



## **CHESLYN HAY PARISH COUNCIL**

**Minutes of the  
ANNUAL PARISH COUNCIL MEETING  
held on Wednesday 10<sup>th</sup> May 2023  
at the Village Hall, Pinfold Lane, Cheslyn Hay at 7.00 pm**

**THE DECLARATION OF ACCEPTANCE OF OFFICE FOR ALL PARISH COUNCILLORS WERE SIGNED BEFORE THE START OF THIS MEETING.**

**1. 10/05/01 ELECTION OF CHAIRMAN**

- 1.1 The outgoing Chairman, Councillor T. M. Boyle, opened the meeting as he had stood down at this election.
- 1.2 Proposed by Councillor I. E. Emery, seconded by Councillor B. Woolley, all in favour, that Councillor S. Hollis be elected as Chairman for municipal year 2023/24.

**RESOLVED:-**

**That Councillor S. Hollis be elected as Chairman of Cheslyn Hay Parish Council for municipal year 2023/24, the declaration of acceptance of office was duly signed by Councillor S. Hollis and the Clerk.**

**Councillor S. Hollis proposed a vote of thanks to Councillor T. M. Boyle, the outgoing Chair, who left the meeting room.**

**2. 10/05/02 MEMBERS PRESENT**

- 2.1 Councillors : Councillor T. M. Boyle (Chair agenda item 1)  
Councillor S. Hollis (Chair agenda items 2-17)  
Councillors P. L. Appleton , A. W. Emery, I. E. Emery, J. D. Lockley,  
C. Wilkinson, P. Wilkinson, A. Woolley, B. Woolley  
County/District Councillor B. Williams  
Melanie Brown – Parish Clerk

**3. 10/05/03 TO ACCEPT APOLOGIES FOR ABSENCE**

- 3.1 Apologies for absence received from Councillor L. J. Emery.

**4. 10/05/04 ELECTION OF VICE CHAIRMAN**

- 4.1 Proposed by Councillor C. Wilkinson, seconded by Councillor P. L. Appleton, all in favour, that Councillor P. Wilkinson be elected as Vice Chairman.

**RESOLVED:-**

**That Councillor P. Wilkinson be elected as Vice Chairman of Cheslyn Hay Parish Council for municipal year 2023/24.**

**5. 10/05/05 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 S. Hollis (Chair), P. Wilkinson, P. L. Appleton, A. W. Emery, I. E. Emery, L. J. Emery and A. Woolley.
- 5.3 Football Liaison Committee – Councillors P. Wilkinson (Chair), Councillor S. Hollis, Councillor P. L. Appleton, Councillor J. D. Lockley, Councillor A. Woolley and B. Woolley.
- 5.4 Cheslyn Hay Community Allotments Liaison Committee – Councillors S. Hollis (Chair), P. Wilkinson, J. D. Lockley and B. Woolley.
- 5.5 Library Liaison Committee – Councillors S. Hollis (Chair), P. Wilkinson and C. Wilkinson.
- 5.6 Human Resources Committee – Councillors P. Wilkinson (Chair), P. L. Appleton, A. W. Emery, J. D. Lockley, C. Wilkinson and B. Woolley.  
(Please note remainder of Members will sit on the Appeals Committee, if necessary, chaired by Councillor S. Hollis).
- 5.7 Communications and Emergency Planning – Councillors S. Hollis (Chair), A. W. Emery, I. E. Emery, C. Wilkinson, P. Wilkinson and A. Woolley.
- 5.8 Campions Wood Quarry Liaison Committee – Councillors P. L. Appleton, I. E. Emery, S. Hollis and J. D. Lockley (chaired by County Council).
- 5.9 Tractor and Equipment Committee – Councillors S. Hollis (Chair), A. W. Emery, J. D. Lockley, P. Wilkinson and B. Woolley.
- 5.10 Recreation Ground Committee – Councillors S. Hollis (Chair), A. W. Emery, I. E. Emery, L. J. Emery, P. Wilkinson, A. Woolley and B. Woolley.

**6. 10/05/06 TO RECORD DECLARATIONS OF INTEREST FROM MEMBERS ON ANY ITEM TO BE DISCUSSED**

- 6.1 No declarations of interest recorded.

**7. 10/05/07 TO APPROVE AND SIGN THE MINUTES OF THE LAST PARISH COUNCIL MEETING – 5<sup>TH</sup> APRIL 2023**

7.1 That the minutes of the Parish Council meeting held on Wednesday 5<sup>th</sup> April 2023 be recorded as a true and accurate record.

**RESOLVED:-**

**Proposed by Councillor B. Woolley, seconded by Councillor P. L. Appleton, all in favour, that the minutes of the Parish Council meeting held on Wednesday 5<sup>th</sup> April 2023 be recorded as a true and accurate record.**

**8. 10/05/08 COUNTY COUNCILLORS REPORT**

8.1 County Councillor B. Williams reported that he was grateful for the continued support from the Parish Council in his new election term and discussed the following issues:-

- County Council Highways have now completed their winter programme and have started their summer programme, road treatments will be as planned;
- Councillor T. M. Boyle has contacted B. Williams regarding renovating the totem pole on the recreation ground which was provided by Staffordshire County Council and the Forest of Mercia when Councillor Boyle was the County Councillor;
- Members Community Fund will be starting this year based on protecting the environment.

8.2 Councillor A. Woolley requested information regarding the surface treatment on the footpaths on the Charters estate as she alleged it was sticking to your feet when walking on it. She requested information as to the costings of this treatment compared to a proper footpath repair and resurfacing. A discussion was held regarding the Parish Council drawing up a list of footpath repairs for County Councillor Williams to discuss with Highways, he reported that the finances are not available and only repairs to the worst footpaths will be carried out across Staffordshire.

8.3 Councillor J. D. Lockley requested the footpath repairs be carried out at Sutherland Road and Westbourne Avenue, which were damaged when the roads were diverted several months ago. The cones and barriers have now become a health and safety risk as they have all fallen over and it is difficult to navigate around them for pushchairs and mobility scooters.

8.4 Councillor Hollis reported that Highways had been out to repair a pothole in Coppice Lane but left the pothole adjacent to the drain cover which is now rattling and needs to be repaired again. A discussion was held regarding the contractor for this service.

**RESOLVED:-**

**That County Councillor B. Williams report back at the next meeting regarding a timescale for the footpath repairs at Sutherland Road and Westbourne Avenue and investigate if costings are available for the footpath resurfacing on the Charters estate.**

**9. 10/05/09 DISTRICT COUNCILLORS REPORT**

- 9.1 District Councillor B. Williams had nothing to report due to the elections.
- 9.2 Councillor P. L. Appleton requested Councillor Williams to take a look at Sutherland Road open space as it has been neglected, he alleges that trees are unsafe, benches need changing and you are unable to walk around the pool areas.

**RESOLVED:-**

**That Councillor B. Williams investigates the complaints regarding Sutherland Road open space.**

**10. 10/05/10 PLANNING**

- 10.1 23/00157/TTREE – TPO no. 12/1975 Crown reduce branches overhanging unit 1 and 2 (Field Fayre) from trees on Landywood Lane boundary by up to 20% at Field Fayre Products Ltd., 1-2 Landywood Lane, Cheslyn Hay, WS6 7AL.

**RESOLVED:-**

**That the Clerk inform South Staffordshire Council that the Parish Council do not have any objections to the works as long as it is inspected afterwards by the Arboriculturist at South Staffordshire Council for compliance.**

**11. 10/05/11 FINANCIAL REPORTS**

- 11.1 Financial Reports – The financial reports for March 2023 were discussed by the Clerk and the bank statements verified and signed by Councillors C. Wilkinson and P. L. Appleton. The monthly budget report was discussed, balances were checked and variances on the General Purposes, Amenities and Village Hall budgets were discussed in detail.
- 11.2 Payments – Payments proposed by Councillor P. L. Appleton, seconded by Councillor C. Wilkinson with Councillor P. Wilkinson as third signatory.
- 11.3 Authorised signatories – The Clerk now has an email version of the authorised signatories form so they can be tracked. Copies were given to Councillors I. E. Emery, J. D. Lockley and A. Woolley to return at the next meeting.

**RESOLVED:**

**Proposed by Councillor P. L. Appleton, seconded by Councillor A. Woolley, all in favour, that the Financial Reports for March 2023 be agreed and accepted.**

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

**That Councillors I. E. Emery, J. D. Lockley and A. Woolley return their authorised signatories form at the next meeting to be authorised by Full Council.**

**12. 10/05/12 CO-OPTION VACANCIES**

12.1 The Clerk reported that five vacancies were available for co-option, two in the Littlewood Ward, one in the Pinfold Ward and two in the South Ward.

**RESOLVED:-**

**Proposed by Councillor C. Wilkinson, seconded by I. E. Emery, all in favour, that the Clerk advertise the co-option vacancies with immediate effect with a closing date of the 2<sup>nd</sup> June 2023.**

**13. 10/05/13 FINANCE AND POLICIES COMMITTEE RECOMMENDATIONS - 29.03.23**

13.1 The minutes of the Finance and Policies Committee held on the 29<sup>th</sup> March 2023 had been disseminated with the agenda to give Members the opportunity to peruse the minutes before the meeting. The following agenda items were discussed in detail:-

- 25 year lease for the Scout Hut in Rosemary Road;
- Internal Controls Policy;
- Interim Internal Audit for 2022/23;
- Revision of all policies and procedures including Standing Orders and Financial Regulations, Inventory and Asset Register, Health and Safety and risk assessments and Direct Debits (as detailed on the minutes) were signed off by the Chairman and Vice Chairman and available for all Members to view.

**RESOLVED:-**

**That the Clerk arrange for a meeting with the Scout Leaders to discuss the 25 year lease.**

**That the Clerk take all the necessary actions listed on the interim internal audit for 2022/23.**

**That no changes be made to Standing Orders and Financial Regulations (with the exception of the new tendering limits when they are updated) and no changes to the direct debit mandates and cheque payments for the current financial year.**

**14. 10/05/14 – CLERKS REPORT**

- 14.1 Police Report – The Clerk read the Police Report from the 5<sup>th</sup> April to 8<sup>th</sup> May 2023 detailing the anti-social behaviour and vehicle crime in Cheslyn Hay. Councillor P. L. Appleton requested that the Police are informed of gas bottles on both the rear of the Talbot Public House car park and near the school crossing on the Wolverhampton Road for the ‘You Said – We Did’ report.
- 14.2 Annual check of Register of Disclosable Pecuniary Interests – The Clerk distributed new forms which need to be returned to the Clerk within the next 28 days or at the next Parish Council meeting.
- 14.3 Return of Election Expenses – The Clerk reported that any election expenses need to be returned to the elections office at Codsall no later than the 9<sup>th</sup> June 2023.

- 14.4 Recreation Ground Dog Issues – The Clerk reported that a resident of Cheslyn Hay and her dog were attacked a few weeks ago and all ‘dogs on leads’ signs have now been re-instated on every entrance and exit point. Complaints have also been received of a similar nature for Sutherland Road open space. A discussion was held regarding a Public Space Protection Order and the resident has provided a ‘respect other dogs’ sign to also be displayed in the vicinity.
- 14.5 Hanging Basket Stanchions – The Clerk reported that the Doctors Surgery on High Street have given permission for the Hanging Basket to be sited on their grass as Highways have stated that it cannot be a visual impairment to drivers. The Clerk discussed the installation costs.
- 14.6 Request from resident for a Memorial – A resident has requested a memorial bench on the Village Hall site in Pinfold Lane.
- 14.7 Request for Saturday football team – The Clerk reported that a request has been received for a ladies team to play on a Saturday morning and a discussion ensued.
- 14.8 Cyber Security Training – The Clerk reported that Councillor Andrea Woolley and the Clerk would be taking part in the Cyber Security training organised by South Staffordshire Council, if any other Member would like to take part this will take place on the 25<sup>th</sup> May at 2.00 pm.
- 14.9 Photocopier – the Clerk reported that Ricoh are no longer accepting cheque payments and are moving to a Direct Debit system.

**RESOLVED:-**

**That Members return their Disclosable Pecuniary Interests forms before or at the next Parish Council meeting.**

**That the Clerk pursue the Public Space Protection Order with South Staffordshire Council for Cheslyn Hay recreation ground.**

**That the Clerk organise the installation of the Hanging Basket stanchions (one replacement outside Cheslyn Hay Working Mens Club and one outside the doctors on High Street).**

**That the Clerk inform the resident that a memorial bench at Cheslyn Hay Village Hall is not suitable but it can be sited at the recreation ground on Low Street or in Chapel Square Memorial Garden once completed.**

**That the Clerk defer the request for a Saturday ladies football team to the Football Liaison Committee.**

**That the Clerk arrange for the Ricoh photocopier to be paid by Direct Debit.**

**15. 10/05/15 – CORRESPONDENCE**

- 15.1 Request from a resident to repair the totem pole on Cheslyn Hay recreation ground. Councillor T. M. Boyle had this installed when he was County Councillor so the request has been referred to Councillors B. Williams and K. Perry – **noted**.
- 15.2 Residents from Zion Close have alleged they are being discriminated against due the lack of access for wheelchairs and mobility scooters since the closure of the access to High Street. This has been referred to the new District Councillors – **noted**.
- 15.3 Issues reported from residents regarding Campians Wood quarry which have been referred to Councillors B. Williams and K. Perry – **noted**.
- 15.4 Response from South Staffordshire Council pollution control reporting that the air tube on Station Street has been monitored and is comfortably below the objective level. Councillor Hollis reported that he had recently spoken to Councillor Heseltine at South Staffordshire Council regarding a permanent monitor for Cheslyn Hay – **noted**.

**16. 10/05/16 – TABLED ITEMS**

- 16.1 No tabled items, sent via email.

**RESOLVED:-**

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

**17. 10/05/16 – CHAIRMAN’S ANNOUNCEMENTS**

- 17.1 Councillor Hollis thanked Members for voting him as Chairman this year and thanked Councillor T. M. Boyle for his service to the Parish Council.

**18. 10/05/17 – SECTION 17 STATEMENT**

- 18.1 Items 14.1 and 14.4.

**19. 10/05/18 CONFIDENTIAL**

- 19.1 A legal issue was discussed.

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