



## **CHESLYN HAY PARISH COUNCIL**

**Minutes of the  
ANNUAL PARISH COUNCIL MEETING  
held on Wednesday 11<sup>th</sup> May 2022  
at the Village Hall, Pinfold Lane, Cheslyn Hay at 7.00 pm**

### **1. 11/05/01 ELECTION OF CHAIRMAN**

- 1.1 A discussion was held regarding the Parish Council's policy of changing the Chair/Vice Chair at the Annual Meeting each year.
- 1.2 Proposed by Councillor J. C. Davison, seconded by Councillor C. Wilkinson, that Councillor T. M. Boyle be elected as Chairman, 8 Members voted in favour, 1 abstention.

#### **RESOLVED:-**

**That the Clerk add the annual change of the Chair/Vice Chair as an agenda item at the next Parish Council meeting.**

**That Councillor T. M. Boyle be elected as Chairman of Cheslyn Hay Parish Council for municipal year 2022/23, the declaration of acceptance of office was duly signed by Councillor T. M. Boyle and the Clerk.**

**Councillor T. M. Boyle proposed a vote of thanks to Councillor I. E. Emery, the outgoing Chair.**

### **2. 11/05/02 MEMBERS PRESENT**

- 2.1 Councillors : Councillor I. E. Emery (Chair agenda item 1)  
Councillor T. M. Boyle (Chair agenda items 2-17)  
Councillors P. L. Appleton , E. A. Davison, J. C. Davison,  
A. W. Emery, G. P. Keatley, J. D. Lockley, J. Rochelle,  
C. Wilkinson, A. Woolley, B. Woolley  
Melanie Brown – Parish Clerk

### **3. 11/05/03 TO ACCEPT APOLOGIES FOR ABSENCE**

- 3.1 Apologies for absence received from Councillors L. J. Emery, S. Hollis and P. Wilkinson.
- 3.2 Apologies for absence received from County Councillor/District Councillor B. Williams.

**4. 11/05/04 ELECTION OF VICE CHAIRMAN**

- 4.1 Proposed by Councillor B. Woolley, seconded by Councillor A. Woolley, that Councillor J. D. Lockley be elected as Vice Chairman.
- 4.2 Proposed by Councillor C. Wilkinson, seconded by Councillor I. E. Emery, that Councillor E. A. Davison be elected as Vice Chairman.
- 4.3 A vote ensued, Councillor J. D. Lockley received 3 votes, Councillor E. A. Davison received 8 votes.

**RESOLVED:-**

**That Councillor E. A. Davison be elected as Vice Chairman of Cheslyn Hay Parish Council for municipal year 2022/23.**

**5. 11/05/05 REVIEW AND APPOINTMENT OF COMMITTEES**

- 5.1 The constitution of Committee Memberships and representations on Liaison Groups were discussed and agreed as follows:-
- 5.2 Finance and Policies Committee – Councillors T. M. Boyle, E. A. Davison, P. L. Appleton, J. C. Davison, A. W. Emery, L. J. Emery and P. Wilkinson.
- 5.3 Football Liaison Committee – Councillors P. L. Appleton, G. P. Keatley, J. D. Lockley, J. Rochelle, A. J. Woolley, B. Woolley and P. Wilkinson. A Chairman will be allocated at the first meeting.
- 5.4 Cheslyn Hay Community Allotments Liaison Committee – Councillors T. M. Boyle, E. A. Davison, J. C. Davison, S. Hollis, J. D. Lockley and B. Woolley.
- 5.5 Library Liaison Committee – Councillors T. M. Boyle, E. A. Davison, S. Hollis and C. Wilkinson.
- 5.6 Human Resources Committee – Councillors E. A. Davison (Chair), P. L. Appleton, J. C. Davison, A. W. Emery, C. Wilkinson, B. Woolley.  
(Please note remainder of Members will sit on the Appeals Committee, if necessary, chaired by Councillor T. M. Boyle).
- 5.7 WW1 Liaison Group/The Royal British Legion Cheslyn Hay meetings – Councillors J. C. Davison, S. Hollis and P. Wilkinson.
- 5.8 Communications and Emergency Planning – Councillors T. M. Boyle, E. A. Davison, C. Wilkinson and A. Woolley.

**6. 11/05/06 TO RECORD DECLARATIONS OF INTEREST FROM MEMBERS ON ANY ITEM TO BE DISCUSSED**

- 6.1 No declarations of interest recorded.

**7. 11/05/07 TO APPROVE AND SIGN THE MINUTES OF THE LAST PARISH COUNCIL MEETING – 27<sup>TH</sup> APRIL 2022**

- 7.1 That the minutes of the Parish Council meeting held on Wednesday 27<sup>th</sup> April 2022 be recorded as a true and accurate record.

**RESOLVED:-**

**Proposed by Councillor B. Woolley, seconded by Councillor J. C. Davison, all in favour, that the minutes of the Parish Council meeting held on Wednesday 27<sup>th</sup> April 2022 be recorded as a true and accurate record.**

**8. 11/05/08 COUNTY COUNCILLORS REPORT**

- 8.1 No County Councillors in attendance.

**9. 11/05/09 DISTRICT COUNCILLORS REPORT**

- 9.1 District Councillor J. D. Lockley reported that South Staffordshire Council had held their Annual General Meeting yesterday evening where the new Councillors Code of Conduct was approved. He reported that the Planning Committee Members have now been reduced further from 21 to 18 so he is no longer a Member of the Planning Committee.
- 9.2 District Councillor T. M. Boyle reported that the South Staffordshire Council Treasurers report had been presented yesterday evening and there is a delay at present answering telephone calls as a move for customers to use the website and online facilities is taking place.
- 9.3 Members reported that the new blue recycling bag for paper and card recycling is too small and not fit for purpose and Members requested District Councillors enquire when the charges for green bins will cease.

**RESOLVED:-**

**That the Clerk send a letter to South Staffordshire Council stating that the telephone line service needs to be re-instated so that members of the public can speak person to person as not everyone has an online facility.**

**10. 11/05/10 FINANCE**

- 10.1 Financial Reports - No financial reports until year-end closedown.
- 10.2 Payments – Proposed by Councillor C. Wilkinson, seconded by Councillor J. C. Davison with Councillor G. P. Keatley as third signatory.

**RESOLVED:-**

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

**11. 11/05/11 PLANNING**

- 11.1 The Clerk reported that amended plans had been sent through this morning for 18 Tudor Way which she would send via email to Members.

## **12. 11/05/12 – CLERKS REPORT**

- 12.1 Police Report – The Clerk read the Police Report from the 11<sup>th</sup> April to 10<sup>th</sup> May 2022 detailing the anti-social behaviour and vehicle crime in Cheslyn Hay.
- 12.2 Annual check of Register of Disclosable Pecuniary Interests – The Clerk distributed current copies of the Disclosable Pecuniary Interests form to Members present and requested that any amendments be returned as soon as possible to enter onto the Parish Council website.
- 12.3 Annual Review of Policies and Procedures – The Clerk reported that a meeting was held on the 4<sup>th</sup> May to look at all policies and procedures, legal agreements, inventory and asset registers for the Parish Council. RBS will be auditing the Finance package and completing the end of year closedown on the 18<sup>th</sup> May and the internal auditor will be visiting to audit policies and procedures.
- 12.4 The Clerk reported that the annual review of staff pay and conditions was completed on the 27<sup>th</sup> April 2022.
- 12.5 Tree Works Cheslyn Hay recreation ground – The Clerk had been requested to add this item to the agenda as work on one copse of the recreation ground had been completed in last financial year. A discussion took place regarding the other two copses.
- 12.6 Cheslyn Hay Recreation Ground play equipment – The Clerk reported that a response has been received from South Staffordshire Council to the request for monies to replace play equipment from Section 106 funding from Saredon Road stating that it is for 'open space maintenance' only and cannot be used for play equipment. The Clerk has requested the criteria for spending the section 106 monies.
- 12.7 Section 137 Grants – The Clerk reported that there are some unspent monies available in Section 137 grants budget and the donations budget which could be used for the volunteer groups at the Queens Jubilee Tea Party.
- 12.8 Signature of Exclusive Rights – The Clerk and the Chair signed the certificate of exclusive rights for the Jones burial.
- 12.9 Human Resources Meeting – The Clerk reported that a Human Resources meeting needs to be arranged to discuss the recruitment of a Football Attendant post for next season.

### **RESOLVED:-**

**That the Clerk arrange for work to be carried out on the other two tree copses in Cheslyn Hay, after the bird nesting season ceases in August 2022.**

**That the Clerk use the unspent monies from the Section 137 Grants and the donations budgets to donate to the volunteer groups who will attend the Queens Jubilee Tea Party.**

**That the Clerk arrange for a Human Resources Committee meeting to discuss the recruitment of a Football Attendant.**

**13. 11/05/13 – CORRESPONDENCE**

- 13.1 Letter from Rt. Hon. Sir Gavin Williamson CBE MP regarding a legal dispute.
- 13.2 Councillor A. W. Emery requested that the Clerk discuss a letter regarding the accumulations of rubbish and the driveway at the rear of the shops in Glenthorne Drive.

**RESOLVED:-**

**That the Clerk respond to the letter from Rt. Hon. Sir Gavin Williamson CBE MP.**

**That the Clerk write to South Staffordshire Council Environmental Health enforcement team regarding the accumulations of rubbish and the driveway at the rear of Glenthorne Shops.**

**14. 11/05/14 – TABLED ITEMS**

- 14.1 No tabled items, sent via email.

**RESOLVED:-**

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

**15. 11/05/15 – CHAIRMAN’S ANNOUNCEMENTS**

- 15.1 Councillor T. M. Boyle thanked everyone for their attendance last year during difficult circumstances and reminded Members to treat each other with respect and act with decorum.

**16. 11/05/16 – SECTION 17 STATEMENT**

- 16.1 Item 12.1.

**17. 11/05/17 CONFIDENTIAL**

- 17.1 A legal issue and a Human Resources issue was discussed.

**Meeting closed at 8.45 pm.**