

Stone Town Council – General Purposes Committee

Minutes of the meeting held in St Michael's Suite, Frank Jordan Centre, Lichfield Street, Stone
on Tuesday 10 April 2018

PRESENT: Councillor R. Kenney in the Chair, and
Councillors: Mrs J. Hood, I. Fordham, Mrs K. Green, M. Green, P. Leason, G. Collier, Mrs C. Collier, J. Davies, M. Shaw, G. Neagus, M. Williamson, Mrs E. Mowatt, Mrs M. Goodall, Mrs J. Piggott and Mrs J. Farnham

ABSENT: Councillors: A. Osgathorpe and T. Jackson

GP18/173 **Apologies**

Apologies were received from Councillors: A. Osgathorpe and T. Jackson

GP18/174 **Declarations of Interests**

Councillor P. Leason declared a personal interest in agenda item 17 (Minute Number GP18/189) – Silent Soldier Campaign.

GP18/175 **Requests for Dispensations**

None

GP18/176 **To receive the Report of the County Councillors**

County Councillor Mrs J. Hood

Councillor Mrs Hood did not have any updates for the Council on this occasion.

County Councillor I. Parry

Councillor Parry was not in attendance at the meeting.

GP18/177 **Representations from Members of the Public**

None

GP18/178 **Minutes**

RESOLVED:

- a) Estates Sub-Committee held on 13 March 2018, copies having been circulated to Members, be signed by the Chairman as a correct record.
- b) Management Sub-Committee held on 13 March 2018, copies having been circulated to Members, be signed by the Chairman as a correct record and that the recommendations of the Sub-Committee contained in Minute Number MAN18/020 be adopted.

GP18/179 **Neighbourhood Plan Steering Committee**

The notes of the Neighbourhood Plan Steering Group Meeting held on 21 February 2018 were noted. Councillor Mrs Hood advised that the Group had not met since this date and had nothing further to report.

GP18/180 **Appointment of the Town Mayor and Deputy Town Mayor Elect**

RESOLVED: The Mayor Elect for 2018-19 is Councillor Mrs K. Green, and the Deputy Mayor Elect is Councillor J. Davies.

GP18/181 **Annual Review of Risk Management**

The Committee received the report* of the Town Clerk, and considered the annual review of the Council's Risk Management Policy, Strategy and Risk Register.

RESOLVED: To accept the Annual Review of Risk Management.

GP18/182 **Governance and Accountability for Smaller Authorities in England 2018**

The Committee previously considered the Governance and Accountability Guide for Smaller Authorities at its meeting on 7th February 2017, minute number GP17/134. The guide had been updated for the 2018-19 financial year.

A copy of the updated guide had been included with the electronic and web versions of the agenda. The Town Clerk advised that the only change of significance to this Council is at paragraph 2.11, which refers to the statutory guidance on local government investments. A report on this issue was planned for the next meeting.

RESOLVED: That the updated 2018 version of 'Governance and Accountability for Smaller Authorities in England' be noted.

GP18/183 **Review of Committee and Sub-Committee Terms of Reference**

The Committee considered the Terms of Reference* for the Council's committees and sub-committees. A copy of these had been circulated with the agenda.

The Town Clerk advised that he had reviewed the Terms of Reference and had suggested changes to clarify that:

- a. Members wishing to speak at a sub-committee meeting who are not members of the sub-committee need to obtain the Chairman's permission in advance of the meeting.
- b. The quorum for committees and sub-committees excludes members co-opted to those bodies, unless otherwise stated in the terms of reference.

RESOLVED: To accept the Committee and Sub-Committee Terms of Reference.

GP18/184 **Procedures for Processing Planning Applications**

RESOLVED: That this item be deferred to the next meeting.

* Items marked with an asterisk refer to reports or papers circulated with the agenda or distributed at the meeting. They are attached as an appendix to the signed copy of the Council minutes.

GP18/185 **Requests from Developers to Consult with the Town Council**

RESOLVED: That this item be deferred to the next meeting.

GP18/186 **National Planning Policy Framework**

The Committee considered further changes that are proposed to national planning policy.

A copy of the National Association of Local Councils' (NALC) National Planning Policy Framework (NPPF) Consultation Summary had been circulated with the agenda. The National Planning Policy Framework Consultation Proposals and NPPF – Draft Text for Consultation documents had been circulated to Members electronically and included in the website version of this agenda.

RESOLVED: To note the content of the consultation with no comments offered for submission to NALC or the Ministry of Housing, Communities and Local Government.

GP18/187 **Review of Local Government Ethical Standards: Stakeholder consultation**

The Committee considered a consultation of the Committee on Standards in Public Life, which is undertaking a review of local government ethical standards.

A copy of the NALC Executive Summary, and the Consultation Proposals, had been attached to the agenda.

RESOLVED: Not to submit comments.

GP18/188 **General Data Protection Regulation (GDPR) - Update**

The Committee had previously considered the new data protection regulations, known as GDPR, at its meeting on 3rd October 2017, minute number GP18/074.

The Town Clerk provided information on the measures necessary for compliance with the General Data Protection Regulation to be implemented on 25 May 2018. A table* with an update on the Council's preparations for their implementation had been issued with the agenda.

He also updated the Committee on progress with the appointment of a Data Protection Officer, through a new service to be offered by Staffordshire County Council in consultation with Staffordshire Parish Councils' Association.

RESOLVED: To note the update on the Town Council's progress with GDPR compliance.

GP18/189 **Silent Soldier Campaign**

The Committee considered an invitation from Staffordshire Poppy Appeal to get involved in the country wide Silent Soldier Campaign. These Silent Soldier silhouettes will appear across the country to commemorate the 100th anniversary of the end of the First World War. An information leaflet had been issued with the agenda.

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The Committee agreed that the Town Council should be involved with this initiative as part of the Great War commemorations.

RESOLVED: That the details relating to the purchase of soldiers be considered by the World War One Working Group.

GP18/190 Ex Servicemen's Bowls Match

The Ex-Servicemen's Bowls Club has suggested the bowls match with the Councillors takes place on Monday 18 June 2018.

RESOLVED: To note the date of the match and to provide a buffet as in previous years.

GP18/191 Non-Cheque Payments

RESOLVED: To note the list* of non-cheque payments made by the Council during the period 1 January 2018 to 28 February 2018.

GP18/192 Members Motions under Standing Order 4

Councillor M. Williamson

'Members will have noticed that the window at the Police Post in Stone is still awaiting some sort of remedial attention, and that Stone Town including Walton, has recently received unwanted criminal attention. Consequently, I am continually being asked 'where is the Police presence in Stone?'

Therefore I would like the Council to invite Staffordshire's PCC to come to Council and explain how the Staffordshire Police Policing Plan 2013 – 2018, in particular the three strategic objectives of:

- Preventing Crime and Disorder
- Providing Outstanding Service
- Dealing with what matters to communities

are actually being applied if at all, to Stone Town Centre and its surrounding areas.'

RESOLVED: To invite the Chief Constable of Staffordshire Police to attend a future meeting of the Town Council to discuss local policing issues.

GP18/193 Update from Working Groups

Neighbourhood Plan Steering Group

Councillor Mrs Hood advised the Committee that no further report was available as the Group had not met since 21 February 2018.

RESOLVED: To note that no recent meeting of the Neighbourhood Plan Steering Group had taken place.

Project Headstone (Protocol for Marking the Death of the Sovereign or other members of the Royal Family)

Councillor Davies advised that a draft protocol had been devised but a further meeting of the Group would soon be arranged to review the work done. The draft protocol will be available for consideration at the next meeting of the Committee.

RESOLVED: To note the work of the Project Headstone Group.

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Stone Area Parish Liaison Group

Councillor Davies advised that the next meeting of the Liaison Group would be taking place on 25 April 2018 and representatives from Staffordshire County Council would be present to discuss local bus services. Another item for discussion will be planning consultations within parishes.

RESOLVED: To note the work of Stone Area Parish Liaison Group.

GP18/194 To receive reports from Town Councillors on attendance at meetings of local organisations and outside bodies as a representative of the Town Council

Stone ATC

Cllr J. Davies advised that the next meeting of Stone ATC would be held on Monday (16 April 2018).

Age Concern Stone & District

It was reported that no meetings had taken place.

Stone Town Band

It was reported that meetings were again being held at the Pump House.

Walton Community Centre

Cllr M. Green advised that he had received no contact from Walton Community Centre.

Stafford & Stone Access Group

Cllr Mrs C. Collier provided a report on the following items:

- People should beware of incurring a £70 fine on Aldi car park, North Walls, in Stafford.
- Pot holes on pavements and roads were causing difficulty to people in wheelchairs and pushchairs.
- Information about the Post Office bus service from Stone has been reported to the Group.
- People owning a blue tooth phone will have access to travel information.

Stone Common Plot Trustees

Cllr Mrs Hood reported on a meeting attended by a representative of Environmental and Health Services at Stafford Borough Council. A dog walker with five dogs under their care had been spot fined as the limit of dogs for one person to handle in a public place is four.

Stone Community Hub Liaison Group

No meeting had taken place.

SPCA Executive Committee

Cllr M. Williamson reported that 58 local councils had expressed an interest in the new Data Protection service to be offered by Staffordshire County Council in consultation with Staffordshire Parish Council's Association.

A Staffordshire County Council consultation on Rights of Way has resulted in the re-establishment of the Task and Finish Group. The location of the rights of way in Stone are accessible on Staffordshire County Council's website:

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<https://www.staffordshire.gov.uk/environment/eLand/RightsofWay/Footpaths-bridleways.aspx>

An annual liaison meeting will be held with Stafford Borough Council in June.

The meeting was suspended at this point to enable the Planning Committee meeting and closed session of the Town Council meeting to take place. The General Purposes Committee meeting was then reconvened for the confidential items on the agenda.

GP18/195 Exclusion of the Press and Public

To resolve, pursuant to the Public Bodies (Admission of Meetings) Act 1960, the Public and Press be excluded from the meeting whilst the next item of business is discussed on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the debate

RESOLVED: To exclude the Press and Public from the next item of business.

GP18/196 Confidential Minutes

RESOLVED:

- a) That the Confidential Minutes of the Estates Sub-Committee held on the 13 March 2018, copies having been circulated to Members, be signed by the Chairman as a correct record, and that the recommendations of the Sub-Committee contained in Minute EST18/033 and EST18/034 be adopted.

GP18/197 Debt Recovery

The Committee received an update from the Town Clerk on the current situation relating to Minute number GP18/127.

RESOLVED: That the Town Clerk be authorised to make direct contact with the debtor to discuss payment of the outstanding balance.

Town Mayor