

MINUTES OF A MEETING OF KINVER PARISH COUNCIL HELD ON WEDNESDAY 7th JUNE 2017 AT THE COUNCIL OFFICES AT 95 HIGH STREET, KINVER

PRESENT: Councillor H Williams (Chairman), Mrs L Hingley (Vice-Chairman),
Councillors: IG Sadler, DH Hadlington, D Light, J Irving-Bell, N Other, JK Hall, Miss V Webb,
BR Edwards, Mrs D Geoghegan and P Wooddisse

OPENING PRAYERS - Councillor Mrs L Hingley led the Council in prayer.

69/17. APOLOGIES FOR ABSENCE

Councillors G Mander, J Cutler and Mrs C Allen sent their apologies to the meeting due to other commitments. Also apologies were received from County Councillor Mrs V Wilson.

70/17. DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS

None were reported.

71/17. MINUTES OF THE PREVIOUS MEETINGS

The Minutes of the meeting held on 3rd May 2017, having been circulated in advance of the current meeting, were approved and signed as a true record of the proceedings at that meeting.

72/17. MATTERS ARISING FROM PREVIOUS MINUTES

72.1 Police meeting

As Inspector Parsons has left, members asked the Clerk to invite the new Inspector to a meeting at Kinver at soon as is practicable.

72.2 Road Safety

Councillor D Hadlington reported that he is still awaiting for the publicity on cycle safety to be published by Mathew Ellis. Members agreed that the Clerk should write again to ask him to publicise this cause.

On recent statistics it has revealed that Staffordshire Police has the highest increase in bad driving incidents and the lowest prosecution rates. They also have the lowest number of Traffic Officers. They are now accepting as evidence dash-cam and go-pro type recordings of incidents which does help with prosecutions. PC Clifford has been very helpful at Staffordshire Police in trying to get a scheme for safety started. Members agreed to send a letter of thanks to him for his efforts.

He asked members to support the cost of printing leaflets in house at a cost of 1.5p per copy which he will distribute around the village shops etc. This was agreed.

He also showed members a warning sign for cyclists to give them room on passing, this is an initiative in Europe and the County Council have agreed to put signs up as warnings (similar to those that say think bike). The Clerk to write to the County to see when the signs will be erected and also cc County Councillor Victoria Wilson in on this email.

73/17. PUBLIC PARTICIPATION

For note: The public participation is for the public to address the Parish Council on matters that they wish to. The Parish Council cannot comment or resolve action on any points raised at this time. If the item requires information being sent from the Council, the Clerk will do this following the meeting. If it is a matter for further discussion it may be added to a future agenda.

Standing orders were raised for members of the public to address the Council.

Mr Brookes of 11 High Street, Kinver addressed the Council. Since the High Street layout has been changed he has been experiencing more issues when trying to get in and out of his garage, which adjoins directly the High Street. Due to the 2 / 3 cars parked on the 2 spaces by the pinch point and the pinch point itself, when they are exiting their garage they have to stop in the road but their visibility is blocked by the parked cars. Cars coming into the village cannot see them coming out of their drive, and very often they are subject to abuse from the drivers.

He asks that the Parish Council consider supporting a request to remove the pinch point and the 2 permanent parking spaces.

Mrs M Rogers informed members that there is SSCVA / SSCVYS and SSDC event on the 17th June at Codsall Village Hall 10.30 till 1.00pm.

Standing orders were reinstated.

74/17. HIGH STREET LAYOUT

Members after listening to the concerns of Mr Brookes, also discussed other issues of the High Street layout. There are problems with parking by the Co-Op, the pinch points at Stone Lane end of the High Street also.

It was agreed that the Clerk shall forward to all members a copy of the current High Street layout for them to look at and add comments of what they think needs to be done to improve the situation. In addition to this the High Street Working Party be reformed with 6 Parish Councillors and this to be an agenda item for the next meeting with names of those wishing to serve to be given to the Clerk by the 29th June.

It was noted that the Parish Council does not have powers to undertake changes or repairs to roads, if work was required and to be funded by the Parish Council then this would have to be paid using Section 137.

75/17. TO ADOPT A CCTV POLICY FOR THE PARISH COUNCIL

The Parish Council agreed to adopt the policy for the operating of the CCTV camera at the KSCA as attached as appendix 2 to these minutes.

76/17. OUTSTANDING MATTERS FROM THE DISTRICT COUNCILLORS TO ADDRESS THE COUNCIL ON ANY MATTERS RELEVANT TO THE PARISH

Councillors Mrs L Hingley and H Williams, attended a meeting re the SAD sites on the 8th May and there is a further meeting in June.

The Police Locality 5 meeting was held on the 24th May at Wombourne, the new Inspector was introduced to those present.

Victoria Wilson was elected to the position of County Councillor and received the same level of votes that Councillor BR Edwards has in the past.

77/17. REPORT OF THE CHAIRMAN

He asked members if they wished to support the flying of the flag for the 100th anniversary of the Navy on the 3rd September 2017. The only cost implication is to purchase a flag. This matter was referred to Finance.

78/17. CLERK'S REPORT

The Clerk reported on the following matters –

78.1 School Holiday Provisions

The District Council have asked if the Parish Council would like to contribute financially to the Out and About summer programme for the Leisure Centres. Contributions are taken off the fee.

As Kinver does not have a leisure Centre and residents are very unlikely to travel to Wombourne to attend the activities, it was Resolved to not make a donation to the School Holiday Provision.

78.2 Alcohol Ban

From the 1st November the Designated Public Places Orders are being replaced with Public Spaces Protection Orders. All signs have to be removed relating to the original order by the 31st October. This was noted.

78.3 Publications to note

Churchill and Blakedown Parish Council agendas
The Clerk

78.4 Superintendents report May 2017

- We have had 1 new Burial plot
- 2 Cremation plots

The above items were noted.

79/17. COMMITTEE REPORTS

79.1 Leisure and Amenities Committee meeting of the 10th May 2017

The minutes of the above meetings, having been circulated, were **Received**, the following recommendations were made to the Council:-

- To purchase 5000 more leaflets of Kinver at a cost of £185+VAT (to be dealt with under Finance minutes)
- To co-opt Margaret Rogers to the Committee for the life of the Council – This was agreed

79.2 Planning & Development Committee Meeting of the 24th May 2017

The minutes of the above meetings, having been circulated, were **Received**, the following Recommendations in item 6 of those minutes were made to the Parish Council.

This was agreed.

79.3 Finance and General Purposes Committee meeting of the 31st May 2017

The minutes of the above meetings, having been circulated, were **Received**, the following recommendations were made to the Council:-

- the accounts as set as Appendix 1 to these minutes be accepted.
- To purchase 5000 Kinver leaflets at a cost of £185 funded from budget head 54/3.
- the grant form as set out as appendix 2 be accepted and the policy that a maximum grant limit of £500 is set

The above recommendations were agreed.

80/17. ACCOUNTS FOR PAYMENT

The accounts as set out as appendix 1 to these minutes were accepted.

81/17. REPORTS FROM MEMBERS ON OUTSIDE BODIES

Councillor Mrs L Hingley recently attended the Old Peoples Welfare Committee AGM, all members have been reinstated as their previous roles.

There will be no National Trust annual meeting in June as this year they are celebrating 100 years of Kinver Edge being donated and are having a celebration for all of the volunteers.

82/17. ITEMS FOR FUTURE MEETINGS

If there are any additional items for the next agenda these need to be with the Clerk by Monday 26th June 2017.
High Street Working Party.

83/17. DATES OF THE NEXT MEETINGS

Planning and Development Committee	28 th June 2017
Parish Council	5 th July 2017
Leisure and Amenities Committee	12 th July 2017
Finance and General Purposes Committee	19 th July 2017

All meetings to start at 7.00 p.m.

CCTV Policy

Introduction

This Policy is to control the management, operation, use and confidentiality of the CCTV system located in K S C A and owned by Kinver Parish Council.

It was prepared after taking due account of the Code of Practice published by the Data Protection Commissioner (July 2000). This policy will be subject to periodic review by the Parish Council to ensure that it continues to reflect the public interest and that it and the system meets all legislative requirements.

The Parish Council accepts the principles of the 1998 Act based on the Data Protection Principles as follows:

- data must be fairly and lawfully processed;
- processed for limited purposes and not in any manner incompatible with those purposes;
- adequate, relevant and not excessive'
- accurate;
- not kept for longer than is necessary;
- processed in accordance with individuals' rights;
- secure;

Statement of Purpose

To provide a safe and secure environment for the benefit of those who might visit, work or live in the area. The system will not be used to invade the privacy of any individual, except when carried out in accordance with the law.

The scheme will be used for the following purposes:

- to reduce the fear of crime by persons using Council Play area & The Marsh Playing fields and car park so they can enter and leave facilities without fear of intimidation by individuals or groups. This is to include the playing fields , children's play area and car park.
- to deter potential dog fouling around the KSCA and the playing field.
- to reduce the vandalism of property and to prevent, deter and detect crime and disorder;
- to assist the police, the Parish Council and other Law Enforcement Agencies with identification, detection, apprehension and prosecution of offenders by examining and using retrievable evidence relating to crime, public order or contravention of bye-laws;
- to deter potential offenders by publicly displaying the existence of CCTV, having cameras clearly sited that are not hidden and signs on display outside K S C A on the carpark.
- to assist all "emergency services" to carry out their lawful duties.

Changes to the Purpose or Policy

A major change that would have a significant impact on either the purpose or this policy of operation of the CCTV scheme will take place only after discussion at Council Committee meeting(s) and

resolution at full Council meeting. All agendas are posted on the Parish Council website and notice board at least 3 clear days excluding weekends before Council meetings.

Responsibilities of the Owners of the Scheme

Kinver Parish Council retains overall responsibility for the scheme.

Kinver Parish Council

CCTV Code of Practice

Management of the System

Day-to-day operational responsibility rests with the Clerk to the Council and one nominated Councillor who can be consulted out of hours, if and when necessary.

R H Electrical will carry out a maintenance check when required and can access the system to carry out maintenance and essential repairs with the permission of the Clerk or Chairman.

The CCTV system is located in a locked cupboard in the office in the KSCA.

The cupboard has one lock, the keys are held by in a secure cabinet at the Parish Office and by a representative of the KSCA.

Breaches of this policy will be investigated by the Clerk to the Council and reported to the Parish Council.

A CCTV system prevents crime largely by increasing the risk of detection and prosecution of an offender. Any relevant tape or digital evidence must be in an acceptable format for use at Court hearings. This policy must be read and understood by all persons involved in this scheme and individual copies of this policy will therefore be issued for retention. A copy will also be available for reference in the secure recording area(s).

Control and Operation of the Cameras, Monitors and Systems.

The following points must be understood and strictly observed by operators:

1. Trained operators must act with due probity and not abuse the equipment or change the pre-set criteria to compromise the privacy of an individual.
2. The position of cameras and monitors have been agreed following consultation with the Parish Council and the KSCA.
3. No public access will be allowed to the monitor except for lawful, proper and with sufficient reason, except with approval of the Clerk of the Council or the Chairman of the Parish Council. The Police are permitted access to recording media if they have reason to believe that such access is necessary to investigate, detect or prevent crime. The Police are able to visit the KSCA to review and confirm the Parish Council's operation of CCTV arrangements. Any visit by the Police to view images will be logged by the operator.
4. Operators should regularly check the accuracy of the date/time displayed.
5. Digital records should be securely stored to comply with data protection and should only be handled by the essentially minimum number of persons.
6. Images will not be supplied to the media, except on the advice of the police if it is deemed to be in the public interest. The Clerk of the Council would inform the Chairman of the Council of any such emergency.
7. As records may be required as evidence at Court, each person handling a digital record may be required to make a statement to a police officer and sign an exhibit label. Any extracted data that is handed to a police officer should be signed for by the police officer and information

logged to identify the recording, and showing the officer's name and police station. The log should also show when such information is returned to the Parish Council by the police and/or the outcome of its use.

8. Any event that requires checking of recorded data should be clearly detailed in the log book of incidents, including Crime Nos. if appropriate, and the Parish Council notified at the next available opportunity.
9. Any damage to equipment or malfunction discovered by the Clerk or Nominated Councillor should be reported immediately to the person responsible for maintenance, and the call logged showing the outcome. When a repair has been made this should also be logged showing the date and time of completion.

Accountability

Copies of the CCTV Policy are available in accordance with the Freedom of Information Act, as will any reports that are submitted to the Parish Council providing it does not breach security needs.

The Police will be informed of the installation and provided with a copy of this CCTV Policy.

Any written concerns or complaints regarding the use of the system will be considered by the Parish Council, in line with the existing complaints policy.

THIS POLICY MUST BE COMPLIED WITH AT ALL TIMES.

I have read the above policy and agree to abide by these instructions. I will discuss any concerns with the Parish Clerk at any time.

Signed

Print Name

Date/...../.....

(Operators are issued with their own copy of this policy and shall sign to confirm receipt and compliance.)