



CHESLYN HAY PARISH COUNCIL

**Minutes of the
PARISH COUNCIL MEETING
held on Wednesday 12th October 2022
at the Village Hall, Pinfold Lane, Cheslyn Hay at 7.00 pm**

1. 12/10/47 MINUTES SILENCE

1.1 A minutes silence was observed following the death of Her Majesty the Queen.

2. 12/10/48 PUBLIC PARTICIPATION

2.1 Member of the public from Pinfold Lane attended the meeting to raise his concerns regarding a planning application in Mitre Road.

RESOLVED:-

That the Clerk forward details of the resident in Mitre Road to Councillor D. Lockley to arrange a site visit.

3. 12/10/49 POLICE REPORT

3.1 PCSO Karen Terry reported on the crime report from the 14th September to the 11th October 2022 including the theft of motor vehicles, burglary, criminal damage, violence and anti-social behaviour.

3.2 Members discussed the following issues in Cheslyn Hay:-

- Car thefts
- Cannabis use
- Attempted break-in's
- Emergency Button at Police Post
- Use of gas cylinders
- Under 8's play area issues

4. 12/10/50 RYAN TAYLOR – STREET SCENE AND PERFORMANCE

4.1 Ryan Taylor, Street Scene Performance and Envirocrime Manager from South Staffordshire Council attended the meeting to discuss locality issues and working with Parish Councils. The Localities agenda and links between Parish, District and County were discussed together with the request for representatives at the Community Safety Forum tomorrow evening and the Parish Summit on the 20th October 2022.

- 4.2 The licence agreement between South Staffordshire Council and the Parish Council to take over the green spaces at Chapel Square was discussed and an indefinite licence with break clauses will be discussed with the legal services.
- 4.3 Members discussed issues with pollution, fly-tipping, Sutherland Road open space, road sweeping, grass cutting, hedge cutting and the bin outside Glenthorne Shops.

RESOLVED:-

That Ryan Taylor check that information had been sent out regarding the Community Safety Forum tomorrow evening.

That Ryan Taylor send a draft licence for Members approval in relation to Chapel Square and speak to Environmental Health regarding the odour issue.

That Ryan Taylor send information regarding any verge and hedge cutting the District Council carry out on behalf of Staffordshire County Council.

5. 12/10/52 MEMBERS PRESENT

- 5.1 Councillors : Councillor T. M. Boyle (Chair)
Councillors P. L. Appleton , E. A. Davison, J. C. Davison, A. W. Emery,
E. Emery, L. J. Emery, S. Hollis, J. D. Lockley, J. Rochelle,
A. Woolley, B. Woolley.
County Councillors K. Perry and B. Williams
Melanie Brown – Parish Clerk

6. 12/10/53 TO ACCEPT APOLOGIES FOR ABSENCE

- 6.1 Apologies for absence received from Councillors G. P. Keatley, C. Wilkinson and P. Wilkinson.

7. 12/10/54 TO RECORD DECLARATIONS OF INTEREST FROM MEMBERS ON ANY ITEM TO BE DISCUSSED

- 7.1 Councillor B. Woolley for agenda item 12 (Finance).

8. 12/10/55 TO APPROVE AND SIGN THE MINUTES OF THE LAST PARISH COUNCIL MEETING – 13th JULY 2022

- 8.1 That the minutes of the Parish Council meeting held on Wednesday 13th July 2022 be recorded as a true and accurate record.

RESOLVED:-

Proposed by Councillor P. L. Appleton, seconded by Councillor E. A. Davison, all in favour, that the minutes of the Parish Council meeting held on Wednesday 13th July 2022 be recorded as a true and accurate record.

9. 12/10/56 COUNTY COUNCILLORS REPORT

- 9.1 County Councillor K. Perry reported that funding is now available for community groups to deal with isolation and loneliness, details are available on the County Council website.
- 9.2 County Councillor K. Perry reported that she is funding the re-marking of double yellow lines and white lines in Cheslyn Hay if Members could indicate any that need attention.
- 9.3 Members discussed issues with the road closures in Cheslyn Hay, the debris left on the roads from the quarry in Wolverhampton Road and the method to change speed limits on roads.

RESOLVED:-

That Members inform the Clerk of any double yellow and white lines that require re-marking in Cheslyn Hay.

10. 12/10/57 DISTRICT COUNCILLORS REPORT

- 10.1 District Councillor J. D. Lockley reported that the enforcement issue in Oakridge Drive has now been completed and housing plans for Mitre Road and Eagle Close and Pinfold Lane, which he will need to call-in if necessary. He will also call-in the planning application for the Elwell's site should it be down for approval by South Staffordshire Council, Councillor T. M. Boyle has already called this in. A discussion was held regarding the dangerous diversion route around Westbourne Avenue and Sutherland Road as the buses are struggling to pass.
- 10.2 District Councillor S. Hollis reported that he is trying to resolve an issue with Street Lighting in Mitre Road, discussions around the Air Quality Defra Report and the unresolved issue of air quality monitoring in Cheslyn Hay. He also reported that refurbishment works are to be started on Cheslyn Hay Leisure Centre in March 2023.

11. 12/10/58 PLANNING

- 11.1 22/00309/COU – Amended plans and additional information for change of use from a garden centre/nursery to B8 storage uses including open storage at Elwell Nurseries, Wolverhampton Road, WS6 7HX.
- 11.2 22/00706/FUL – Amended plans for 2-storey side extension and single storey rear extension at 12 Hawks Close, WS6 7LE.
- 11.3 22/00876/FUL – 2-storey side extension at 29 Kestrel Way, WS6 7LB.
- 11.4 22/00879/FUL – Proposed single storey rear extension at 9 Mount Pleasant, WS6 7AG.

RESOLVED:-

That the Clerk inform South Staffordshire Council that there are no objections to planning applications 22/00706/FUL, 22/00876/FUL and 22/00879/FUL.

That Cheslyn Hay Parish Council object to planning application 22/00309/COU and that District Councillors representing Cheslyn Hay ‘call-in’ application 22/00309/COU, should it be approved by South Staffordshire Council.

12. 12/10/59 FINANCE

- 12.1 The completion of the external audit for year ended 31 March 2022 from Mazars had been distributed to Members prior to this meeting for perusal. There were no issues reported affecting the audit but a comment was made to hold separate meetings to discuss the Charity Accounts in future with separate minutes.
- 12.2 Financial Reports – The financial reports for June and July 2022 were discussed by the Clerk and the bank statements verified and signed by Councillors S. Hollis and A. Emery. The monthly budget reports were discussed, balances were checked and variances on the General Purposes, Amenities and Village Hall budgets were discussed in detail.
- 12.3 Payments – Payments proposed by Councillor P. L. Appleton, seconded by Councillor E. A. Davison with Councillor S. Hollis as third signatory.

RESOLVED:-

Proposed by Councillor E. A. Davison, seconded by Councillor B. Woolley, all in favour, that Cheslyn Hay Parish Council approve the Mazars external audit report for year ending 31st March 2022.

Proposed by Councillor S. Hollis, seconded by Councillor P. L. Appleton, all in favour, that the Financial Reports for June and July 2022 be agreed and accepted.

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

13. 12/10/60 – CLERKS REPORT

- 13.1 Governor Vacancy - The Clerk reported that a Governor Vacancy has arisen at Cheslyn Hay Academy, any interested Members to contact the Clerk for further information.
- 13.2 Cheslyn Hay Recreation Ground – The Clerk reported that complaints had been received during the Summer recess where dog walkers (up to 20) were meeting to exercise their dogs, off leads, on the recreation grounds and this was causing an issue with the grass cutting equipment as the dogs could not be seen running towards the vehicles.
- 13.3 Warm Havens – The Clerk reported that Staffordshire County Councils are providing 'warm havens' for Members of the public during the cost of living crisis. A discussion was held as to what the Parish Council could provide or facilitate.
- 13.4 Section 106 Update – The Clerk reported that the Chairman and the Clerk met with the Section 106 officer at Codsall on the 7th September 2022 to discuss section 106 funds and to confirm that Cheslyn Hay Parish Council would like to be involved with the section 106 funding for the next stage of development at Saredon Road.
- 13.5 Tree Work Requests – The Clerk reported that there has been an issue with an apple tree on Cheslyn Hay recreation ground and a member of the public in Fennel Close. Youths have been throwing the apples from the tree at windows and causing trauma to the residents, a quotation has been received for the removal of the tree and the remainder of the copse work on the recreation ground.

Following the tree removal at the hammer head at the top of Tudor Close, residents now would like the concrete fence repairing with the gravel board and posts replacing and the removal of the tree stump which they are alleging is a health and safety risk. A discussion took place regarding any action to be taken.

13.6 Christmas Carol Arrangements – The Clerk enquired if a Christmas Tree was to be ordered this year as works on Station Street/New Horse Road are not scheduled to be concluded until the 9th December 2022.

13.7 Authorised Signatories/Charity Accounts – The Clerk reported that the she and the Chair had visited the bank in relation to authorised signatories and four Members are currently missing with six to be removed, manual forms should be arriving in the post to action these requests.

Charity Accounts need three signatories to close the accounts and three Members were identified at the branch to carry out this closure.

13.8 Meeting Updates :-

- Football Liaison Committee Meeting – 20th July 2022 – Colliers FC and AFC Essington have been signed as senior teams this season with Hawkins Eagles under 14's as the junior team. Senior teams are sharing a pitch under the Stafford and District League. Maintenance work has been carried out on the pavilion during the Summer recess and flushing out of the water system.
- Play Equipment Funding – 22nd July 2022 – The Clerk, Councillor T. M. Boyle and Councillor S. Hollis met with the funding manager from Asda Cannock on the 22nd July 2022 to discuss funding for new play equipment. She advised the most appropriate funding would be from the 'Spaces and Places' Grant and would contact us again when the application stage opened. Maggie Quinn, who deals with the CCTV for South Staffordshire Council, has agreed to come on a site visit to the recreation ground.
- The Royal British Legion – 12th September 2022 – John Downing has now replaced Malcolm Elsmore who has retired. The parade will meet at the Village Hall at 10.15 am on Sunday 13th November 2022, leaving at 10.30 am. Discussions were held regarding the sound system and ensuring that the timings were correct for 11.00 am.
- Campions Wood Quarry Liaison Meeting – The next meeting has been scheduled for Wednesday 2nd November 2022 at 3.00 pm at the Village Hall, two representatives from the Parish Council to attend.

13.9 Hanging Basket Stanchions – The Clerk reported that two new Hanging Basket Stanchions have been funded by the 'High Street' fund at South Staffordshire Council. Members need to decide where they are to be sited taking into consideration that the tractor needs to be able to park up for watering without causing any traffic backlogs.

13.10 Finance and Policies Committee – The Clerk reported that the next meeting of the Finance and Policies Committee will take place on Wednesday 19th October 2022.

RESOLVED:-

That the Clerk arrange for the 'no dogs off leads' notices to be replaced in Cheslyn Hay recreation ground to include a 'dogs are at risk' warning and investigate the public space protection order with Maggie Quinn of South Staffordshire Council.

That the Clerk inform Staffordshire County Council Library services that Cheslyn Hay Parish Council will provide the room and tea and coffee facilities should they wish to create a 'warm haven' extended facility at the library in the Village Hall.

Proposed by Councillor B. Woolley, seconded by Councillor I. E. Emery, all in favour, that the Clerk write to South Staffordshire Council to ask how and where the section 106 funds have been spent in relation to the housing development at Saredon Road and, if no response received in the specified time, to refer to the Ombudsman.

Proposed by Councillor J. C. Davison, seconded by Councillor I. E. Emery, all in favour, that the quotation for the tree copse work on the recreation ground is approved.

That the Chairman and the Clerk visit the apple tree in relation to ascertain if pollarding could take place instead of removal.

That the Clerk inform residents of Tudor Close that no further works will be carried out at the hammer head as the land does not belong to Cheslyn Hay Parish Council and is currently unlisted at Land Registry. A referral will be made to Staffordshire County Council for action if necessary.

That, due to the road closures on Station Street and Chapel Square, the Clerk arranges for the Carol Concert to be held at the Village Hall for this year only and arrange for festoon lighting in the trees at Chapel Square, in addition to the normal festive lighting, in replacement of the Christmas tree.

That the Clerk investigate an electronic system for authorised signatories with Staffordshire Parish Council's Association and report back to the next Finance and Policies Committee meeting.

Councillor P. L. Appleton and Councillor I. E. Emery volunteered to represent the Parish Council at the Champions Wood Quarry Liaison meeting on Wednesday 2nd November 2022 at 3.00 pm.

14. 12/10/61 – CORRESPONDENCE

- 14.1 South Staffordshire Council regarding the use of covert cameras by the public, the Council appreciate footage sent in but this could be problematic in terms of data protection – **noted**.
- 14.2 South Staffordshire Council – ‘Be a Councillor’ session at Codsall on Monday 17th October 2022, 6.00 – 8.00 pm – **noted**.
- 14.3 South Staffordshire Council – Parish Summit focusing on financial resilience at Codsall on Thursday 20th October 2022 – **noted**.
- 14.4 South Staffordshire Council – Locality Forum for Locality 3 on Thursday 24th November 2022 at 6.00 pm – **noted**.
- 14.5 South Staffordshire Council - Public Space Protection Order proposal for Sutherland Road open space to deter anti-social behaviour on the skate park and youth shelter and the Co-op – **noted**.
- 14.6 South Staffordshire Council - Consultation period for Housing and Homeless Strategy closes on the 26th October 2022 – **noted**.
- 14.7 South Staffordshire Council – South Staffordshire Review Autumn 2022 – **noted**.
- 14.8 Simon Birkedale, Youth Programme Director, has started a youth club at Glenthorne School and is asking Cheslyn Hay and Great Wyrley Parish Council's for a contribution.
- 14.9 South Staffordshire Council – Warning of avian flu in Staffordshire, do not feed the birds – **noted**.
- 14.10 Letter from Rt. Hon. Sir Gavin Williamson CBE MP – promoting Forest of Mercia initiative to plant trees on public and private land – **noted**.

RESOLVED:-

Proposed by Councillor I. E. Emery, seconded by Councillor A. Woolley, all in favour, that the Clerk send a donation to the Youth Programme Director for the youth club at Glenthorne School.

15. 12/10/62 – TABLED ITEMS

15.1 No tabled items, sent via email.

RESOLVED:-

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

16. 12/10/63 – CHAIRMAN’S ANNOUNCEMENTS

16.1 Councillor T. M. Boyle discussed the Planning Appeal held at South Staffordshire Council on the 13th September 2022 in relation to the Sawmill at Saredon Road. Councillor Boyle and the Clerk attended on behalf of the Parish Council. An agreement was reached whereby the sawmill will close in December 2024, Councillor Boyle had asked for conditions to be put in place regarding opening hours and the access entrance to the site, the Inspectorate’s decision will take approximately two months.

17. 12/10/64 – SECTION 17 STATEMENT

17.1 Items 3.1, 4.3, 10.1, 14.2,12.1 and 12.5.

18. 12/10/65 CONFIDENTIAL

18.1 A legal issue, a recruitment issue and an enforcement issue were discussed.

Meeting closed at 10.00 pm.