



# **CHESLYN HAY PARISH COUNCIL**

**Minutes of the  
PARISH COUNCIL MEETING  
held on Wednesday 12<sup>th</sup> July 2023  
at the Village Hall, Pinfold Lane, Cheslyn Hay at 7.00 pm**

**1. 12/07/36 PUBLIC PARTICIPATION**

1.1 No members of the public in attendance.

**2. 12/07/37 POLICE REPORT**

2.1 The Clerk read the Police report dated 14<sup>th</sup> June to the 10<sup>th</sup> July 2023 recording the statistics for burglary, vehicle crime and anti-social behaviour in Cheslyn Hay. PCSO's arrived at 8.30 pm and discussed an issue with a male causing issues at the pools off Coppice Lane. Members raised the issue of vehicle crime in the area and an obstructive vehicles parking on Littlewood Lane and Bridge Avenue. PCSO Terry reported that the issue on Littlewood Lane had been reported but no action will be taken.

2.2 PCSO Rhys Rockley colour number 16763 has now been allocated to the Cheslyn Hay team with PCSO Karen Terry.

**3. 12/07/38 MEMBERS PRESENT**

3.1 Councillors : Councillor S. Hollis (Chair)  
Councillors A. W. Emery, I. E. Emery, L. J. Emery,  
J. D. Lockley, J. Rochelle, C. Wilkinson and P. Wilkinson.  
County Councillors K. Perry MBE and B. Williams  
District Councillors R. Duncan, S. Duncan and B. Williams  
Melanie Brown – Parish Clerk

**4. 12/07/39 TO ACCEPT APOLOGIES FOR ABSENCE**

4.1 Apologies for absence received from Councillors P. L. Appleton, A. Woolley and B. Woolley.

**5. 12/07/40 TO RECORD DECLARATIONS OF INTEREST FROM MEMBERS ON ANY ITEM TO BE DISCUSSED**

5.1 Declaration of interest received from Councillor L. J. Emery for agenda item 11.2 and Councillor S. Hollis and L. J. Emery for agenda item 11.5.

**6. 12/07/41 TO APPROVE AND SIGN THE MINUTES OF THE LAST PARISH COUNCIL MEETING – 14<sup>TH</sup> JUNE 2023**

6.1 That the minutes of the Parish Council meeting held on Wednesday 14<sup>th</sup> June 2023 be recorded as a true and accurate record.

**RESOLVED:-**

**Proposed by Councillor C. Wilkinson, seconded by Councillor A. W. Emery, all in favour, that the minutes of the Parish Council Meeting held on Wednesday 14<sup>th</sup> June 2023 be recorded as a true and accurate record.**

**7. 12/07/42 COUNTY COUNCILLORS REPORT**

7.1 County Councillor B. Williams reported on the following issues:-

- Work will still be carried out on the A460 for several weeks;
- Lining work around the War Memorial in Cheslyn Hay has been completed;
- John Henderson, the Chief Executive, has now left the County Council;
- The Climate Change Action Fund is now open for applications if Members could pass the details on the members of the public who may be interested;
- Bill Cash MP is retiring and Gavin Williamson MP may stand in this seat and not South Staffordshire, a discussion regarding parliamentary divisions ensued.

7.2 County Councillor K. Perry MBE reported on the following issues:-

- Discussions have been held with Cheslyn Hay History Society regarding the boundary will Great Wyrley on Landywood Lane;
- She has been assisting residents in Berwyn Grove with their issues with Severn and has requested that they resolve the dip in the footpath, extend the hedge or trees to screen the station, relay the grass in order for the children to be able to play instead of the wild flower area and generally re-instate the area to how it was before;
- In discussions with the Head Teacher at Cheslyn Hay High School to attend a Parish Council meeting to work more cohesively;
- A joint effort has been undertaken between Great Wyrley Parish Council and Cheslyn Hay Parish Council to resolve the issue with the boundary fence at Tudor Close, this is still ongoing;

7.3 Members discussed the following County Council issues:-

- Members reported that potholes were not being repaired to an adequate standard and are soon breaking up again and enquired why some pot holes are repaired when adjacent potholes are left untouched. County Councillors reported that this is being discussed across the County Council and Amy are being monitored by an in-house team.
- Discussions were held regarding the ongoing issues at Champions Wood Quarry and Members reported it is a statutory duty to keep the area clean and should be enforced accordingly.

**RESOLVED:-**

**That County Councillors speak to the Enforcement Officer at Staffordshire County Council regarding the issues at Champions Wood Quarry.**

## **8. 12/07/43 DISTRICT COUNCILLORS REPORT**

- 8.1 District Councillor B. Williams reported that the system for paying for green bins is now in operation should members of the public wish to use the service, a discussion ensued.
- 8.2 District Councillor R. Duncan reported on the following issues:-
- A scheme is now available for asylum seekers to carry out voluntary work should the Parish Council wish to utilise them to help with any groundwork etc.;
  - Councillor Duncan will be spending the day with the PCSO's on the 19<sup>th</sup> July and is attending training for the Community Speed Watch should any Parish Council Members wish to join the scheme;
  - A private research firm is investigating the challenges and opportunities and what can be done in terms of commercial opportunities at South Staffordshire Council, a discussion ensued;
  - A questionnaire will be sent to all residents shortly regarding the South Staffordshire Council website;
  - Councillor Duncan asked for a list of any areas the Parish Council would like to highlight or any areas that need addressing in Cheslyn Hay for his Member walk in August 2023;
  - Councillor R. Duncan has been appointed to the Planning Committee of South Staffordshire Council;
  - Councillors R. and S. Duncan will be carrying out regular surgeries at the Village Hall should any members of the public wish to attend.

## **9. 12/07/44 PLANNING**

- 9.1 23/00429/LUP – Proposed use of 29 Station Street, Cheslyn Hay, WS6 7ED as a solarium (tanning salon with 4 tanning beds) service with some associated retail falling within class E use.
- 9.2 23/00490/FULHH – Erection of a single-storey extension to rear of house as per submitted plans which will span an area of 7.65m (wide) x 3m (deep) and will form of bi-folding doors and include 2 sky lights and will be built in accordance with materials provided in this application at 3 Tudor Close, Cheslyn Hay, WS6 7DQ.
- 9.3 23/00522/FULHH – Single-storey rear extension at 35 Pinfold Lane, Cheslyn Hay, WS6 7HP.
- 9.4 23/00524/TTREE – TPO No. 284/2000 (Ash) reduce crown, overhanging 53 Coppice Close, back to boundary line at Rosemary Road recreation ground.
- 9.5 23/00574/FULHH – Loft conversion at 8 Berwyn Grove, Cheslyn Hay, WS6 7DW.
- 9.6 Request for a meeting to discuss proposed planning permission.

### **RESOLVED:-**

**That the Clerk inform South Staffordshire Council that there are no objections to planning applications 23/00429/LUP, 23/00490/FULHH, 23/00522/FULHH and 23/00574/FULHH.**

**The Parish Council is unable to comment regarding application 23/00524/TTREE as it submitted the application.**

**That the Clerk invite the company that wishes to discuss a proposed planning application to the next meeting on the 13<sup>th</sup> September 2023.**

## 10. 12/07/45 FINANCIAL REPORTS

- 10.1 Authorisation of authorised signatories for Natwest Accounts – The authorised signatories forms for the following Parish Council Members were completed and authorised as follows :-
- J. D. Lockley
  - J. H. Rochelle
  - I. E. Emery
  - A. Woolley
- 10.2 ID badges – The Clerk requested all new Members to forward a passport photograph in order to obtain an ID badge from Staffordshire County Council.
- 10.3 Financial Reports – The financial reports for May 2023 were discussed by the Clerk and the bank statements verified and signed by Councillors C. Wilkinson and L. J. Emery. The monthly budget report was discussed, balances were checked and variances on the General Purposes, Amenities and Village Hall budgets were discussed in detail. A discussion was held regarding higher interest bank accounts.
- 10.4 Payments – Payments proposed by Councillor C. Wilkinson, seconded by Councillor L. J. Emery with Councillor P. Wilkinson as third signatory.

### **RESOLVED:**

**Proposed by Councillor C. Wilkinson, seconded by Councillor L. J. Emery, all in favour, that the Financial Reports for May 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 the Clerk investigate higher interest bank accounts.**

## 11. 12/07/46 CLERKS REPORT

- 11.1 Disclosable Pecuniary Interest Forms – The Clerk requested any members who have not yet completed their disclosable pecuniary interest forms to do so as soon as possible.
- 11.2 Recreation Ground Committee Update 11<sup>th</sup> July 2023 – The Chairman reported that the Chair, Vice Chair and the Clerk had met with the two final contractors for the play equipment for the under 8's area on Station Street. A discussion was held regarding the specification, quotations and deadlines required. The CCTV is now in place opposite the site.
- 11.3 UK Shared Prosperity and Rural England Prosperity Funds – The Clerk reported that she has spoken to the officer at South Staffordshire Council regarding these funds in relation to works and play equipment required at Cheslyn Hay recreation ground, an expression of interest form will be sent for consideration.
- 11.4 Rosemary Road Turning Circle – A discussion was held regarding the possible adoption of the Turning Circle at the bottom of Rosemary Road which is in a poor state of repair and has drainage issues.
- 11.5 Parish Tree Works – The Clerk distributed the three quotations received for tree works at Cheslyn Hay cemetery and Cheslyn Hay recreation ground. The Clerk also reported that a tree survey is now required on all Parish Council owned trees.
- 11.6 Village Noticeboards – The Clerk discussed the quotation for four new village noticeboards, one funded by Severn Trent as part of their community payback scheme.

- 11.7 Request to attend Parish Council meetings – The Clerk reported that officers at South Staffordshire Council had requested to attend a Parish Council meeting to discuss the People and Skills Project and Employment and Money Advice from Homes Plus. The Clerk discussed availability with Members present.
- 11.8 Village Hall Closure for maintenance – The Clerk reported that the Village Hall and Library will be closed to staff and hirers from the 14<sup>th</sup> – 20<sup>th</sup> August 2023 and then to hirers from the 21<sup>st</sup> August – 3rd September 2023 for the new floor to cure.
- 11.9 Seasonal decorations and arrangements – The Clerk reported that the contractor for the seasonal decorations needs a new licence this year, a copy of which needs to be sent with the application deadline of the 31<sup>st</sup> July 2023. A discussion was held regarding the arrangements for the Christmas events for December 2023.
- 11.10 Site Visit (Severn Trent) – The Clerk reported that a final site visit will be taking place on Thursday 20<sup>th</sup> July at 10.00 am with Severn Trent, meeting at Berwyn Grove.
- 11.11 Football Liaison Committee Meeting – The Clerk reported that the next meeting of the Football Liaison Committee will take place on Wednesday 19<sup>th</sup> July 2023 at 7.00 pm, the applicants for this year will also be requested to attend.
- 11.12 Recess arrangements – The Clerk reported that any day-to-day incidents will be dealt with by the Chair and Vice Chair during the recess period and Members of the Finance and Policies Committee if necessary.

**RESOLVED:-**

**Proposed by Councillor A. W. Emery, seconded by Councillor C. Wilkinson, all in favour, that the Clerk order the play equipment subject to discussions and viewing the two disabled round-a-bouts with both contractors.**

**That the Clerk obtain quotations for the repair of the turning circle at the bottom of Rosemary Road and a quotation from the Parish Council insurers.**

**Proposed by Councillor P. Wilkinson, seconded by Councillor I. E. Emery, all in favour, that the Clerk complete the purchase order for the tree works on the cemetery and Cheslyn Hay recreation ground sites.**

**Proposed by Councillor A. W. Emery, seconded by Councillor C. Wilkinson, all in favour, that the Clerk order the four new noticeboards for the Village.**

**That the Clerk invite the persons who have requested to attend Parish Council meetings on Wednesday 26<sup>th</sup> July 2023 at 6.00 pm to present to Full Council.**

**12. 12/07/47 – CORRESPONDENCE**

- 12.1 The Clerk reported that the Locality 3 Forum for South Staffordshire Council is tomorrow evening via teams, the link has already been sent to Members – **noted**.
- 12.2 The Clerk reported that Councillors S. Hollis and J. D. Lockley will attend the Locality 3 Police and Crime meeting scheduled for Tuesday 18<sup>th</sup> July 2023 at 6.00 pm, meeting at Codsall or via teams – **noted**.
- 12.3 The Clerk reported that the Licensing Committee Awareness session for Parish Councillors will take place on Wednesday 26<sup>th</sup> July 2023 at 2.00 pm via teams – **noted**.
- 12.4 The Clerk reported that a response has been received from South Staffordshire Council with regard to the speed indication devices which can be purchased by the Parish and the parking enforcement car queries need to be directed to Staffordshire County Council.

- 12.5 South Staffordshire Council are facilitating a scheme where asylum seekers carry out voluntary work, risk assessments and insurance cover is required and preferably a DBS check for supervisors – **noted.**
- 12.6 South Staffordshire Council have launched their UKSPF residual fund worth £1.2 million to support capital and revenue projects in South Staffordshire – **noted.**
- 12.7 South Staffordshire Council consultation on First Homes Eligibility Criteria, closing date 24<sup>th</sup> July 2023 – **noted.**
- 12.8 Thank you card and message from Councillor B. Woolley – **noted.**

**RESOLVED:-**

**That the Clerk investigate the parking enforcement car with County Councillors.**

**13. 12/07/48 – TABLED ITEMS**

13.1 No tabled items.

**14. 12/07/49 – CHAIRMAN’S ANNOUNCEMENTS**

14.1 No Chairman’s announcements.

**15. 12/07/50 – SECTION 17 STATEMENT**

15.1 Item 12.1, 2.1, 8.2, 12.2 and 12.4.

**16. 12/07/51 CONFIDENTIAL**

16.1 Three items relating to contracts or legal issues.

**Standing Orders were suspended and the meeting closed at 10.10 pm**