Welcome initiative at the Library needed pursuing

ALL

RESOLVED:

That this be noted and continue to be updated and reviewed with the aim of completing outstanding actions

4. ITEMS REQUESTED TO BE INCLUDED ON AGENDA AT LAST MEETING

MD

Open Space (banking) between Co-op and Railway Station
It was reported that confirmation had been received that this land was the responsibility of Cannock Chase Council who had now responded to the request for bushes etc. to be cut back. It was considered that this land might be suitable to be included in the rewilding project. Reference was made to an area of land fenced off by Network Rail and the large accumulation of rubbish there

5. REPORTS FROM PRINCIPAL SPEAKERS

Consideration was given to reports from Principal Speakers

RESOLVED:

a) Communications and Engagement

Draft Media Policy

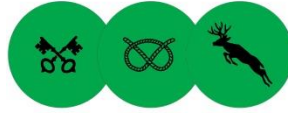
That the draft media policy included with the agenda be adopted
It was updated the Town Magazine should be going to print soon and further work was underway to update the website content

b) Finance and Council Procedures

Personnel Committee

That a standing Personnel Committee be established with the terms of reference accompanying the agenda with members being Cllrs G Jones (Chairman), A Fittes (Vice-Chairman), K Downs, E Hunneyball and A Roden

PH



<p>Grievance and Disciplinary Arrangements That the Grievance and Disciplinary procedures included with the agenda be approved subject to the detailed local application being given further consideration in due course</p>	<p>LB</p>
<p>Accounting Arrangements That the Council approve the acquisition of the Scribe software package to enable the Council to maintain its accounts and the cost be met from the current years IT provision account</p>	<p>DC</p>
<p>c) <u>Homelessness and Vulnerable Adults</u> Homelessness Bus That in the absence of the Principal Speaker this item be deferred for further information It was received through the Chair that the meeting with the District Council in respect to liaison around Homelessness is planned for later in the Month</p>	
<p>d) <u>Highways</u> That the following updates from County Cllr Jones be noted: Painting Zebra Crossings Victoria Street and Station Road – County Council aware but no timescale for work to be carried out) Flooding and Beehive Island – County Council progressing but no date for improvements to commence Parking Bays Market Street – Position regarding Traffic Order to be checked Broken Pavers Anglesey Crescent – County Council to undertake repairs Other highway matters dealt with in McGhie Street, Shaftesbury Avenue, Sharon Way, Booth Street and West Hill Avenue That it be noted that some work had been carried out to trim trees in Market Street but further trimming was necessary to aid CCTV coverage It was suggested that a datasheet be created to track the ongoing issues around highways brought up for action with the County Council</p>	<p>AR</p>
<p>e) <u>Environment</u> Biffa Waste Disposal Site – Odour Complaints That it be noted that a joint letter from the Town Council and</p>	



<p>Bridgtown, Heath Hayes and Wimblebury and Norton Canes Parish Councils expressing concerns about the waste disposal site had been sent to Public Health England the Director of Public Health for Staffordshire and copied to the Environment Agency, Biffa, the MP and other interested bodies</p> <p>That the reply from the MP and updates from the Environment Agency be noted and</p> <p>That it also be noted that the Cannock Chase Council Scrutiny Committee and County Councillors were continuing to pursue this</p> <p>National Community Energy Campaign That correspondence from the MP be noted</p> <p>f) Wellbeing, Isolation and Loneliness That it be noted there was no update</p> <p>g) Youth and Community Cohesion Problems at Hednesford Raceway Event – 12 January 2020 That the report of the speaker setting out the problems which had occurred at this event and of a subsequent meeting of interested parties to discuss this matter be noted and the Town Council continue to work with them to prevent similar difficulties at future race meetings</p> <p>St. Peter’s School Governor That it be noted that the School was seeking to appoint a new Governor with a specialism in finance (Cllr P Woodhead declared an interest in this matter)</p> <p>h) Community Projects and Events & Chair of Pye Green Community Centre Management Committee VE 75 That the Council agree to contribute up to £800 towards events being organised to mark this anniversary with the cost being met from the budget for community events</p> <p>i) Other matters raised Bleed Kits That Cllrs A Fittes and A Roden investigate the provision of these kits and it be noted that a First Aid Awareness event was being held on 27 March</p>	<p></p> <p></p> <p></p> <p></p> <p>ALL</p> <p></p> <p>RK</p> <p></p> <p>AF/AR</p> <p></p> <p>AF</p>
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6. REPORT OF THE TOWN COUNCIL MANAGER/CLERK

Consideration was given to this report

RESOLVED:

a) Planning

That the action of the Town Council Manager/Clerk in consultation with the Principal Speaker in submitting observations on planning applications listed at Annex 1 be confirmed and it be noted that the speaker would attend the District Council Planning Committee to make representations in person on behalf of the Town Council in respect of certain planning applications

b) Community Grants

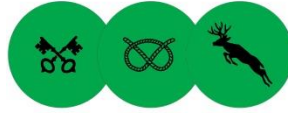
That grants (in accordance with S 137 of the Local Government Act 1972 as appropriate) be awarded as follows:

Applicant	Amount	Grant subject to
AFC Greenheath	£500	Criteria 11, 12 15 and 16 being fulfilled
Cannock Chase Shed	£169	
Chase Parkinson's Support Group	£300	Refer to Support Staffordshire Support for constitution advice
Community First Responders	£500	
Fireworks	£500	
Friends of Hednesford	£500	Submission of evidence for conditions 17 and 18
Friends of Hednesford Park*	£500	Submission of evidence to satisfy criteria 14,17 and 18
Heart of Hednesford Station Adoption Group	£500	Submission of evidence to satisfy criteria 17 and 18

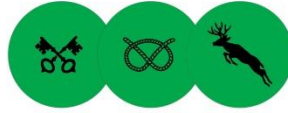
LB/PH



Hednesford Probus IT Group	£418 (Room hire at Pye Green Community Centre)	Referral to Support Staffordshire										
Voluntary Car Scheme	£900	Submission of evidence to satisfy criteria 13, 14, 17 and 18										
<p>(* Cllr S Jagger declared an interest in this application) (** Cllr G Jones declared an interest in each application where Support Staffordshire is noted)</p> <p>That the following applications be refused:</p> <table border="1"> <thead> <tr> <th>Applicant</th> <th>Reason</th> <th></th> </tr> </thead> <tbody> <tr> <td>Residents of School Court</td> <td>The parent company operates a large surplus and insufficient supporting information was included with the application</td> <td>EH PH</td> </tr> <tr> <td>Tough "cook" ies</td> <td>There are too many uncertainties in the project at this stage which would benefit from approaching Support Staffordshire for assistance</td> <td>SJ</td> </tr> </tbody> </table> <p>c) Principal Speaker Roles That Cllr E M Hunneyball be appointed as Principal Speaker for New Estates and the document supplied to highlight the purpose and aims of the role be noted.</p> <p>d) Bus Shelters That the District and County Council be advised that the Town Council is prepared to accept future responsibility for maintaining, replacing and providing new bus shelters within the Hednesford area subject to confirmation being received that the existing shelters are structurally safe and sound</p> <p>e) The Cannock Chase Miners Memorial Market Street Hednesford</p>			Applicant	Reason		Residents of School Court	The parent company operates a large surplus and insufficient supporting information was included with the application	EH PH	Tough "cook" ies	There are too many uncertainties in the project at this stage which would benefit from approaching Support Staffordshire for assistance	SJ	ALL
Applicant	Reason											
Residents of School Court	The parent company operates a large surplus and insufficient supporting information was included with the application	EH PH										
Tough "cook" ies	There are too many uncertainties in the project at this stage which would benefit from approaching Support Staffordshire for assistance	SJ										



<p>That the offer from The Friends of Hednesford to carry out general cleaning and maintenance of the Memorial be accepted with thanks with the Council reimbursing the cost of equipment and materials and that should the Friends observe the need for any major maintenance they should refer this to the Council so that consideration could be given as to what action to take</p> <p>That arrangements be made for an initial structural survey and deep clean of the Lamp</p> <p>f) Post Office – Broadway That correspondence from the Post Office setting out the measures being taken to re-open the post office at Broadway be noted</p> <p>That the situation regarding the main post office in the former Co-op be monitored and the Council support any measures to ensure it remains open including relocation to new premises</p> <p>g) Parking Bradbury Lane That it be noted that further difficulties had been experienced as a result of users of the 5's parking their vehicles inconsiderately and that an offer had been made for the car park at Pye Green Community Centre to be opened on Sunday mornings in order to alleviate the problem. This will be reviewed in six months.</p> <p>h) Accounts That payments made be confirmed and income received be noted</p> <p>That the variations report was not in the format expected by the speaker for Finance and Council Procedures</p> <p>That further enquiries be made into the utility costs for the Pye Green Community Centre</p>	<p>LB</p> <p>NOTED</p>
<p><u>7. MINUTES AND REPORTS FOM COMMUNITY GROUPS AND OTHERS</u></p> <p>RESOLVED: That the minutes of a meeting of the Friends of Hednesford held on 30 October 2019 be received</p> <p><u>8. EXCLUSION OF THE PUBLIC</u></p>	<p>PH</p>



RESOLVED:

That the public be excluded from the meeting due to the confidential nature of the business to be transacted

9. CHRISTMAS LIGHTING ARRANGEMENTS – 2020 TO 2022

Members considered a briefing note from the Town Council Manager/Clerk relating to this matter

The Town Council Manager/Clerk withdrew from the meeting at this point

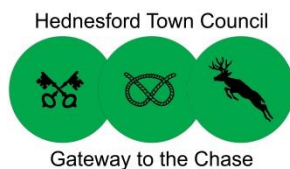
RESOLVED:

That the current arrangements with the contractor (Turnocks) and the Parishes of Heath Hayes & Wimblebury and Norton Canes continue.

The meeting ended at 10pm

Signed:

Dated



**NOTES OF AN EXTRAORDINARY MEETING OF HEDNESFORD TOWN
COUNCIL**
(remotely on-line via zoom)

Monday 23rd March 2020 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: Paul Woodhead (chair)

Kathryn Downs
Mandy Dunnett
Andy Fittes
Emma Hunneyball
Sharon Jagger
Garry Jones
Robin Kingston

1. Apologies for absence

Received from Cllr Cartwright and Cllr Roden.

Noted Cllr Roden wishes to be marked as “*abstain*” from this meeting.

Despite absences, the Council was quorate for voting.

2. Declarations of Interest

None declared at the outset. AF declared an interest during later conversation, see below.

3. Public Exclusion

Noted that the public be excluded from this meeting due to the confidential

nature of items under discussion.

4. Recruitment Processes and Role Descriptions

Council's thanks extended to EH PW and GJ for the hard work in preparing all relevant draft documents. The new role title of "BUSINESS & OPERATIONS MANAGER" was agreed (this replaces the former role of "clerk/manager"). The role description was agreed as fit for purpose. KD added a requirement for a contingency/continuity clause. SJ will proof-read final document.

All agreed this role should be advertised in a "flexible" manner in order to attract the right candidates, and under the circumstances the requirement for a certain amount of flexibility would need to be conveyed to candidates and accepted by the post-holder going forward.

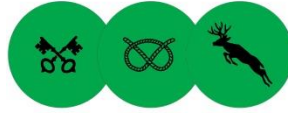
This new role of "BUSINESS & OPERATIONS MANAGER" will be at current LC2 level over 21 hours per week (covering a 4 or 5-day week, in flexible liaison with post-holder going forward). The role will have responsibility for support staff.

The second new role title of "ADMINISTRATIVE SUPPORT OFFICER" was agreed. This role has a broad admin job description which was agreed as fit for purpose. SJ will proof-read final document. Pay rate of £9.77 per hour for a total of 17 hours per week over a minimum of 4 days each week on a rolling basis to be agreed with post-holder. It was agreed that the person specification needs to include reference to "team-player" and that this role should also be advertised in a "flexible" manner, with the requirement for a certain amount of flexibility conveyed to candidates and accepted by the post-holder going forward.

KD will check the person specification documents for both new roles and SJ will proof-read final document once content is agreed.

Under the Government's current "lock-down" restrictions, it was agreed to ensure that all candidates are willing and able to proceed to interview via on-line technologies and that future post-holders were "tech-savvy" in any event. Also, due to the current Covid-19 pandemic, it was noted that some suitable candidates may at the present time be unwell and unable to participate in the interview process – all agreed that consideration should be given where relevant.

With regard to advertising these two new roles, GJ stated that application closing date(s) and interview date(s) should be declared in any adverts at the outset as this makes processing applications far easier to manage. **AF declared an interest at this point** and offered to liaise with a contact of his who can professionally prepare the candidate specification(s) and advertise each role for a fee of £100 per



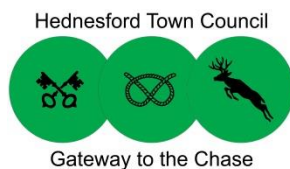
post. All agreed. AF will pursue. All agreed that adverts for these posts should go out as soon as possible.

With regard to the other two proposed new roles (i) TOWN CENTRE REGENERATION MANAGER and (ii) COMMUNITY OFFICER it was agreed that role descriptions would now be prepared in draft ready for discussion at a further meeting as soon as possible (7th April?). It has been suggested that we outsource to Support Staffordshire regarding one of these roles, and GJ stated he would retire from any subsequent meeting if this is being discussed.

The meeting closed at 19:50

Signed:

Dated:



**NOTES OF AN EXTRAORDINARY MEETING OF HEDNESFORD TOWN
COUNCIL**
(remotely on-line via zoom)

Tuesday 7th April 2020 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: Paul Woodhead (chair)

Kathryn Downs
Mandy Dunnett
Andy Fittes
Emma Hunneyball
Sharon Jagger
Garry Jones
Robin Kingston

1. Apologies for absence

Received from Cllr Cartwright and Cllr Roden.

Despite absences, the Council was quorate for voting.

2. Declarations of Interest

None declared at the outset.

3. Appointment of Interim Responsible Finance Office

Cllr Garry Jones was appointed the Interim RFO by unanimous vote

4. Public Exclusion

Noted that the public be excluded from this meeting due to the confidential

nature of items under discussion.

5. Recruitment Processes and Role Descriptions

The role descriptions for Town Regeneration Manager and Community officer approved by unanimous vote

The Person Specifications for Business and Operations Manager and Administrative Support Officer approved by unanimous vote

KD to finalise and circulate the Person Specification for Town Regeneration Manager and Community Officer and Council agreed delegated authority for consensus decision between meetings.

Use of 123 recruit to support the recruitment process was approved by unanimous vote **PW** to liaise with company to produce adverts and commence recruitment process

PW to update website content and include recruitment page

An identity blind shortlisting process and finalised interviews via Zoom and interview format approved. All Councillors to contribute to question bank led by **KD**

ALL to share and promote the recruitment as widely as possible

The meeting closed at 19:40

Signed:

Dated:

Revision to Standing Orders to allow Remote attendance at Meetings

Revision to the Standing Orders of Hednesford Town Council to insert a new clause 7 and renumber the following clauses

7. Remote attendance at meetings

- a) When Regulations permit, the a “place” where a meeting is held, or to be held, may include reference to more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers.
- b) For the purposes of any such meetings, a Councillor (a “member in remote attendance”) attends the meeting at any time if all of the conditions in (c) are satisfied.
- c) Those conditions are that the member in remote attendance is able at that time:
 - a. to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance,
 - b. to hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting, and
 - c. to be so heard and, where practicable, be seen by any other members of the public attending the meeting.
- d) Any reference to a member, or a member of the public, attending a meeting includes that person attending by remote access.
- e) An amended version of the usual meeting Notice will accompany the meeting Agenda and will be displayed on the Town Council website. The meeting Notice will publicise any necessary remote meeting access details for use by the press and public.
- f) All non-confidential meeting papers will be accessible via the Town Council website.
- g) Guidance on how to use any software necessary for remote attendance at any such meetings will be available on the Town Council website.
- h) All attendees at the meeting, other than the Chairman, are asked to keep their microphone turned off unless they are speaking, when it should be turned on.
- i) A person requesting to speak may raise a hand either physically via video link, or via any specific functionality provided by the conference software in use. The Chairman will outline the procedure at the beginning of any such meetings.
- j) For the purposes of voting, “a show of hands” may include the methods defined by (g). If a show of hands is not clear enough, at the request of any Councillor or the Clerk, the Chairman will call the name of each attending



councillor in turn and request them to state whether they support a proposal, oppose a proposal or abstain.

- k) If a member in remote attendance is required to leave the meeting, owing to a disclosable pecuniary interest, or another interest as set out in the council's code of conduct, in a matter being considered at a meeting, that member must log out from the remote meeting for a period agreed with the Chairman, to allow discussion to continue without them. Once the agreed time has elapsed, or if notified by the Chairman via email or other remote messaging, the member should reconnect to the same meeting.
- l) If the Council resolves to exclude the public from part or all of a meeting, the Chairman will make a statement to explain reasons for the public's exclusion. On conclusion of the public business, the Chairman will thank the public for their attendance, notify Councillors that a new meeting invitation will be immediately issued by email to Councillors only, and close the remote meeting



Principal Speaker Area	Objective	Actions	Next Steps
New Estates	Create a welcoming environment for people new to our community	Create a Welcome Pack for people moving to the area	Review the current "Welcome Pack" and explore an online version
		Consider a welcome card from the Town Council	Consider content and online resources to support
		Ensure new residents are aware of clubs, activities, charities, events etc.	Expand online content and article for "Hednesford Life"
		Build a two way dialogue with developers	Contact developers directly and through CCDC
		Build a two way dialogue with estate agents	Contact estate and letting agents
		Build a two way dialogue with residents on the new estates	Review current communications routes on social media
Community Projects & Events	Build a mutually rewarding relationship with the community and community groups	Build a community award programme to recognise contributions of individuals	Collate criteria for a community award scheme looking at what is undertaken elsewhere
		Build a community award programme to recognise contributions of groups	Collate criteria for a community award scheme looking at what is undertaken elsewhere
		Consider and promote individual recognition through the national honour system	Consider how the Council may identify and support the recognition of individuals
	Ensure the community has a vibrant mix of events for everyone	Lead on Town Council led events Summer Festival, Christmas Lights Switch-on	Summer festival is the next event, next meeting is to decide if it is going ahead
		Review the provision of Christmas Lights administration with partner councils	Agree with Heath Hayes approach for Christmas 2020
		Build a prosperous Artisan market	Restart date after Coronavirus lockdown
		Identify Town-wide events for the Town Council to Support	In dialogue with other organisations VE75, Armed Forces Day, Remembrance Sunday
Identify localised or organisation led events for the Town Council to Support	In dialogue with other organisations		
Assist HiP to deliver Best Kept Village entry	next competition is from January 2021		
Highways		Create space for cycle parking in the Town	Apply for permission for space outside the library



	Improve opportunities for cycling and walking	Improve signage and promotion of heritage trail	Survey signage and cost up improvements
		Look for opportunities to improve railway station and bridges	Establish relationship with station adoption and rail providers
		Look for opportunities to improve bus shelters	Condition report and dialogue with CCDC and SCC
	Report highways damage and help County Council prioritise repairs and improvements	Create a public and accessible record of highways issues	Design and populate spreadsheet
		Highlight specific highway concerns to County Council	Ongoing proactive communication
		Establish Speed Indicator Devices on Pye Green Road and Lime Pit Road	Place order for devices
	Improve highway safety	County Council to implement speed limit changes on Lime Pit Road	Awaiting confirmation date of changes
		Promote participation in Community Speed Watch	Article for "Hednesford Life"
	Communications	Create multiple routes to share Town communications	
Improve and extend the content of the website			
Increase the reach of social media platforms Facebook, Twitter, Instagram			Regular posts
Increase the reach of traditional media			Ongoing relationship with Big Bear Comms
Create a regular Town Magazine "Hednesford Life"			First edition partly delivered
	Establish a media and social media policy	Review 2021	
Regeneration	Create a vibrant Town Centre	Create a plan focused on the identity of the Town Centre	Awaiting employment of staff to start
		Identify consultations and lead on community responses	Watching brief to identify next consultation
		Establish orientation signage	Awaiting CCDC to respond regarding locations
		Investigate establishing a "Library of Things"	Produce paper to explain what it is and what is involved for discussion



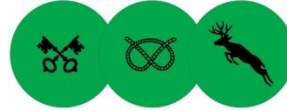
	Review CCTV provision	Review reporting and outcomes
	Create a Business recognition scheme	Scope out what a scheme might look like and the factors to influence recognition
	Consider Café kiosk at Hednesford Park	Awaiting commercial provider to be operating
Improve the visitor offer for the Town	Build links around Commonwealth Games	Contact through CCDC, Forestry Commission and organising committee
	Build links to Cannock Chase visitors	Contact through Forestry Commission
	Build links to Retail Outlet Village visitors	Contact through McArthurglenn and CCDC
	Determine a number of rapid reaction bleed response kits in the Town to compliment AEDs	Review cost, use and number to present to council for decision
	Alleviate parking around Hednesford Raceway events	Engage with SCC, CCDC, Police and operators to identify way forward
	Support the new owners of HTFC	Support further development of Keys Park
	Establish additional income streams to support regenerations	Explore other income sources and funding
Review of Council Base of Operations	Review of Pye Green Community Centre	Build business case of options
	Establish a driving test centre	Review concerns raised with Clerk
Finance and Council Procedures	Review and improve finance procedures	
	Review and improve current reporting procedures	Updated and implemented
	Identify and implement an integrated finance system	Purchased "Scribe" commence training
	Consider internal audit arrangements	Options considered awaiting selection
	Create an ethical investment policy	Research potential content
	Review and update council operating procedures	Work through procedures published and identifying gaps from NALC list
Review and update council standing orders	New SO around online meetings to be approved	
Ensure the Town is represented in any relevant consultations	prepare a response to the Boundary Commission Review	On hold until 2022



		MP invited to meet Town Councillors	Acceptance received, date to be arranged after lockdown
		New Chief Inspector invited to meet Town Councillors	Liaise through PCSO
	Review and improve council HR	Establish a committee and protocols for improved HR practices	Staff recruitment
		Establish performance review protocols	Write procedures and protocols
Youth and Community Cohesion	Improve youth engagement in our community	Establish a Youth Council	Establish remit and purpose document
		Build relationships with local schools, engagement in Town activities and decision making	Direct meetings once lockdown lifted
		Understand the breadth of youth provision and establish relationships	Build list of youth organisations
	Promote knowledge, awareness and acceptance of diverse lifestyles	Support the Chase Pride event	Postponed to 2021
		Build diversity in to Council procedures and practices	HR procedure review
	Support the community and voluntary contribution to our Town	Manage an annual community grant process	Determine the focus for the 20/21 grant process
		Build links with all community and voluntary groups	Liaise with Support Staffordshire to create a list of organisations in the town
Support the "Chase Up" programme		Continue dialogue with IHL about the launch	
Planning	Proactive and positive response to all planning applications	Timely and informed response to each planning application	Ongoing response direct from Principal Speaker
		Consider ways to involve the community in planning decisions	Investigate best opportunities and planning applications to trial this
		Attend CCDC planning committee meetings to present the views of the Council where appropriate	Undertaken as required
	Ensure the Town is represented in any relevant consultations	Identify consultations and lead on community responses	Watching brief to identify next consultation



	Review to create an improved and more relevant Neighbourhood Plan	Review the current plan and identify areas for improvement	Review plan and list areas for consideration
		Understand the process for review and publication	Contact Town Planning experts for guidance
Environment	Implement an action plan to address the Climate Emergency	Build and review the action plan	Review the plan and compare with other parish council plans
		Build community involvement in actions to address the climate emergency	Identify residents to expand the team working on this
		Create areas for re-wilding and establish	First area identified, review funding and resources
		Woodland Trust tree planting scheme	Establish support from CCDC for Anglesey Nature Reserve
		Redevelop land at co op car park	Establish programme with CCDC
	Ensure the Town is represented in any relevant consultations	Identify consultations and lead on community responses	Organise response to fencing proposals in Cannock Chase
Wellbeing, Isolation & Loneliness	Ensure the Town is represented in any relevant consultations	Identify consultations and lead on community responses	Watching brief to identify next consultation
		Highlight public health concerns regarding Biffa odour issues	Letter sent, need to chase response
		Active response and engagement with local health organisations	Create list of external meetings to attend and support
	Create improved opportunities to address social isolation	Establish a wider network of Chatty Café's	Work with town café's to expand take up
		Support the growth of "Places of Welcome"	Work with library to build awareness and volunteers
Homelessness and Vulnerable Adults	Support those without permanent accomodation	Build relationships with CCDC homelessness and housing team	Arrange second meeting
		Build a network of voluntary sector organisations to support those in need	Build relationships and coherence of response



	Consider the establishment of a "Community Fridge"	Produce paper to explain what it is and what is involved for discussion
	Direct the opportunity of support the Council's relationship with Citizens Advice Bureau	Arrange second meeting
	Identify consultations and lead on community responses	Watching brief to identify next consultation

Dear Hednesford Town Council,

Re: CCTV Monitoring for Hednesford Town Council

Please see attached statistical information collated from CCTV within the month of March 2020.

LOGGED INCIDENTS	March	Feb	Jan
ANTI-SOCIAL BEHAVIOUR (INC. DISTURBANCE AND DRUNKENESS)	4	3	7
ASSAULTS	0	0	1
AUTOCRIME (INC. THEFT OF/FROM MOTOR VEHICLES)	1	1	0
BURGLARY	0	2	1
CRIMINAL DAMAGE (INC. GRAFFITI)	1	0	0
DOMESTIC INCIDENTS	0	1	0
DRUG RELATED ACTIVITY (INC. POTENTIAL COUNTY LINES)	1	0	1
MISSING PERSONS	0	0	1
ROBBERY	0	0	1
ROUGH SLEEPERS	0	0	0
SHOPLIFTING	0	1	0
SUSPICIOUS ACTIVITY	5	13	7
WELFARE CHECK	1	1	0
OTHER	8	8	0
TOTAL	17	30	17
COMMUNICATIONS AND MONITORING			
AREAS MONITORED	161	161	220
AMOUNT OF TIMES WE CONTACTED POLICE	3	4	3
AMOUNT OF TIMES POLICE CONTACTED US	14	2	13
AMOUNT OF TIMES WE CONTACTED OTHER PARTNERS (LICENSED PREMISES, STORES ETC.)	0	1	
AMOUNT OF TIMES OTHER PARTNERS (LICENSED PREMISES, STORES ETC.) CONTACTED US	0	1	
IMPACT ON SERVICE			
NUMBER OF CAMERA FAULTS			
RECORDING DAYS LOST TO CAMERA FAULTS			

ASB

09/03 Report of a fight in Market St. Area checked negative.

09/03 Possible D.I.C. Registration given. Area checked negative (also logged under Auto Crime

10/03 Group of Eastern Europeans smashed 10 TV screens in a retail premises.. Males drove off in a grey Merc. YF informed. (also logged under criminal damage)

15/03 Two males appeared to be drinking beer from cans in Market St. One male known, recorded.

AUTOCRIME

(see ASB 09/03)

CRIMINAL DAMAGE

(See ASB 09/03)

DRUG RELATED ACTIVITY

18/03 Vehicle crashed into a loading bay of a retail premises. Police did drugs bust. Police reviewed CCTV footage.

SUSPICIOUS ACTIVITY

02/03 Police patrol noted a retail premises alarm going off. Patrol checked premises, footage checked. All in order.

06/03 Two vehicles seen on car park at night. Gave reg to Police, not MOT. Kept in view until they left.

07/03 Vehicle noticed 4 males in balaclavas. Monitored males, Details noted.

14/03 Five males around a bench in Hednesford Park. Monitored and noted as looked a little suspicious.

19/03 Police asked CCTV to get reg of vehicle driving from Rugeley through Hednesford. Police got vehicle but CCTV could not get any more information as the Police had gone onto secondary channel.

WELFARE CHECK

02/03 Concern for female in a side street. Female monitored going to taxi and leaving the area. Informed Police.

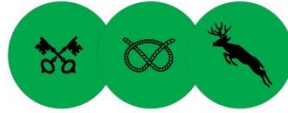
OTHER

01/03 Police asked CCTV if they could see a vehicle description given. Passed information on.

02/03 Two vehicles seen in car park of Hednesford Park at night. An hour later another vehicle arrived. Details noted.

04/03 A PCSO asked CCTV to put camera on an area where there were two containers.

11/03 Police asked for a review of a RTC in a car park. Camera directed away from incident.



17/03 Police asked if we had footage of a vehicle driving around in circles in a retail car park. Footage checked, nothing seen.

20/03 Police asked CCTV to keep camera on them as they went to arrest a known male. He was not at home. CCTV asked to be on the look out for him.

22/03 Police asked CCTV to try and keep in view a known male. Police arrested male by a retail premises.

31/03 Two males arguing outside a retail premises. Males then hugged each other and moved on.

March is the second month of the new format and although we have stats from January, these were recorded in a different way. In April the new format has been used for three months and therefore hope to look at Trends (described below).

TRENDS

Compare and contrast current months figures with previous months figures:

- *Is there a constant theme over several months? e.g. ASB*
- *Is one category slowly increasing? e.g. Has rough sleeping increased from 1 to 3 to 5 over the last three months?*
- *Has one category spiked within the month? e.g. Has drug related activity increased from 0 last month to 5 this month.*

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

Kind regards,

CCTV Operator

Planning Observations submitted on behalf of the Council by the Principal Speaker
for Planning Cllr Fittes

April 7th - May 2020

- 1 Proposed Development: Construction of two semi-detached houses**
Location: Land Adjacent 130, Heath Street, Green Heath, Cannock
No Objection
- 2 Proposed Development: Single storey rear extension**
Location: 35 Heath Street, Green Heath, Cannock, WS12 4BW
No Objection
Proposed Development: Application under Section 73 of the 1990 Town & Country Planning Act to Remove Condition (1) to allow continued use of the land for the storage
- 3 of caravans. Pursuant to CH/16/389.**
Location: Rear Of, 521-523, Pye Green Road, Cannock, WS12 4LP
No objection
- 4 Proposed Development: Two storey side extension with new vehicular access and parking**
Location: 3 Cotswold Close, Pye Green, Cannock, WS12 4XA
No Objection