



CHESLYN HAY PARISH COUNCIL

**Minutes of the
PARISH COUNCIL MEETING
held on Wednesday 14th June 2023
at the Village Hall, Pinfold Lane, Cheslyn Hay at 7.00 pm**

1. 14/06/19 PUBLIC PARTICIPATION

1.1 Two members of the public were in attendance to observe only.

2. 14/06/20 MEMBERS PRESENT

2.1 Councillors : Councillor S. Hollis (Chair)
Councillors P. L. Appleton , A. W. Emery, I. E. Emery, L. J. Emery,
J. D. Lockley, C. Wilkinson, P. Wilkinson and A. Woolley
County/District Councillor B. Williams
Melanie Brown – Parish Clerk

3. 14/06/21 TO ACCEPT APOLOGIES FOR ABSENCE

3.1 Apologies for absence received from Councillor B. Woolley, District Councillors R. and S. Duncan and County Councillor K. Perry.

4. 14/06/22 TO RECORD DECLARATIONS OF INTEREST FROM MEMBERS ON ANY ITEM TO BE DISCUSSED

4.1 No declarations of interest recorded.

5. 14/06/23 TO APPROVE AND SIGN THE MINUTES OF THE LAST PARISH COUNCIL MEETING – 10TH MAY 2023

5.1 That the minutes of the Annual Parish Council meeting held on Wednesday 10th May 2023 be recorded as a true and accurate record.

5.2 That the minutes of the Annual Parish Meeting held on Wednesday 10th May 2023 be recorded as a true and accurate record.

RESOLVED:-

Proposed by Councillor P. L. Appleton, seconded by Councillor P. Wilkinson, all in favour, that the minutes of the Annual Parish Council Meeting held on Wednesday 10th May 2023 be recorded as a true and accurate record.

Proposed by Councillor I. E. Emery, seconded by Councillor P. Wilkinson, all in favour, that the minutes of the Annual Parish Meeting held on Wednesday 10th May 2023 be recorded as a true and accurate record.

Chairman's Signature :

6. 14/06/24 COUNTY COUNCILLORS REPORT

- 6.1 County Councillor B. Williams reported that an additional thirty million pounds will be invested by the Government into Highways resulting in an additional two million pound investment for priority potholes for Staffordshire. He reported that this would be spent on junction improvements, surface dressings and preventative surface treatments. He suggested reporting any issues on either the County or District app systems. Councillor L. Emery reported that she was having issues reporting the pelican crossing on Saredon Road on the reporting system.
- 6.2 County Councillor B. Williams reported that the Iron Man event had been a great success for Staffordshire with the turn-out higher than ever.
- 6.3 County Councillor B. Williams reported that there are still issues on the A460 and there are a further six weeks of disruption.
- 6.4 Members discussed the following issues:-
- The Housing Developer at Landywood Lane using traffic management on the highway;
 - Potholes on the M6 motorway island which need urgent repair;
 - Mobility scooters are having difficulty navigating around Sutherland Road whilst the work is taking place by Severn Trent;
 - Pavements and the highway outside the quarry on Wolverhampton Road is still an issue;
 - Cheslyn Hay footpaths need urgent repair work;
 - Enquiry why there is temporary fencing around the reservoir on Coppice Lane?
 - Enquiry if a better contract can be negotiated with Amey with regard to the repair of potholes?
- 6.5 The Clerk reported the following feedback from Councillor K. Perry :-
- The Head Teacher from Cheslyn Hay High School would like to work more closely with Cheslyn Hay Parish Council and Councillor Perry will be attending a meeting with him in the near future;
 - Councillor Perry has been liaising with residents in Landywood Green and Berwyn Grove to find a resolution to their issues with the grounds work carried out by Severn Trent Water;
 - Councillor Perry has contacted Highways regarding the poor repair of some potholes in the Cheslyn Hay.

RESOLVED:-

That County Councillor B. Williams investigate issues at item 6.4.

7. 14/06/25 DISTRICT COUNCILLORS REPORT

- 7.1 District Councillor B. Williams reported that all new Councillors are undergoing training to ensure that they are familiar with the workings of the District Council.
- 7.2 District Councillor B. Williams reported that it was time to pay for the green bin service and stated that the price has not increased in two years, Members asked for clarification as to whether the scheme will ever be withdrawn or replaced.

RESOLVED:-

That Councillor B. Williams investigates the issue at item 7.2.

8. 14/06/26 PLANNING

- 8.1 Hearing Notification 22/00222/TRAVH – Land lying to the southwest of Saredon Road, Hospital Lane, hearing has been postponed until further notice.
- 8.2 Appeal Notification 22/00363/FUL – ‘Sycamore’, Coppice Close, WS6 7EZ, 1-bed and study and half-storey dwelling, new build residential.
- 8.3 23/00364/TTREE – T7, T8 and T9 (Oak) x 3 crown reduction on property side and crown lift and crown reduction of neighbouring property, encroachment back to boundary line at ‘The Oaks’, Coppice Close, WS6 7EZ.
- 8.4 23/00389/FUL – Proposed extension to form a kitchen area at Hawkins Colliery Sports Club and Sports Ground, Coppice Lane, WS6 7EY.
- 8.5 23/00445/FULHH – First floor extension at 35 Low Street, Cheslyn Hay, WS6 7DS.
- 8.6 23/00447/FULHH – Demolish existing conservatory, replace with new single storey rear and side extension to improve ground floor accommodation at 6 Littlewood Road, WS6 7EU.
- 8.7 23/00471/FULHH – Two-storey rear/side extension at 2 Short Lane, WS6 7DE.

RESOLVED:-

That the Clerk inform South Staffordshire Council that :-

- **22/00363/FUL** – The Parish Council have no further comments before the appeal notification.
- **23/00364/TTREE** - The Parish Council do not have any objections to the tree work as long as it is completed by a professional tree surgeon and inspected afterwards by the Arboriculturist at South Staffordshire Council for compliance.
- **23/00389/FUL, 23/00445/FULHH, 23/00447/FULHH, 23/00471/FULHH** – The Parish Council do not have any objections as long as there are no issues with neighbouring properties.

9. 14/06/27 FINANCIAL REPORTS

- 9.1 Internal Audit Report 2022/23 – This report had been disseminated prior to the meeting to ensure Members had time to digest the findings. The Internal Auditor has found no material errors, omissions or irregularities in the financial records and has no significant concerns about the internal control procedures.
- 9.2 Annual Governance and Accountability Return 2022/23 – This return had been disseminated prior to the meeting to ensure Members had time to digest the return. The Clerk discussed the return page by page.
- 9.3 Authorised signatories – The authorisation of authorised signatories has been deferred until the next meeting.
- 9.4 Financial Reports – The financial reports for April 2023 were discussed by the Clerk and the bank statements verified and signed by Councillors C. Wilkinson and A. Woolley. The monthly budget report was discussed, balances were checked and variances on the General Purposes, Amenities and Village Hall budgets were discussed in detail.
- 9.5 Payments – Payments proposed by Councillor C. Wilkinson, seconded by Councillor L. J. Emery with Councillor P. L. Appleton as third signatory.

RESOLVED:

Proposed by Councillor I. E. Emery, seconded by Councillor C. Wilkinson, all in favour, that Cheslyn Hay Parish Council accept the findings of the Internal Audit report dated 30th May 2023 and the Annual Governance and Accountability Return for 2022/23 be signed by the Chair and the Responsible Financial Officer (The Clerk).

Chairman's Signature :

Proposed by Councillor A. Woolley, seconded by Councillor C. Wilkinson, all in favour, that the Financial Reports for April 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.

10. 14/06/28 CO-OPTION VACANCIES

- 10.1 The Clerk reported that one application has been received for the Littlewood Ward and distributed the written application to all Members present, a discussion then took place regarding the application.
- 10.2 The Clerk reported that the remainder of the vacancies will now be advertised without a closing date, to be filled on application.

RESOLVED:-

Proposed by Councillor P. Wilkinson, seconded by Councillor C. Wilkinson, all in favour (three abstentions), that John Rochelle be co-opted to the Littlewood Ward of Cheslyn Hay Parish Council.

11. 14/06/29 MEETING UPDATES

- 11.1 Highways meeting with Mark Keeling 17.05.23 – Councillor S. Hollis reported that the traffic issues, back-logged to Low Street at busy times with cars mounting the pavement to get through were discussed. Discussed the implementation of double-yellow lines but residents would need to be consulted, discussed alternatives for making the road wider to enable two cars to pass, this will now be discussed with the County Councillors concerned. The advisory disabled bay recommended by the Parish Council is unable to be completed as there is no dropped kerb.
- 11.2 Meeting with Scout Leaders 25.05.23 – The new 25 year lease for the Scout Hut at Rosemary Road was discussed and the sub-letting arrangement between the scouts and the playgroup (which does not form part of the Parish Council lease). A defibrillator for the Allotments site was also discussed.
- 11.3 South Staffordshire Council Cyber Security Parish Pilot Project 25.05.23 – Councillor A. Woolley reported that she and the Clerk had completed the first session with other members of the pilot project, the objective is to understand the context of cyber risk and resilience and how to manage it. Six online courses are now available for Councillor Woolley and the Clerk to complete. A discussion was held regarding the complexity and the technical aspects to the course.
- 11.4 Football Liaison Committee 07.06.23 – Councillor P. Wilkinson reported that the income and expenditure had been discussed for the next season as repairs need to be completed at the football pavilion for next season and the standing charges for the heating contract have increased since last year. Discussions were held regarding the appointment of a football pavilion attendant for next season.
- 11.5 Recreation Ground Committee 07.06.23 – This item was moved to confidential.
- 11.6 South Staffordshire Council Parish Summit – 08.06.23 – Councillors S. Hollis and J. D. Lockley reported that they had attended the Code of Conduct session, the Local Plan session and Homes Plus which is offering employment and money advice to all (not just Homes Plus customers). Councillor J. D. Lockley reminded Members that there is a Fayre at Shareshill on Saturday 17th June 2023.

11.7 South Staffordshire Council Standards and Resources Committee 08.06.23 – Councillor L. J. Emery reported that she attended this introductory meeting which is responsible for upholding standards and will update when further meetings are arranged.

RESOLVED:-

Proposed by Councillor P. Wilkinson, seconded by Councillor L. J. Emery, all in favour, that the scout hut lease is renewed for a period of 25 years, with break clauses at 10 and 20 years, and that the Scouts provide a copy of their lease with the playgroup which will be reviewed on an annual basis.

That the Clerk add the defibrillator request for the allotments site to the section 137 Grant Fund requests.

That Councillor L. J. Emery send the details of the security solutions company to the Clerk to discuss risks. Proposed by Councillor P. Wilkinson, seconded by Councillor L. J. Emery, all in favour, that the Clerk purchases a new lap top computer.

That Councillor Hollis ascertains the extent of the repairs at the football pavilion with a timetable for completion and the girl's teams applications are discussed at the next Football Liaison Committee meeting scheduled for July 2023.

That the football pitch hire fees are increased by 5% this year, in line with the precept increase.

That the Clerk invite Homes Plus to a Parish Council meeting to discuss their employment and money advice service.

12. 14/06/30 – CLERKS REPORT

12.1 Police Report – The Clerk reported that PCSO Matthew Tromans is leaving on the 17th June 2023 for pastures new. The Clerk will inform Members of the details of his replacement when available. The Clerk reported on the statistics for burglary, vehicle crime, anti-social behaviour and policing operations between the 9th May and the 14th June 2023. Councillor Appleton reported gas bottles in Moons Lane as part of the 'you said we did' agenda.

12.2 Community Speed Watch – The Clerk reported that PCSO Karen Terry and Maggie Quinn have enquired if the Parish Council are willing to take part in a Community Speed Watch initiative in the village, Staffordshire Police will provide the training.

12.3 Annual check of Register of Disclosable Pecuniary Interests – The Clerk asked Members who had not returned their forms to do so as soon as possible.

12.4 Severn Trent Water Site Visit – The Clerk reported that dates for the final visit are the 13th, 14th, 20th and 21st July at 10.00 am. Severn Trent have also agreed to fund a noticeboard for Glenthorne Shops as part of the pay-back to the community fund.

12.5 Member Ward Walks (South Staffordshire Council) – The Clerk reported that a ward walk will be arranged with South Staffordshire Council in August for District Councillors to attend highlighting key issues and challenges for the ward, how the District Council help and assist and what the Parish Council are proud of and would like showcase, together with any ideas for improvement. Councillor L. J. Emery volunteered to attend on behalf of the Parish Council.

RESOLVED:-

That the Clerk inform PCSO Karen Terry and Maggie Quinn that Parish Council Members do not consider it appropriate to carry out the speed watch initiative due to the aggressive nature of some drivers and the fear of assault or reprisals when living in the same village. They consider it more appropriate to use non-confrontational methods such as speed indication devices and cameras which automatically issue fines and mobile enforcement cars.

That the Clerk arrange the site visit for Severn Trent for Thursday 20th July 2023 at 10.00 am, the visit should last no longer than one hour.

That Members inform the Clerk of key issues for the ward in order to prepare for the South Staffordshire Council ward walk in August 2023.

13. 14/06/31 – CORRESPONDENCE

- 13.1 The Clerk reported that a bollard around the war memorial has been knocked down and 'Kebab King' have provided the registration of the truck – **noted.**
- 13.2 The Clerk reported that the District Valuers Office can no longer offer a valuation service to Parish Councils and have sent a list of recommended suppliers – **noted.**
- 13.3 Two volunteers are required to attend the Locality 3 Safety Forum which the police attend.
- 13.4 Cheslyn Hay Community Choir are funding research to make a bid for schemes that will support crime reduction initiatives in the village and provide regular youth provision – **noted.**
- 13.5 Request for funding from St. Giles Hospice.
- 13.6 Thank you card from resident who is 103 years old – **noted.**
- 13.7 Anonymous complaint regarding cutting the copses on Cheslyn Hay recreation ground – **noted.**

RESOLVED:-

That Councillors S. Hollis and J. D. Lockley attend the Locality 3 Safety Forum.

That the Clerk forward the request for funding for St. Giles Hospice to the Section 137 Grant Fund requests.

14. 14/06/32 – TABLED ITEMS

- 14.1 The Clerk reported that the notice for the new District Councillors surgeries were on the table and she would email them after the meeting.

RESOLVED:-

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

15. 14/06/33 – CHAIRMAN’S ANNOUNCEMENTS

15.1 No Chairman’s announcements.

16. 14/06/34 – SECTION 17 STATEMENT

16.1 Item 12.1.

17. 14/06/35 CONFIDENTIAL

17.1 Deferred until next meeting.

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