



CHESLYN HAY PARISH COUNCIL

Minutes of the PARISH COUNCIL MEETING held on Wednesday 18th March 2020 at the Village Hall, Pinfold Lane, Cheslyn Hay at 7.00 pm

1. 18/03/197– PCSO KAREN TERRY – POLICE UPDATE

- 1.1 The Clerk has been informed this afternoon that the Police will not attend any meetings until further notice due to Coronavirus.

2. 18/03/198 - MEMBERS PRESENT

- 2.1 Councillor S. Hollis (Chair)
Councillors :- P. L. Appleton, B. L. Bladen, T. M. Boyle, G. P. Keatley,
J. D. Lockley, A. J. Woolley.
Melanie Brown – Parish Clerk

3. 18/03/199 – APOLOGIES

- 3.1 Apologies for absence from Councillors E. A. Davison, J. C. Davison, A. W. Emery, I E. Emery, L. Emery, C. Wilkinson, P. Wilkinson and B. Woolley.

4. 18/03/200 – DECLARATIONS OF INTEREST

- 4.1 Councillor S. Hollis declared an interest in agenda item 8 (Section 137 Grants/Donations).

5. 18/03/201 – MINUTES

- 5.1 That the minutes of the Parish Council meeting held on Wednesday 4th March 2020 be recorded as a true and accurate record.

RESOLVED:

Proposed by Councillor B. L. Bladen, seconded by Councillor P. L. Appleton, all in favour, that the minutes of the Parish Council meeting held on Wednesday 4th March 2020 be recorded as a true and accurate record.

6. 18/03/202 - PLANNING

- 6.1 No planning applications for consideration however Councillor S. Hollis reported on the outcome of application 19/00407/FUL, residential development of 60 dwellings at SAD site 119 (Saredon Road), which was passed by South Staffordshire Council yesterday evening. Along with Councillor Hollis Councillors T. M. Boyle and J. D. Lockley spoke at the planning committee and expressed their concerns regarding the sewerage issues, section 106 agreement, access to the sawmill site, access to Saredon Road and traffic issues. Cheslyn Hay District Councillors have requested conditions to be attached to the development.

7. 18/03/203 – FINANCE

- 7.1 Report 1 - Financial Reports – The financial reports for February 2020 were discussed by the Clerk and the bank statements verified and signed by Councillors T. M. Boyle and G. P. Keatley.

The monthly budget report was discussed, balances were checked and variances on the General Purposes, Amenities and Village Hall budgets were discussed in detail.

- 7.2 Report 2 – Payments – Payments proposed by Councillor B. L. Bladen seconded by Councillor G. P. Keatley, with Councillor P. L. Appleton as third signatory.

RESOLVED:

Proposed by Councillor B. L. Bladen, seconded by Councillor P. L. Appleton, all in favour, that the Financial Reports for February 2020 be agreed and accepted.

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

8. 18/03/204 – CLERKS REPORT

- 8.1 Section 137 Grants/Donations Budget – The Clerk reported that applications for Section 137 Grants/Donations have been received and not all of the budget has been allocated to date.
- 8.2 Contract Meeting with South Staffordshire Council – The Clerk reported a meeting had taken place on the 10th March 2020 to discuss the new cutting season arrangements. A checklist has now been devised to be completed by the Senior Groundsman after each visit.
- 8.3 Tractor Committee Meeting – The Clerk reported that a meeting had taken place on the 10th March 2020. A review of the current equipment was carried out and new equipment requirements discussed.
- 8.4 Signature of Exclusive Rights of Burial – The Chair/Clerk signed the exclusive rights of burial for Sneyd/Ford.
- 8.5 The Clerk reported that Cliveden Conservation will be on site from Monday 23rd March 2020 to work on the war memorial plaques and the crane will be arriving on Tuesday 24th March 2020. The materials will need to be stored on the corner of the Talbot Public House and The Royal British Legion will also be informed.
- 8.6 The Clerk reported that the advice regarding Coronavirus is changing day-by-day but as of today there are no blanket restrictions on closing Village Halls, users and hirers of village halls are entitled to use their own judgement and discretion as to what activities are appropriate to attend, this will be revised on a daily basis. Currently two members of staff will be off for 12 weeks in isolation and one member of staff is not at work due to Coronavirus symptoms. A decision is yet to be made regarding Annual Meetings and Annual Accounts and audit deadlines. The Chair has been handed a sealed envelope with all Parish Council system passwords to be used in an emergency situation. South Staffordshire Council are suspending all non-essential, non-decision making meetings. The Clerk distributed coronavirus actions/decisions to Members present.
- 8.7 Paul Dadge has requested the Parish Council's involvement in the Chase Coronavirus Support Network to deliver food and medication to the elderly and vulnerable in Cheslyn Hay. Postcards would need to be delivered to every household which would be financed through crowdfunding.

RESOLVED

Proposed by Councillor B. L. Bladen, seconded by Councillor G. P. Keatley, all in favour, that the Clerk arrange for Section 137/Donations to be awarded to St. Giles Hospice, Arrive Alive Appeal, National Miners Memorial and Shropshire/Staffordshire/Cheshire Blood Bikes Service.

Proposed by Councillor T. M. Boyle, seconded by Councillor A. Woolley, all in favour, that the recommendations from the Tractor Committee be carried out.

Proposed by Councillor B. L. Bladen, seconded by Councillor A. Woolley, all in favour, that the following actions are carried out and decisions are delegated during the Coronavirus outbreak:-

- Suspend all Parish Council meetings until further notice (act upon Government Advice);
- Close the Village Hall for a two week period over the Easter Break for extensive cleaning;
- Clerk/Chair/Vice Chair to discuss weekly staffing issues/correspondence and any urgent matters;
- Amend Financial Regulations to increase the Clerk's authorisation to spend, any expenditure within budget to be authorised by the Chair/Vice Chair;
- Amend Standing Orders until further notice for urgent decisions to be made by any five Members of the Parish Council;
- Amend Financial Regulations until further notice for urgent financial decisions to be made by any five Members of the Parish Council;
- Cancel all Football at Rosemary Road recreation ground;
- The Clerk to request volunteers to sign any cheques (adhering to social distancing guidance);

That the Parish Council is unable to assist with the Cannock Coronavirus Support Network at the present time due to limited staffing resources.

9. 18/03/205 – CORRESPONDENCE

- 9.1 M54 to M6 Link Road development consent order – need to register and take part in the representations by the 20th April 2020.
- 9.2 Cheslyn Hay Townswomen's Guild have requested the Parish Council to attend their meeting on the 21st May 2020 to discuss potential funding for the proposed Memorial Garden in Chapel Square.
- 9.3 Request to run a football coaching scheme for 2-8 year olds during school holidays on Cheslyn Hay recreation ground.
- 9.4 South Staffordshire Council have received 33 applications for the governments flood recovery scheme and thanked Members for their support – **noted**.
- 9.5 South Staffordshire Council Arboricultural Officer has withdrawn subscription to the Tree Warden Scheme, Parish Council's to subscribe direct if they wish to continue – **noted**.
- 9.6 South Staffordshire Council – The Great British Spring Clean 20th March – 13th April 2020 has been cancelled – **noted**.
- 9.7 South Staffordshire Council – Parish Summit on the 26th March 2020 has been cancelled – **noted**.
- 9.8 CPRE Planning training on the 28th March 2020 for Councillors B. L. Bladen and B. Woolley has been cancelled – **noted**.

RESOLVED:

That the Clerk email the M54 to M6 Link Road to Members for consideration.

That the Clerk inform Townswomen's Guild that the Parish Council will attend when the meeting has been rescheduled.

That the Clerk inform the football coaching organisation that the Parish Council is unable to commit to this scheme this year.

10. 18/03/206 - TABLED ITEMS

- 10.1 Staffordshire Parish Council Association Bulletins 5th and 12th March and Coronavirus extra's 2020.
- 10.2 South Staffordshire Council News Round-up issues 158 and 159.
- 10.3 South Staffordshire Council Street Scene Updates.
- 10.4 Support Staffordshire E-Bulletin – March 2020.
- 10.5 Landywood News – March/April 2020.

RESOLVED:

That the Clerk email any appropriate items after the meeting.

11. 18/03/207 – CHAIRMAN'S ANNOUNCEMENTS

- 11.1 The Chair announced that he appreciated Members attendance this evening.

12. 18/03/208 – SECTION 17 STATEMENT

- 12.1 Items 1.1.

13. 18/03/209 – CONFIDENTIAL ITEMS

- 13.1 Legal items for discussion.

The meeting closed at 9.05 pm.