1

CHESLYN HAY PARISH COUNCIL

Minutes of the

ANNUAL PARISH COUNCIL MEETING

held on Wednesday 16th May 2018

at the Village Hall, Pinfold Lane, Cheslyn Hay at 7.00 pm

**1. 16/05/01 - MEMBERS PRESENT**

* 1. Councillor S. Hollis (Chair agenda items 1 - 3)

Councillor E. A. Davison (Mrs) (Chair agenda items 4 -18)

Councillors :- P. Appleby, P. L. Appleton, B. L. Bladen, J. C. Davison

R. Denson, A. W. Emery, L. Emery, S. Hollis,

C. Wilkinson (Mrs), P. Wilkinson, B. Woolley

District/County Councillor B. Williams

Melanie Brown – Parish Clerk

**2. 16/05/02 – APOLOGIES**

2.1 Apologies for absence from Councillors G. P. Keatley and A. Pugh (Mrs).

**3. 16/05/03 – ELECTION OF CHAIRMAN**

3.1 Proposed by Councillor P. Wilkinson and seconded by Councillor C. Wilkinson (Mrs) that Councillor E. A. Davison (Mrs) be elected as Chairman.

3.2 Proposed by Councillor B. Woolley, seconded by Councillor A. W. Emery that Councillor B. L. Bladen be elected as Chairman.

3.3 Councillor E. A. Davison (Mrs) received 7 votes, Councillor B. L. Bladen received 4 votes.

**RESOLVED:**

**That Councillor E. A. Davison (Mrs) be elected as Chairman of Cheslyn Hay Parish Council for municipal year 2018/19, the declaration of acceptance was duly signed by Councillor E. A. Davison (Mrs) and the Clerk.**

**4. 16/05/04 – ELECTION OF VICE CHAIRMAN**

4.1 Proposed by Councillor P. Wilkinson and seconded by Councillor A. W. Emery, all in favour, that Councillor L. Emery be elected as Vice Chairman.

**RESOLVED:**

**That Councillor L. Emery be elected as Vice Chairman of Cheslyn Hay Parish Council for municipal year 2018/19.**

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**5. 16/05/05 – REVIEW AND APPOINTMENT OF COMMITTEES**

The constitution of committee memberships and representation on liaison groups were discussed and agreed as follows:-

5.1 Finance and Policies Committee

Councillors E. A. Davison (Mrs), L. Emery. P. Appleby, A. W. Emery, S. Hollis and P. Wilkinson.

5.2 Football Liaison Committee

Councillors P. W. Wilkinson (Chair), P. L. Appleton.

5.3 Cheslyn Hay Community Allotments Liaison Committee

Councillors E. A. Davison (Mrs), L. Emery, J. C. Davison, B. Woolley.

5.4 Library Liaison Committee

Councillors E. A. Davison (Mrs), L. Emery, R. Denson, C. Wilkinson (Mrs).

5.5 Human Resources Committee (remainder of Members on Appeals Committee

chaired by Councillor E. A. Davison (Mrs)

Councillors L. Emery (Chair), P. Appleby, B. L. Bladen, J. C. Davison, A. W. Emery, C. Wilkinson (Mrs) and B. Woolley.

Members requested that a Vice Chair be appointed for this Committee in order to ensure meetings are not cancelled if the Chair is unavailable.

5.6 WW1 Liaison Group

Councillors P. Wilkinson and J. C. Davison.

5.7 Cheslyn Hay British Legion Liaison Group

Councillor P. Wilkinson.

**RESOLVED:-**

**That the constitution of committees and representation on liaison groups is as listed above.**

**That the Clerk enquire if Councillor G. P. Keatley would like to continue on the Football Liaison Committee and Councillor A. Pugh (Mrs) would like to continue on the Library Liaison Committee.**

**That the Clerk agenda the change to standing orders to reflect the appointment of a Vice Chairman, as long as the meeting is quorate, in the absence of the Chair and the Vice Chair of the Human Resources Committee.**

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**6. 16/05/06 – DECLARATIONS OF INTEREST**

6.1 Declaration from Councillor B. L. Bladen in respect of items 13.5 relating to South Staffordshire Housing Association.

**7. 16/05/07 – MINUTES**

7.1 That the minutes of the meeting held on Wednesday 2nd May 2018 be recorded as a true and accurate record.

**RESOLVED:**

**Proposed by Councillor S. Hollis and seconded by Councillor C. Wilkinson (Mrs) that the minutes of the Parish Council meeting held on Wednesday 2nd May 2018 be recorded as a true and accurate record.**

**8. 16/05/08 – POLICE REPORT**

8.1 PCSO Mark Griffiths updated members with the latest crime figures for Cheslyn Hay from the 11th April -16th May 2018.

8.2 PCSO Mark Griffiths reported that a transformation project is currently taking place within the Police force which will consist of three centralised response hubs in Stoke-on-Trent, Cannock and Burton.

8.3 Members discussed suspicious activity in Cheslyn Hay which PCSO Mark Griffiths noted.

**9. 16/05/09 – COUNTY COUNCILLORS REPORT**

9.1 County Councillor B. Williams congratulated Councillors E. A. Davison and L. Emery on their positions as Chair and Vice Chair.

9.2 County Councillor B. Williams reported that lots of County Council work had taken place in Cheslyn Hay since the last meeting on potholes and surface dressing. The complaints regarding surface dressing have been passed to an officer for response.

9.3 Councillor Woolley reported that South Staffordshire Water and Staffordshire County Council need to liaise regarding the gas pipe on Station Street which will need to be considered before the surface dressing is completed, the markings made by South Staffordshire Water have been deleted by Staffordshire County Council.

9.4 Councillor B. L. Bladen reported the potholes in Pinfold Lane, which have already been marked up, are still awaiting repair and are really deep. Councillor Williams requested Members to keep reporting them direct to Staffordshire County Council. He has been liaising with Mark Keeling regarding the potholes being completed by area rather than individually.

9.5 Councillor A. W. Emery requested information regarding the new housing estate in Bridgtown, where traffic will be accessing Walkmill Lane, though Cheslyn Hay, instead of using the A5 route.

9.6 Councillor E. A. Davison requested information as to when the white/yellow lines will be re-introduced on the village.

9.7 Councillor J. C. Davison reported that the County Council had completed a reasonable repair job on Wolverhampton Road, a great improvement from its previous condition.

9.8 Councillor B. Williams has received an update on surface dressing which the Clerk will email to Members for information.

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**RESOLVED:**

**That Councillor B. Williams investigate the issue on Station Street regarding the gas main and South Staffordshire Water before the surface dressing is completed.**

**That Councillor B. Williams investigate the access routes from the new housing estate in Bridgtown through Walkmill Lane, Cheslyn Hay.**

**That Councillor B. Williams investigate when the white and yellow lines will be re-introduced in Cheslyn Hay.**

**That the Clerk email Members with the surface dressing information provided by Councillor B. Williams for information.**

**10. 16/05/10 – DISTRICT COUNCILLORS REPORT**

10.1 District Councillor L. Emery reported that she is Vice Chair of South Staffordshire Council this municipal year, Members congratulated her on her position.

10.2 District Councillor L. Emery reported that she had been informed that the fly-tipping in Landywood was being removed today.

10.3 District Councillor L. Emery reported that she had ‘called-in’ the planning application on Saredon Road, as requested by Members at the last meeting. Councillor Hollis also reported that he had ‘called-in’ this application. Councillor B. L. Bladen reported on a fire in Great Wyrley which had been started from sawdust and chippings. Members discussed the land ownership of the site in question.

10.4 District Councillor S. Hollis reported that planning enforcement have been out to the alleged complaint in Coppice Lane and no footings have been laid to date, just work to existing buildings.

10.5 Councillor B. Williams reported that South Staffordshire Council have been discussing the Local Plan.

10.6 Councillor P. L. Appleton requested more litter bins to be placed between Landywood train Station and the bottom of Landywood Lane.

**RESOLVED:**

**That District Councillors request more litter bins along Landywood Lane to the train station.**

**11. 16/05/11 – FINANCE**

11.1 Report 1 – Annual Return for the Financial Year ended 31 March 2017 – The Clerk reported on the Annual Return for year ended 31st March 2017 (notes circulated before the meeting) to include income, expenditure, wages and salaries, balance sheet and earmarked reserves funds. The Clerk distributed a copy of the Annual Governance Statement and then the Accounting Statement to each member present to read and approve the information before signing. Councillor Denson proposed a vote of thanks for the Clerk for the efficient accounts and finance processes of the Council.

11.2 Report 2 – Payments – Payments proposed by Councillor C. Wilkinson (Mrs), seconded by Councillor A. W. Emery with Councillor P. Wilkinson as third signatory.

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**RESOLVED:**

**Proposed by Councillor R. Denson, seconded by Councillor C. Wilkinson, all in favour, that the Annual Return for year ended 31st March 2017 be agreed and accepted and that the Chairman, Councillor E. A. Davison, and the Clerk sign the Annual Return Statement, Balance Sheet and Annual Governance and Accountability Return 2017/18 on behalf of Cheslyn Hay Parish Council.**

**That any outstanding payments be made in respect of those items listed on the green paper circulated at the meeting.**

**12. 16/05/12 – PLANNING**

12.1 18/00160/FUL – *Amended plans* – Conversion of existing residential building and

Two-storey garage into 5 x 1 bed flats, with associated parking and alterations to facades (***resubmission***).

12.2 18/00226/FUL – Detached wood store at 21 Brook Road, Cheslyn Hay, WS6 7ES.

12.3 18/00225/FUL – Extension to rear at 8 Sutherland Road, Cheslyn Hay, WS6 7BS.

**RESOLVED:**

**That the Clerk inform South Staffordshire Council Planning Department of the following observations/objections:-**

**16/00160/FUL**

* **Access to this particular site needs to be carefully considered as this is on a busy one-way system with no alternative routes.  Traffic is already congested and an increase has been noted of late due to traffic diverting from Lodge Lane through Cheslyn Hay to avoid traffic backlogs.  This would also make the building/construction work very difficult to manage;**
* **Parking is an issue in this area, the Parish Council note that there is a ‘no car’ policy attached to this site, however how will this be enforced and inevitably the residents will use the Talbot car park across the road which will lead to lack of parking for local residents who use the pub, takeaway establishments and the shops;**
* **The ‘poppy fence’ bordering this property and the war memorial belongs to the Parish Council and, as such, should not be moved or altered in any way.**

**18/00226/FUL**

* **Highway Safety – vehicular access to this site;**
* **This site falls within an identified flood plain;**
* **The size of the wood store is dis-proportionate to the development, the Parish Council would also like South Staffordshire Council to investigate the building materials used for the wood store as a brick based building is unusual for this type of facility and could lead to further development.**

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**16/00225/FUL**

**No comments/observations.**

**13. 16/05/13 – CLERKS REPORT**

13.1 Register of Disclosable Pecuniary Interests – The Clerk distributed a copy of the Disclosable Pecuniary Interest form and guidance notes for an annual check. The Clerk will distribute a paper copy to any Members unable to access South Staffordshire Council website.

13.2 Casual Vacancy Notice – The Clerk discussed the procedure for the advertisement of the casual vacancy following the resignation of Councillor King in the Pinfold ward. The notice will be advertised from the 18th May until the 8th June 2018. South Staffordshire Council will then notify the Parish Council if the vacancy can be advertised for co-option.

13.3 Section 137 Grant Applications – The Clerk reported that the section 137 grant application requests will be advertised on Friday 18th May 2018 with a closing date of Friday 15th June 2018.

13.4 Facebook Page (Councillor P. Appleby) – Deferred until the next meeting.

13.5 Grass cutting in Cheslyn Hay – The Clerk reported that issues have been reported by residents since the change in grass cutting for Cheslyn Hay. This is now split between South Staffordshire Council and South Staffordshire Housing Association. The Clerk has asked both parties to check their responsibilities for the missing cuts.

13.6 Enforcement Issue (Recreation Ground) - The Clerk reported on an enforcement issue on Cheslyn Hay recreation ground, the resident has been requested to reinstate the land to its original condition.

13.7 Councillor P. Wilkinson reported that he is still liaising with Citizens Advice South Staffordshire regarding an Advice Service for Cheslyn Hay and is awaiting a more accurate indication of the costs involved.

**RESOLVED:**

**That Members return any amended Disclosable Pecuniary Interest forms to the Clerk by the end of June 2018.**

**That the Clerk advertise the Casual Vacancy for the Pinfold Ward with South Staffordshire Council and on Parish Council noticeboards.**

**That the Clerk advertise the Section 137 grant applications on the Parish Council noticeboards.**

**14. 16/05/14 – CORRESPONDENCE**

14.1 David Pattison, South Staffordshire Council – link to locality profile data for 2017 – **noted.**

14.2 David Pattison, South Staffordshire Council – response to site 119 query – Councillor B. Williams reported that this information had already been considered when making the decision.

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14.3 Lorraine Fowkes, South Staffordshire Council – Parish Councils can now withdraw their contracts following the decision that a DPO is not a statutory requirement for Parish Councils. The Clerk informed Members that our audit had taken place before this announcement was made. Councillor L. Emery suggested that this is done on a tri-annual review.

14.4 Lorraine Fowkes, South Staffordshire Council – Overview and Scrutiny Committee on 22nd May to include the discussions regarding West Midlands Interchange, action group to contact their District Councillor to make a representation as public are not allowed at this meeting.

14.5 South Staffordshire Council – Independent Planning Inspector has found the Site Allocations Document to be sound and Members will be invited to adopt this at a meeting on the 19th June 2018 – **noted**.

14.6 Response from Councillor B. Williams regarding fly-tipping – tyres in Old Landywood Lane are on the opposite side of the boundary fence, not on South Staffordshire Council land – **noted**.

14.7 A. Aston, South Staffordshire Council – grass cutting schedule – **noted.**

14.8 Staffordshire Police – Home Office Announcement – Staffordshire Fire and Rescue Service will become the responsibility of Staffordshire Police – **noted.**

14.9 Mark Keeling, Staffordshire County Council – would like site visit on the 5th, 6th or 8th June 2018.

**RESOLVED:**

**That the Clerk write to David Pattison, South Staffordshire Council, requesting that the reserve site (118) is considered before using site 119 due to the issues with the etruria marl and the entrances to the schools.**

**That the Clerk inform South Staffordshire Council that the Parish Council will continue with the DPO contract this year, as the audit has already been completed, to be reviewed in the next financial year.**

**That Members forward any comments to Councillor S. Hollis to make representations regarding the West Midlands Interchange at the Overview and Scrutiny Committee on the 22nd May 2018.**

**That the Clerk inform Mark Keeling that Members would like the site visit to be conducted on Friday 8th June at 3.00 pm.**

**15. 16/05/15 TABLED ITEMS**

15.1 Staffordshire Parish Council Association Bulletins – 3rd and 10th May 2018.

15.2 South Staffordshire Council – News round ups issue 66 and 67.

15.3 Staffordshire County Council – Weekly pothole update – 7th May 2018.

15.4 Evolve – Company offering free training to long-term unemployed.

15.5 South Staffordshire Council – Enforcement cases.

**RESOLVED:**

**That the Clerk email any appropriate documents to members after this meeting.**

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**16. 16/05/16 – CHAIRMAN’S ANNOUNCEMENTS**

16.1 No Chairman’s announcements.

**17. 16/05/17 – SECTION 17 STATEMENT**

17.1 The Chairman read the Section 17 statement.

Items 8.0, 10.2, 14.6 and 14.8.

**18. 16/05/18 – CONFIDENTIAL ITEMS**

18.1 Legal/Staffing issues were discussed.

**Standing Orders were suspended and the meeting closed at 9.40 pm.**

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