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CHESLYN HAY PARISH COUNCIL

Minutes of the

PARISH COUNCIL MEETING

held on Wednesday 24th February 2016

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

**1. 24/02/226 – PUBLIC PARTICIPATION**

* 1. Roy and June Smith from LERWA attended the meeting to discuss the following issues:-
* Mr Smith requested an extension of the double yellow lines on Westbourne Avenue due to parking issues where up to six cars are parked at any one time forcing cars to drive on the wrong side of the road, Mr Smith stated that it was just a matter of time before a collision occurs. Mr Smith reported that there are garages which could be used to park the excess cars if necessary in this area.
* Mr Smith requested action be taken at the walkway in front of the shops in Glenthorne Drive (where the bollards had previously been situated) as he has witnessed a motorbike driving up the ramped walkway at the front of the shops. Members requested Mr Smith to take registration numbers and report these incidents to the police in future.
* Mr Smith requested an update on the Morris Homes, New Horse Road development. The Chairman informed Mr Smith that South Staffordshire Council have now been informed that Morris Homes are proposing to start work next week installing a new macerator, however an application for discharge of conditions needs to be completed first, if this is not received by the end of the month South Staffordshire Council may serve a breach of condition notice.
  1. J. Cotterill attended the meeting to also discuss parking issues in Westbourne Avenue, she reported that drivers have to take a risk when driving in Westbourne Avenue and the situation is worse if the New Inns Public House car park is full as cars park on either side of Westbourne Avenue making it virtually impossible to pass cars safely. She suggested that the front lawns of the houses affected could be tarmacked to make parking space or request the householders to use the garage site to park.
  2. Members reported that inconsiderate parking was prevalent all around Cheslyn Hay and particularly bad in Station Street, Sutherland Road, Littlewood Lane and Coppice Lane.

**RESOLVED:**

**Councillor K. Perry reported that she has a meeting with Staffordshire County Council this week and will discuss the parking issues raised.**

**Councillor S. Hollis to investigate businesses sponsoring a planter at Glenthorne shops to resolve the issue of the missing bollards.**

Page 1 of 6 Chairman’s Signature ………………………………………

**2. 24/02/227 – LIBRARY UPDATE**

* 1. Sarah Garner, Community Partnership Officer from Staffordshire County Council,

attended the meeting to provide an update for Cheslyn Hay library. Councillor K. Perry also attended to provide support. Sarah reported on the following issues:-

* 11 out of the 23 libraries identified for community groups to manage have now found volunteers with a large proportion being taken over by NHS trusts. Currently no volunteers have been identified for Cheslyn Hay and Great Wyrley libraries and a drop-in session has been arranged for Tuesday 1st March to try to attract volunteers.
* A staffing restructure is currently being drawn up with new generic tasks and job descriptions and training and support will be provided.
* There will be no changes to the opening hours of Cheslyn Hay library for the next financial year as a group of fixed-term posts have been employed and reading groups, book requesting services, stock rotation and basic computer courses will all operate as normal during this period.
* Decision making will need to be reviewed at the end of this period if no volunteers come forward during this time.
* Mobile library services will now have new routes and will not pass within three miles of an existing library.
* Sarah requested assistance from members to identify groups or individuals who may be interested in volunteering in the library service.

**RESOLVED:**

**That Sarah Garner provide contact details for the new managers and the figure for library budget cuts in financial year 2016/17.**

**That members inform library services of any groups or individuals who may be interested in signing-up to the volunteer campaign.**

**3. 24/02/228 - MEMBERS PRESENT**

3.1 Councillor S. Hollis (Chair)

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

E. A. Davison (Mrs), R. Denson, A. W. Emery,

G. P. Keatley, A. Pugh (Mrs), B. Woolley

Melanie Brown – Parish Clerk

**4. 24/02/229 – APOLOGIES**

4.1 Apologies for absence from Councillors P. Appleby, T. M. Boyle, J. King,

C. Wilkinson (Mrs) and P. Wilkinson.

**5. 24/02/230 – DECLARATIONS OF INTEREST**

5.1 Councillor B. Woolley declared an interest in the financial reports.

Page 2 of 6 Chairman’s Signature ………………………………………

**6. 24/02/231 – MINUTES**

6.1 That the minutes of the Parish Council meeting held on the 3rd February 2016 be amended at 7.2 as follows:-

*‘Councillor S. Hollis reported that the dog warden had been in*

*Cheslyn Hay yesterday and had picked up a stray dog. Councillor*

*P. Appleton requested that the District Councillors thank the*

*Environmental Crime Officer for his assistance in resolving an*

*issue on Sutherland Road open space’.*

**RESOLVED:**

**Proposed by Councillor A. Emery and seconded by Councillor G. Keatley that, with the above amendment, the minutes of the Parish Council meeting held on Wednesday 3rd February 2016 be recorded as a true record.**

**7. 24/02/232 – PLANNING MATTERS**

7.1 15/01028/FUL – Amended plans for new dwelling at 10 Littlewood Road,

Cheslyn Hay, WS6 7EU. Councillor Hollis reported that the extension at 10 Littlewood Road had been rejected by South Staffordshire Council.

7.2 15/000748/OUT – Costings of renovations to heritage assets at Teddesley Park, Penkridge as justification for increasing the use of profits from more houses on the Landywood Lane development. Profits will now be used from 103 houses, not 80, as in the original application.

7.3 15/01092/COU – Dance instruction studio in Landywood Lane – planning permission has already been granted by South Staffordshire Council, details of parking for information only.

**RESOLVED:**

**That the Clerk submit the following observations/comments to South Staffordshire District Council planning department by the appropriate deadlines.**

**15/01028/FUL**

**The Parish Council wish to formally object to this planning application as follows:-**

* **It is Parish Council policy to oppose any infill in Cheslyn Hay;**
* **There are already parking issues on this particular street and a dangerous junction at Littlewood Lane/Littlewood Road which would cause a detriment to the safety of highway users;**
* **There are already issues with the sewerage system in this particular part of the village which is already overburdened, this would exacerbate the problem;**
* **Visual intrusion for overlooked properties;**
* **Not in keeping with existing properties on Littlewood Road which would alter the street scene.**

Page 3 of 6 Chairman’s Signature ………………………………………

**15/000748/OUT**

**The Parish Council formally objected to this application in October 2015 and wish to re-iterate that it is unethical and insulting to the residents of Cheslyn Hay and Great Wyrley to use profits from this development to restore the listed heritage assets at Teddesley Park, Penkridge.**

**8. 24/02/233 – FINANCE**

8.1 Report 1 - Financial Reports – The financial reports for January 2016 were discussed by the Clerk and the bank statements verified and signed by Councillors A. Emery and A. Pugh.

8.2 Report 2 – Payments – Payments proposed by Councillor J. C. Davison, seconded by Councillor E. Davison with Councillor R. Denson as third signatory.

**RESOLVED:**

**That the financial reports for January 2016 be approved and that any outstanding payments be made in respect of those items listed on the green paper circulated at the meeting.**

**9. 24/02/234 – CLERKS REPORT**

9.1 Police Report – The Clerk reported the recent staffing changes to Police allocated to Cheslyn Hay and distributed the Police Report to members for information. Information will now be discussed at the Locality meetings and Parish Councils are expected to send representatives, Neighbourhood Watch representatives will also be invited to the Locality Meetings which are being held every six months. The Chairman will be holding a joint surgery with the Police at the Village Hall on Monday 14th March, 6.00 pm – 8.00 pm.

9.2 External Audit for Smaller Authorities – The Clerk reported that a new authority for external audits is to be introduced from 2017/18 and should the Parish Council wish to opt-out of this service a decision will need to be made no later than the 31st March 2016. If the Parish Council wish to appoint their own auditor they will need to be assessed by a panel at Smaller Authorities Audit Appointments Limited for suitability.

9.3 Hanging Basket Stanchions – The Clerk reported that three hanging basket stanchions are ready for installation but one stanchion may be needed to replace Chapel Square, this would not be known until the repair is started. The Clerk requested that members choose three new locations in order of priority.

9.4 Network Rail Issues – The Clerk reported that she had reported several complaints and issues from Cheslyn Hay residents recently as the rail workers had been working late into the night at weekends causing noise, disruption to residents and alleged damage to properties. A response has been received from Network Rail detailing the works to be carried out until the 21st March 2016.

9.5 Landywood Lane – The Clerk reported that Staffordshire County Council will be in Landywood Lane on Thursday and Friday of this week to carry out further investigations into the flooding issues.

9.6 New Horse Road Update - Already discussed at 1.1.

Page 4 of 6 Chairman’s Signature ………………………………………

9.7 The Clerk reported that the photographer will be at the Village Hall at 6.00 pm on Wednesday 6th April 2016, all staff and members are expected to attend.

9.8 The Clerk reported that the Cheslyn Hay Community Allotments Liaison Committee scheduled for Thursday 24th March 2016 needs to be moved.

9.9 The Clerk reported that Heath Hayes and Wimblebury Parish Council have a bi-annual newsletter in ‘The Chronicle’ and she has requested costings. Deadlines for the South Staffordshire Council ‘Review’, which is delivered to every household in South Staffordshire, have also been requested.

**RESOLVED:**

**That the Clerk request clarification of the statistics listed in the police report.**

**That the Clerk inform the Small Authorities Audit Appointments Limited that the Parish Council will be happy to let them appoint an auditor for financial year 2017/18 onwards.**

**That the Clerk request Mark Turner to suggest sites for the new hanging basket stanchions (dependent on pavements and underground cabling etc) continuing with the current sites on Station Street and High Street.**

**That the Clerk move the public participation session to the meeting held with District and County Councillors.**

**That the Clerk add Morris Homes, New Horse Road development, as a standing agenda item until the matter is resolved and perform a Freedom of Information Request to South Staffordshire Council in order to ascertain who authorised the completion of Morris Homes New Horse Road development.**

**That staff and members attend the photography session from 6.00 pm onwards on Wednesday 6th April 2016.**

**That the Clerk arrange for the Cheslyn Hay and Community Allotments Liaison Committee to be moved to Wednesday 2nd March 2016 at 6.15 pm.**

**10. 24/02/235 – CORRESPONDENCE**

10.1 South Staffordshire Council - response from Chief Executive regarding Parish election recharges – **noted**.

10.2 South Staffordshire Council – request for information regarding the Queen’s 90th birthday celebrations on the 21st April 2016.

10.3 South Staffordshire Council – Invitation for the Parish Chairman to attend the ‘Fly a Flag for Commonwealth’ ceremony on the 14th March 2016 at 10.00 am – **noted.**

10.4 South Staffordshire Council – Invitation for the Parish Chairman to attend a Civic Dinner on the 15th April 2016 at the Moat House, Acton Trussell – **noted**.

10.5 South Staffordshire Council – Fundamental British Value Workshop, 8th March 2016, Codsall, two sessions starting at 9.45 or 1.15 pm.

10.6 South Staffordshire Council – Modern Slavery Masterclass – 16th March 2016, 9.30 – 12.00 am, at Codsall.

10.7 Request from owner of Cheslyn Drive to take a portion of the kerbside out on the land that houses the Parish Pump as it is difficult to negotiate the turn in a large vehicle.

Page 5 of 6 Chairman’s Signature ………………………………………

10.8 Request from LERWA for an extension of double yellow lines in Westbourne Avenue and remedial action outside the shops in Glenthorne Avenue - **already discussed at item 1.1.**

10.9 Request from CCLA, charity commission fund managers, to complete a new mandate for the Miners Welfare charity.

10.10 Request from resident in Woodland Drive to revamp Cheslyn Hay Park using ‘The Big Lottery Fund’ – **deferred until next meeting**.

**RESOLVED:**

**That the Clerk inform South Staffordshire Council that the Parish Council will not be organising an events for the Queen’s 90th birthday celebrations.**

**That members inform the Clerk if they would like to attend the Fundamental British Value Workshop or the Modern Slavery Masterclass at South Staffordshire Council.**

**That the Clerk inform the owner of Cheslyn Drive that the removal of a portion of the kerbside will not be possible as it will make the Parish Pump more vulnerable to damage.**

**That the Clerk investigate the closure of the charity accounts for the Parish Council.**

**11. 24/02/236 TABLED ITEMS**

11.1 South Staffordshire Council planning enforcement cases – February 2016.

11.2 Staffordshire Parish Council’s Association Bulletin – 4th, 11th and 18th February 2016.

11.3 Gavin Williamson MP Newsletter – January 2016.

**RESOLVED:**

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

**12. 24/02/237 – CHAIRMAN’S ANNOUNCEMENTS**

12.1 No Chairman’s announcements.

**13. 24/02/238 – SECTION 17 STATEMENT**

13.1 The Chairman read the Section 17 statement.

Items 1.1 and 9.1 noted.

**14. 24/02/239 – CONFIDENTIAL ITEMS**

14.1 Notes of the Human Resources Committee meetings held on the 9th December 2015 and 20th January 2016 were distributed for members’ information and approval.

14.2 The Clerk updated members regarding an insurance claim.

**The meeting closed at 9.40 pm.**

Page 6 of 6 Chairman’s Signature ………………………………………