

# Bridgtown Parish Council

## Draft Minutes of the Parish Council Meeting Wednesday 12<sup>th</sup> July 2023

Held at:

**Bethel Methodist Church, 5 Union Street, Bridgtown, Cannock, WS11 0BY**

**Present:** Cllrs, Bob Eccleston (Chair), Richard Craddock (Vice Chair), Mandy Cook, Martyn Gutowski, Joanne Hodgkiss (acting Clerk), Roger Thackham and Danielle Zazulak.

**In Attendance:** Five residents.

### Public Participation

The Chairman welcomed residents and members, advising the assembly that PCSO's will not be in attendance due to an incident at the station. Cllr. Mandy Cook would read the report prepared by the PCSO's on their behalf.

**A resident enquired when bushes will be cut back on Delta Way as they are overhanging onto pathways making walking difficult, believing it to be a safety issue.**

The Chairman informed the resident that the Council have recently received several complaints from residents on this subject and will attend the area to have a look what needs to be done. He explained that the land in question is maintained by CCDC; currently birds are nesting preventing works being carried out before fledglings have flown their nests. Trimming usually takes place between September and March each year. BPC will contact CCDC, and request works be carried out as soon as practical.

**A resident informed the Council that when we have heavy rain, a neighbour of theirs on Longford Road is having to use sandbags at their front door to stop rainwater entering their property, asking what can be done to help. The resident stated they have spoken with CCDC who had denied responsibility. The resident feels that since the road has been resurfaced with new tarmac, rainwater now flows over the kerb stones due to the raised road camber, kerb stones no longer holding back the rainwater from surging to the front of their property.**

The Chairman agreed that the responsibility is not with CCDC, directing the resident to the MyStaffs App where issues of this nature can be reported. Beyond assisting with reporting the issue in the app, Bridgtown Parish Council cannot help with this, as it is a matter for Highways to deal with.

**A resident asked if speed humps could be added along Longford Road, adjacent to Bridgtown Primary School to encourage slower speeds in the area.**

The Chairman admitted speeding on Longford Road can be an issue, not only during schooltime, but throughout the day. He wants to speak with Highways regarding this, to see what can be done to improve the situation.

Cllr. Joanne Hodgkiss added that a mobile speed gun may be useful as a preventative measure; training on its use would be needed. Although useful for speeding, they will not help with problems arising from HGV vehicles entering the village streets. Cllr. Roger Thackham agreed with this, reiterating that preventative measures are needed.

Cllr. Mandy Cook read the PCSO's report (Appendix 1) to the assembly.

Public Participation concluded at 19:20.

### Council Meeting

#### 1. Apologies received in writing prior to the meeting.

No apologies received.

#### 2. Declaration of Interests on agenda items and consideration of dispensations where appropriate.

Councillors declared no interests to agenda items. Resolved and noted.

#### 3. Bridgtown Parish Council meeting minutes:

3.1 To Approve the Minutes of the Council Meeting held 10<sup>th</sup> May 2023.

Proposed by Cllr. Richard Craddock, seconded by Cllr. Danielle Zazulak, and carried unanimously.

3.2 To Approve the Minutes of the Extraordinary Council Meeting held 8<sup>th</sup> June 2023.

Cllr. Richard Craddock raised an inaccuracy in the draft minutes. Item 3 suggests fraudulent activity on the bank account which wasn't correct. At no time did the fraudster(s) have access to the Council's bank account. A cheque was raised, signed, and posted by the previous Clerk. Councillors resolved to amend the minutes accordingly.

Proposed (with amendments) by Cllr. Richard Craddock, seconded by Cllr. Joanne Hodgkiss, and carried unanimously.

#### **4. Correspondence and Reports.**

4.1 Resignation received from Clerk.

Email received by Cllr. Richard Craddock from the previous Clerk Chris Gracey, resigning with immediate effect on Saturday 1<sup>st</sup> July 2023. Cllr. Bob Eccleston responded to her email on 8<sup>th</sup> July, thanking her for her service.

4.2 Approval for blue memorial plaque on Leightons Memorial.

Approval has been received from CCDC for the blue Memorial plaque to be sited on Leightons Memorial. The erection date is to be confirmed with Bridgtown and District Local History Society.

#### **5. Accounts.**

5.1 Financial Overview.

Cllr. Richard Craddock advised bank statements had been withheld by the previous Clerk, only being made available to the Council a couple of days before the scheduled meeting. The financial report had now been updated and circulated to all Councillors, however, as three clear days had not been observed following distribution of the report, the item was deferred until the next meeting.

5.2 Payments for Approval.

Cllr. Richard Craddock presented payments requiring approval to the Council. The Council resolved to pay the following:

CE Gracey (Clerks Salary – June).  
HMRC (Clerks PAYE – June).  
Bethel Church – Room Hire.  
Black Rose Solutions (Internal Audit of Accounts 2022-23).  
PC Paramedics IT (IT Set-Up and Annual Maintenance costs).

Payment to Kim Punter (Gardener) was not approved due to insufficient details. Cllr. Richard Craddock will contact Kim Punter (Gardener) for an itemised invoice before his payment can be properly considered by the Council.

5.3 Proposal to appoint Cllr. Richard Craddock as temporary Responsible Financial Officer (RFO).

Proposed by Cllr. Mandy Cook, seconded by Cllr. Joanne Hodgkiss, and carried unanimously.

#### **6. Funding and Grants.**

6.1 Proposal to form a UKSPF committee.

Cllr. Richard Craddock advised that the Council have been allocated £13,484.70 during 2023 from the UKSPF and proposed a committee should be formed to consider and propose how the monies could be spent. Cllr. Bob Eccleston asked if members of the public present would also like to be involved. Resident Ms. Roberts said she would like to have an input. Cllrs. Mandy Cook & Danielle Zazulak will form the committee along with Ms. Roberts. Cllr. Richard Craddock will email details of the UKSPF fund to all involved.

The Committee is to report back to the Council with suggestions.

Proposed by Cllr. Richard Craddock, seconded by Cllr. Mandy Cook, and carried unanimously.

#### **7. Proposal to rescind decision to purchase two SID's at meeting held 24<sup>th</sup> Jan 2023, Item 12.4.**

Proposed by Cllr. Richard Craddock, seconded by Cllr. Roger Thackham, and carried unanimously.

#### **8. Proposal to adopt Standing Orders - June 2023.**

Proposed by Cllr. Danielle Zazulak, seconded by Cllr. Martyn Gutowski, and carried unanimously.

#### **9. Proposal to adopt Privacy Policy - June 2023.**

Proposed by Cllr. Richard Craddock, seconded by Cllr. Roger Thackham, and carried unanimously.

**10. Proposal to form a HR Committee.**

Cllr. Richard Craddock informed the Council of SPCA's advice to form a HR Committee to deal with recruitment and staffing. The Committee should consist of three Councillors to give flexibility and ensure policies can be followed.

Proposed by Cllr. Danielle Zazulak, seconded by Cllr. Mandy Cook, and carried unanimously.

**11. Proposal to adopt Disciplinary Policy - June 2023.**

Proposed by Cllr. Richard Craddock, seconded by Cllr. Mandy Cook, and carried unanimously.

**12. Proposal to appoint Cllr. Jo Hodgkiss as Temporary Clerk.**

Proposed by Cllr. Richard Craddock, seconded by Cllr. Mandy Cook, and carried unanimously.

**13. Date of next meeting: 13<sup>th</sup> September 2023, 19.00hrs at Bethel Methodist Church.**

Meeting closed to Press & Public at 20:00.

### **Confidential Items: Exclusion of Press & Public**

**14. Job Description, Contract & Remuneration for replacement Clerk.**

The Council discussed the proposed job description, remuneration, and advertisement for the position of Clerk. The HR Committee is to finalise the advert and publish it as soon as possible.

Proposed by Cllr. Richard Craddock, seconded by Cllr. Roger Thackham, and carried unanimously.

The Chairman closed the meeting at 20:40.

14<sup>th</sup> July 2023

Minutes prepared by Cllr. Joanne Hodgkiss, acting Clerk.

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Cllr. Bob Eccleston (Chairman)

**(Appendix 1)**

**BRIDGTOWN PARISH COUNCIL MEETING (12/07/2023)**

***INCIDENTS FOR THE LAST MONTH (12/06 – 12/07)***

**ANTI-SOCIAL BEHAVIOUR (ASB) - 4 OCCURRENCES**

23/06 – Bridgetown Primary – Parent refusing to leave.  
23/06 – Lakeside Blvd – Neighbour Dispute  
26/06 – Watling St – Intoxicated Male  
10/07 – Lakeside Blvd – Civil Dispute

**ROBBERY – 1 OCCURRENCE**

27/06 – Cartwright Way

**THEFT – 4 OCCURRENCES**

20/06 – Peter Rosa Retail Centre – Shoplifting  
20/06 – Wyrley Brook Retail Park – Shoplifting  
05/07 – Venture Centre – Shoplifting  
06/07 – Venture Centre – Shoplifting

**BURGLARY – 0 OCCURRENCES**

**VEHICLE CRIME – 4 OCCURRENCES**

23/06 – East St – Damage to vehicle  
25/06 – Walkmill Lane – Domestic  
29/06 – Broad St – Motorbike Theft  
06/07 – Progress Drive – Taking from Motor Vehicle

***PCSO 28253 STORK***