



# **CHESLYN HAY PARISH COUNCIL**

**Minutes of the  
PARISH COUNCIL MEETING  
held on Wednesday 13<sup>th</sup> September 2023  
at the Village Hall, Pinfold Lane, Cheslyn Hay at 7.00 pm**

**1. 13/09/52 PUBLIC PARTICIPATION**

1.1 No members of the public in attendance.

**2. 13/09/53 POLICE REPORT**

2.1 The Clerk read the Police report dated 12<sup>th</sup> July to the 9<sup>th</sup> September 2023 recording the statistics for burglary, vehicle crime and anti-social behaviour in Cheslyn Hay.

2.2 Concerns have been raised by District Councillor Duncan that the PCSO's are now investigating at Rosemary Road turning circle.

2.3 Councillor B. Woolley reported recent criminal activity near to his property and Councillor B. Williams reported an incident at a pub in Shareshill.

**3. 13/09/54 MEMBERS PRESENT**

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

**4. 13/09/55 TO ACCEPT APOLOGIES FOR ABSENCE**

4.1 Apologies for absence received from Councillors C. Wilkinson and P, Wilkinson, County Councillor K. Perry MBE and District Councillors R. Duncan and S. Duncan.

**5. 13/09/56 TO RECORD DECLARATIONS OF INTEREST FROM MEMBERS ON ANY ITEM TO BE DISCUSSED**

5.1 Declarations of interest received from Councillor B. Woolley, Councillor L. J. Emery and Councillor S. P. Hollis in relation to agenda item 10.3.

**6. 13/09/57 TO APPROVE AND SIGN THE MINUTES OF THE LAST PARISH COUNCIL MEETING – 12<sup>th</sup> JULY 2023**

- 6.1 That the minutes of the Parish Council meeting held on Wednesday 12<sup>th</sup> July 2023 be recorded as a true and accurate record.

**RESOLVED:-**

**Proposed by Councillor A. W. Emery, seconded by Councillor I. E. Emery, all in favour, that the minutes of the Parish Council Meeting held on Wednesday 12<sup>th</sup> July 2023 be recorded as a true and accurate record.**

**7. 13/09/58 COUNTY COUNCILLORS REPORT**

- 7.1 County Councillor B. Williams reported that the West Midlands Interchange site will start with tree and hedge removal shortly and will provide 8 million square feet of commercial space, 8,500 jobs and 109 acres of walking and cycling paths, improved canal corridors and additional woodlands and planting areas.
- 7.2 County Councillor B. Williams reported that no schools in Staffordshire have been affected to date by the reinforced autoclaved aerated concrete issues but inspections are continuing (126 schools are maintained by Staffordshire County Council).
- 7.3 Councillor A. W. Emery requested a pedestrian crossing be located outside of the Talbot Public House to enable residents to cross to the Chemist.
- 7.4 Councillor L. J. Emery requested that the light on the crossing on Saredon Road is investigated as she is unable to report it on the South Staffordshire Council app.

**RESOLVED:-**

**That County Councillor B. Williams investigate issues at 7.3 and 7.4 and report back to the Parish Council.**

**8. 13/09/59 DISTRICT COUNCILLORS REPORT**

- 8.1 District Councillor B. Williams reported that a discussion had took place at South Staffordshire Council regarding the upkeep and maintenance of closed churchyards as Kinver Parish Council had been requested to pay costs, which may occur in other parishes.
- 8.2 Councillor L. J. Emery has received information regarding grants for churches which she will pass on to the Clerk for disseminating.

**9. 13/09/60 PLANNING**

- 9.1 23/00672/COU – Proposed alteration and change of use of dwellinghouse and associated outbuildings to offices and storage (Classes E and B8) with associated parking and landscaping at Saredon Farm House, Saredon Road, WS6 7JD.

**RESOLVED:-**

**That the Clerk inform South Staffordshire Council that there are no objections to planning application 23/00672/COU but the Parish Council would like South Staffordshire Council to respond to the following queries:-**

- **Members noted that the red line on the Design and Access Statement is actually around the site rather than around the buildings that require planning permission - can this be rectified?**
- **This is an area of high Radon measurements - can South Staffordshire Council provide further information regarding these readings in this area?**

## **10. 13/09/61 FINANCIAL REPORTS**

- 10.1 Authorisation of authorised signatories for Natwest Accounts – The authorisation of the signatories form for Councillor J. D. Lockley was completed by Councillor L. J. Emery and S. P. Hollis.
- 10.2 Financial Reports – The financial reports for June and July 2023 were discussed by the Clerk and the bank statements verified and signed by Councillors P. L. Appleton and L. J. 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. The financial reports were signed and verified by Councillors P. L. Appleton, I. E. Emery and A. Woolley.
- 10.3 Payments – Payments proposed by Councillor L. J. Emery, seconded by Councillor P. L. Appleton with Councillor S. P. Hollis as third signatory.

### **RESOLVED:**

**That the authorisation of signatories form for Councillor J. D. Lockley be returned to Natwest Bank for processing.**

**Proposed by Councillor P. L. Appleton, seconded by Councillor L. J. Emery, all in favour, that the Financial Reports for June and July 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.**

## **11. 13/09/62 CLERKS REPORT**

- 11.1 Update Play Equipment and CCTV – The Clerk and the Chairman contacted the contractors concerned to arrange a site visit to places where their equipment was already in-situ and a site visit took place on the 13<sup>th</sup> July 2023. It was agreed that Kompan would be the preferred supplier and the order has been placed, installation to be carried out before the school half-term holiday. CCTV equipment is now installed and notices will be put on site at the under 8's play area.
- 11.2 Update Football Liaison Committee 19<sup>th</sup> July 2023 – The Clerk reported that two senior teams and one junior team signed up to play at Rosemary Road at the Football Liaison Committee on the 19<sup>th</sup> July 2023. Since then one of the senior teams has found another pitch and there are issues with payment with the remaining senior team. A discussion regarding alternative sports took place.
- 11.3 Update Cyber Security – The Clerk reported that an order has now been placed for the new cyber security office equipment and the new .gov domain which will be installed shortly. The Clerk has received a quote for additional insurance.
- 11.4 Site Visit with Severn Trent 20<sup>th</sup> July 2023 – The Clerk reported that a site visit had taken place on the 20<sup>th</sup> July 2023 with Severn Trent, and Members of the public, who wanted the grassed area to be re-seeded, the removal of the wildflower area and more coverage for the equipment on site. Councillor Appleton reported that the vents may be a trip hazard and are emitting fumes. The water gathering in the newly laid footpaths was also discussed.

- 11.5 Staffordshire New Electoral arrangements – The Clerk had disseminated information regarding the new electoral arrangements prior to this meeting and a discussion ensued.
- 11.6 Rosemary Road Turning Circle – The Clerk reported that discussions had been held with Parish Council insurers regarding repairs to the Turning Circle at the bottom of Rosemary Road. A local resident has requested that he is allowed to install a gate to stop the alleged car speeding and drug use and the Police have been asked to step up patrols in the area. Councillor Duncan has requested to meet with the Police and Parish Council on site to discuss the anti-social behaviour issues.
- 11.7 Councillor Training – The Clerk reported that the Councillor Fundamental Course can take place on site at the Village Hall if enough Parish Councillors wish to attend. The Clerk distributed the Good Councillor Guide and Finance Guide to all Members present.
- 11.8 Public Benches in Cheslyn Hay – The Clerk reported that Councillor Duncan has been approached by elderly residents in the village to provide benches at resting points, the District and County Councils will not provide this facility.
- 11.9 Seasonal decorations – The Clerk reported that our current contractor does not meet the legal obligations to provide seasonal decorations this year so alternative contractors have been contacted to provide quotations. The Clerk reported that due to the additional costs the Carol Service around the Christmas tree would need to be deferred this year, the Salem are providing a Carol Service event with Cheslyn Hay Community Choir on Friday 15<sup>th</sup> December 2023.
- 11.10 The Clerk reported that Carl Bennett from Age UK will be coming to the next Parish Council meeting to discuss the possible use of the Village Hall facilities.
- 11.11 The Clerk reminded Members that the Finance and Policies Committee will meet on Wednesday 27<sup>th</sup> September 2023 at 7.00 pm.
- 11.12 The Clerk distributed the design of the new Chairman’s Board for Members approval.

**RESOLVED:-**

**That the Clerk inform the football teams signed to Rosemary Road that the pitches will not be available after the 30<sup>th</sup> September 2023 if payment has not been received and to investigate potential rugby pitches for next season.**

**That the Clerk request an update on the finish date for the works by Severn Trent opposite Berwyn Grove.**

**That Members have no further comments pertaining to the Staffordshire new electoral arrangements.**

**That the Clerk request quotations for works to be carried out on Rosemary Road turning circle and arrange for the meeting with the Police to be carried out on a Friday evening after dark.**

**That the Clerk arrange for the Councillor Fundamentals training on a Wednesday night starting at 7.00 pm, all Members to attend as a refresher should they wish to do so.**

**That the Clerk request Councillor Duncan to provide locations for potential benches to go forward to the Budget and Precept meeting for consideration in November 2023.**

**That the Clerk and the Chairman visit the contractor with a view to hiring seasonal decorations for December 2023.**

**That the Clerk order the Chairman’s Board to be sited in the Village Hall Council Chamber.**

**12. 13/09/63 – CORRESPONDENCE**

- 12.1 The Clerk reported that a request to purchase land had been received and a discussion ensued. The Clerk also reported that a pipe has been laid on the land in question which requires investigation and possible enforcement action.
- 12.2 The Clerk reported that complaints are being received regarding drivers using the one-way system the wrong way. Councillor A. Woolley has witnessed drivers using Queen Street as a short cut.
- 12.3 Drivers parking inconsiderately and the use and purchase of SID's will be discussed at the Locality Forum on the 16<sup>th</sup> November 2023. The Clerk has approached Councillor K. Perry MBE regarding sharing an enforcement officer in Cheslyn Hay and Great Wyrley and the use of an enforcement car in the area.
- 12.4 Fairshare Credit Union have requested to put a table in the Village Hall reception area to advice clients in the area of their services.
- 12.5 The Clerk has requested maintenance to the footpaths from Woodman Lane to Coppice Lane as they are overgrown, the County Council have designated this non-urgent – **noted**.
- 12.6 South Staffordshire Council are advertising a community payback scheme for anti-social behaviour clean-up projects in the area if Members could advise the Clerk of any areas affected – **noted**.
- 12.7 Staffordshire County Council are looking for suitable land to plant hedgerows around Staffordshire.

**RESOLVED:-**

**As the land cannot be sold the Clerk and the Chairman to visit the site to ascertain if a leasing or licence arrangement would be acceptable and to investigate the possible enforcement action regarding the pipework.**

**That the Clerk ask any residents witnessing illegal driving to contact the Police.**

**That the Clerk inform Fairshare Credit Union that they can use the Village Hall to promote their services to residents.**

**That the Clerk look at Cheslyn Hay recreation ground for any areas which require hedgerow planting.**

**13. 13/09/64 – TABLED ITEMS**

- 13.1 South Staffordshire Council – Invitation to the Chairman's event on Friday 13<sup>th</sup> October 2023 at Codsall Community Centre in aid of Motor Neurone Disease.
- 13.2 Sir Gavin Williamson MP attended Cheslyn Hay village hall to meet the 'Bat & Chat' table tennis group.

**14. 13/09/65 – CHAIRMAN'S ANNOUNCEMENTS**

- 14.1 The Chairman reminded Members present of the Code of Conduct which states that Members are expected to uphold high standards of conduct and treat other Councillors and members of the public fairly and with respect. He also requested that Members do not talk over each other and put their hand up to speak through the Chair.

- 14.2 The Chairman has been dealing with an issue with an overgrown garden with vermin in Coppice Lane and liaising with Councillor R. Duncan and South Staffordshire Council. This is an on-going issue as there are issues relating to environmental health dealing with the rear gardens of properties.
- 14.3 The Chairman has been approached by Glenthorne School for potential community projects for the school children to carry out. Members reported that singing round the Christmas tree may be a potential project depending on the Health and Safety risks involved on site.
- 14.4 The Chairman reported that he had been asked to be a motorcycle escort for a funeral for a resident who had passed away recently in New Horse Road.
- 14.5 The Chairman passed on the Parish Council's condolences to Councillor S. Duncan following her recent loss.
- 14.6 The Chair has been liaising with Tesco regarding their blue token scheme and has requested the Clerk to make contact.

**15. 13/09/66 – SECTION 17 STATEMENT**

- 15.1 Items 2.1, 2.2, 2.3, 11.1, 11.3, 11.6, 12.2, 12.6

**16. 13/09/67 CONFIDENTIAL**

- 16.1 Two items relating to legal issues.

**The meeting closed at 9.25 pm**