

Stone Town Council – General Purposes Committee

Minutes of the meeting held in St Michael's Suite, Frank Jordan Centre, Lichfield Street, Stone on Tuesday 22 May 2018

PRESENT: Councillor R. Kenney in the Chair, and
Councillors: Mrs J. Hood, I. Fordham, Mrs K. Green, M. Green, P. Leason (to agenda item GP19/010), G. Collier, Mrs C. Collier, J. Davies, M. Shaw, Mrs J. Piggott, Mrs J. Farnham, A. Osgathorpe and T. Jackson

ABSENT: Councillors: G. Neagus, Mrs M. Goodall, M. Williamson, Mrs E. Mowatt, P. Leason (from agenda item GP19/011)

GP19/001 Apologies

Apologies were received from Councillors: Mrs M. Goodall, M. Williamson, Mrs E. Mowatt and P. Leason (from item GP19/011)

GP19/002 Declarations of Interests

Councillor J. Davies declared a personal interest in agenda item 15 (Minute Number GP19/015) – requests for grants from local organisations.

Councillor P. Leason declared a personal interest in agenda item 15 (Minute Number GP19/015) – requests for grants from local organisations.

GP19/003 Requests for Dispensations

None

GP19/004 To receive the Report of the County Councillors

County Councillor Mrs J. Hood

Councillor Mrs Hood advised that HS2 had made £10 million available to Staffordshire County Council and she will be asking how much of this will be given to Stone.

County Councillor I. Parry

Councillor Parry was not in attendance at the meeting.

GP19/005 Representations from Members of the Public

Mr Robert Jones expressed concern about removal of the bollards at the access point into the High Street and resulting road safety issues. He has written to Staffordshire County Council's Highways Department (on 11 May 2018) about the matter. Mr Jones asked that Stone Town Council make enquiries about reinstatement of permanent bollards to replace the less effective cones currently in use.

GP19/006 **Minutes**

RESOLVED:

- a) Estates Sub-Committee held on 1 May 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 Numbers EST18/038 and EST18/039 be adopted.

- b) Management Sub-Committee held on 1 May 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 Numbers TTP18/038 and TTP18/039 be adopted.

GP19/007 **To Elect the Members, Chairmen and Vice Chairmen of the following Sub-Committees**

RESOLVED: To appoint the following Chairmen, Vice Chairmen and Members to the Sub Committees for the municipal year 2018-19:

Tourism & Town Promotion

Chairman: Councillor Mrs J. Hood

Vice Chairman: Councillor I. Fordham

Members: Councillors: Mrs J. Hood, I. Fordham, P. Leason, J. Davies, Mrs J. Piggott, M. Williamson, Mrs C. Collier

Environment

Chairman: Councillor P. Leason

Vice Chairman: Councillor Mrs E. Mowatt

Members: Councillors: P. Leason, Mrs E. Mowatt, A. Osgathorpe, J. Davies, Mrs J. Piggott, Mrs M. Goodall, M. Shaw

Estates

Chairman: Councillor I. Fordham

Vice Chairman: Councillor M. Green

Members: Councillors: I. Fordham, M. Green, Mrs J. Hood, Mrs E. Mowatt, Mrs J. Farnham, T. Jackson, G. Collier

Management

Chairman: Councillor J. Davies

Vice Chairman: Councillor M. Green

Members: Councillors: J. Davies, M. Green, Mrs E. Mowatt, A. Osgathorpe, M. Shaw, Mrs M. Goodall, M. Williamson

Neighbourhood Plan Steering Group

Chairman: Councillor Mrs Hood

Vice chairman: Councillor A. Osgathorpe

Members: Councillors Mrs J. Hood, A. Osgathorpe, M. Green, G. Neagus, I. Fordham, Mrs J. Piggott, T. Jackson and M. Williamson

In addition, the Town Mayor and the Chairman of the General Purposes Committee are ex-officio members of all committees and sub-committees as set out in Standing Orders.

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GP19/008 **Appointment to Outside Bodies**

The Committee considered appointments as the Council's representatives on outside bodies.

RESOLVED: To make the following appointments of council representatives to the following bodies:

Stone ATC (Mayor plus 1 member)
Councillors: Mrs K. Green and J. Davies

Age Concern Stone & District (2 members)
Councillors: Mrs C. Collier and Mrs K. Green

Stone Town Band (Mayor)
Councillor Mrs K. Green

Walton Community Centre (1 member)
Councillor M. Green

Stafford & Stone Access Group (1 member)
Councillor Mrs C. Collier

Trustees of the Town Hall Charity (all members)
All members

Stone Common Plot Trustees
Councillors: Mrs C. Collier, G. Collier, Mrs J. Hood, R. Kenney and M. Shaw

Richard Vernon Trust (1 member until 2021)
Councillor Shaw & Councillor Leason to 2019
Councillor R. Kenney to 2021

GP19/009 **Review of Standing Orders**

The committee undertook to review the Council's Standing Orders* which had been circulated with the agenda for the meeting. The document had been reviewed by the Clerk, who has made a number of proposals for change to reflect current practice, improve clarity and make the document gender neutral.

The Committee noted that NALC has also updated its model Standing Orders. These have also been reviewed by the Clerk, who is of the opinion that the proposed updates to the document, which mainly relate to the recording of meetings by the public, the Public Contracts Regulations 2015 and data protection, are already adequately covered by the Council's existing standing orders and other approved policy documents.

RESOLVED: To defer consideration of the revised Standing Orders until the next meeting of this Committee in accordance with normal Practice.

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GP19/010 **Review of Financial Regulations**

The Committee undertook to review the Council's Financial Regulations* which had been circulated with the agenda for the meeting. The document had been reviewed by the Clerk, who proposes changes to reflect current practice, improve clarity, acknowledge the fact that the Council no longer operates a petty cash account and update the procedure for suspending Financial Regulations within a meeting. The document is already gender neutral.

RESOLVED: To defer consideration of the revised Financial Regulations until the next meeting of the Committee in accordance with normal practice.

At this point, Councillor P. Leason left the meeting.

GP19/011 **Procedures for Processing Planning Applications**

The Committee considered the Council's procedures for processing planning applications where timescales do not permit their consideration at Planning Committee. The Clerk explained that this issue can occur during holiday periods and also where consultations involve amended plans as the three-week statutory timeframe does not apply. Currently in these situations comments are invited from individual Town Councillors which are then collated by the Town Clerk in consultation with the Chairman of the Planning Committee. If no objections are raised by individual members a collective no objection comment is made as the council's representation.

RESOLVED: That the Town Clerk, in consultation with the Chairman of the Planning Committee, considers a form of words to be issued to Stafford Borough Council in cases where timescales do not permit planning consultation responses being considered in Planning Committee.

GP19/012 **Requests from Developers to Consult with the Town Council**

The Committee considered a policy for dealing with requests from developers to consult with the Town Council on planning applications. A policy involving the offer of a 15-minute slot on the second Planning Committee meeting of the month, had been previously withdrawn.

RESOLVED: To continue with a policy to decline requests from developers to consult with the Town Council on planning applications. Exceptions will be made in respect of requests from local authorities and other government bodies.

GP19/013 **General Data Protection Regulation (GDPR)**

The committee considered a report of the Town Clerk*, which reviewed the Council's preparedness for the changes to data protection requirements as a result of the General Data Protection Regulation. The tables containing an update on the Council's GDPR preparations* and a data audit*, were also noted. These documents together with all the policies and procedures below, had been circulated with the agenda prior to the meeting.

The Town Clerk informed the Committee of the possibility that there may not now be a need for Town and Parish Councils to appoint a Data Protection Officer. This

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requirement may be removed from the legislation, making an appointment of a DPO by the Council optional.

The Committee considered the data protection service packages available from Staffordshire County Council. The Town Clerk advised that regardless of the outcome of the requirement to appoint a Data Protection Officer, he considered the service to be valuable for at least the first year and provided access to professional data protection services.

The Committee considered adoption of the following policies and procedures, which had also been circulated with the agenda:

- i) Privacy Policy*
- ii) General Privacy Notice*
- iii) Privacy Notice for staff, Councillors and Role Holders*
- iv) Subject Access Request Procedure*
- v) Removable Media Policy*

RESOLVED: To accept the Town Clerk's report on the Council's GDPR preparations and to adopt all policies and procedures presented, without amendment.

RESOLVED: To purchase Staffordshire County Council's Tier 3 Data Protection Officer service including the mandatory GAP analysis package.

GP19/014 Arrangements for Commemorating the Death of a Member of the Royal Family

The Committee considered the proposals* of the Working group set up by this committee to recommend the town's arrangements for commemorating the death of a member of the Royal Family.

The Chairman of the Working Group informed the Committee about the work involved in producing the proposals. A document had been issued to Committee Members prior to the meeting.

RESOLVED: That the proposals set out in the final draft of version one are accepted and it be noted that another meeting of the working group will be taking place.

GP19/015 To Consider the following requests for grants from local organisations:

Scout and Guide Band - £64

A grant is being sought to assist with the cost of an alternative meeting venue whilst structural work was undertaken to the Old Pump House, which had been rendered temporarily unsuitable for use.

1st Stone Scout Group - £136

A grant is being sought to assist with the cost of an alternative meeting venue whilst structural work was undertaken to the Old Pump House, which had been rendered temporarily unsuitable for use.

RESOLVED: That grants are approved for the values requested to the Scout and Guide Band and 1st Stone Scout Group.

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GP19/016 **Non-Cheque Payments**

RESOLVED: To note the list* of non-cheque payments made by the Council during the period 1 March to 31 March 2018.

GP19/017 **Members Motions under Standing Order 4**

Councillor M. Green

‘For some time our High Street has been without the bollards at the top, with only removable traffic cones in their place.

I have noticed that vehicles have been coming down the High Street after 10.00 a.m.. They can do this by moving the cones that are across the street at present.

We need the Bollards replacing as soon as possible for safety reasons, preferably before the schools’ summer holidays for the safety of children out and about with their parents.

I propose that the Council raise this issue with the County Council, and ask them to replace the bollards and resume removing and replacing them as they did previously’.

RESOLVED: To write to Staffordshire County Council to ask that the damaged bollard is repaired.

RESOLVED: To write to Stafford Borough Council to ask that arrangements for the daily removal and replacement of bollards in the High Street (morning and evening) are resumed.

GP19/018 **Members Motions under Standing Order 4**

Councillor A. Osgathorpe

‘I propose that Stone Town Council send a letter to Stafford Borough Council expressing our dissatisfaction at the sale of part of Tilling Drive. The further reduction of Stone’s Green Infrastructure and designated Local Green Spaces is contrary to the Plan for Stafford Borough and undermines the status of designated Local Green Space in the draft Neighbourhood Plan’.

RESOLVED: To write to Stafford Borough Council asking that the Tilling Drive playing field is withdrawn from sale (in whole) and retained as a Local Green Space in accordance with the emerging Stone Neighbourhood Plan.

GP19/019 **Update from Working Groups:**

Neighbourhood Plan Steering Group

Councillor Mrs Hood said she was delighted to report that the Stone draft Neighbourhood Plan was scheduled to go to Regulation 14 on 19 June 2019 and submitted to Stafford Borough Council on 5 September 2018. The Plan will now start to carry weight.

RESOLVED: To note the update on the work of the neighbourhood Plan Steering Group

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

The Chairman of the working group, Councillor J. Davies confirmed that this item had been covered under agenda item 14 (Minute number GP19/014)

RESOLVED: To note the update on the work of Project Headstone.

Stone Area Parish Liaison Group

Councillor Davies reported on the last meeting of the Liaison Group held on 25 April 2018. The meeting was a good one with many topics discussed, including the way in which planning applications are handled by parish councils. The next meeting will be held in July.

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

GP19/020 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 a meeting had taken place on 16 April and the Air Cadets are doing well. They are busy with a full program of work which includes the centenary of the RAF and Remembrance Sunday, later in the year. They are an active Air Cadet Squadron and Cllr Davies urged the youth of Stone to consider joining.

Age Concern Stone & District

Cllr Mrs Green had attended the last meeting and reported that the Chairman had resigned along with a longstanding volunteer in the office. The car scheme is going well (but extra people are needed) and the Friendship Club enjoyed their trip on the first outing of the Community Bus last week. The AGM will be held in June.

Stone Town Band

No report.

Walton Community Centre

Cllr M. Green advised that he had received no contact from Walton Community Centre and is still waiting for a response to the Town Council's letter.

Stafford & Stone Access Group

Cllr Mrs C. Collier reported that the next meeting of the Group would be held on 4 June.

Stone Common Plot Trustees

Cllr Mrs Hood informed the Committee that an extraordinary meeting had been held last week and the Trustees would be upholding the ruling that dog walkers (with more than four dogs) would not be allowed to walk on the Common Plot.

Stone Community Hub Liaison Group

Cllr Mrs Farnham reported that the group was continuing to thrive. A quiz night had been held at Granvilles and over £100 was raised with a good night enjoyed by all.

SPCA Executive Committee

No report was available

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

GP19/021 **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.

GP19/022 **Debt Recovery**

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

Town Mayor