



CHESLYN HAY PARISH COUNCIL

**Minutes of the
PARISH COUNCIL MEETING
held on Wednesday 12th March 2025
at the Village Hall, Pinfold Lane, Cheslyn Hay at 7.00 pm**

1. 12/03/150 PUBLIC PARTICIPATION

- 1.1 No Members of the public in attendance.

2. 12/03/151 MEMBERS PRESENT

- 2.1 Councillors : Councillor S. P. Hollis (Chair)
Councillors P. L. Appleton, T. Baker, K. Bickley, V. Dixon,
A. W. Emery, I. E. Emery, L. J. Emery, J. Hill, J. D. Lockley,
C. Wilkinson and P. Wilkinson.
District Councillor R. Duncan, District Councillor S. Duncan
Melanie Brown – Parish Clerk

3. 12/03/152 TO ACCEPT APOLOGIES FOR ABSENCE

- 3.1 Apologies for absence received from Councillors R. Jennings and A. Woolley, County Councillors B. Williams and K. Perry MBE.

4. 12/03/153 TO RECORD DECLARATIONS OF INTEREST FROM MEMBERS

- 4.1 Councillors C. and P. Wilkinson in relation to agenda item 6.

5. 12/03/154 TO APPROVE AND SIGN THE MINUTES OF THE LAST PARISH COUNCIL MEETING – 5TH FEBRUARY 2025

- 5.1 That the minutes of the Parish Meeting held on Wednesday 5th February 2025 be recorded as a true and accurate record.

RESOLVED:-

Proposed by Councillor P. L. Appleton, seconded by Councillor A. W. Emery, all in favour, that the minutes of the Parish Council Meeting held on Wednesday 5th February 2025 be recorded as a true and accurate record.

6. 12/03/155 CO-OPTION VACANCY (SOUTH WARD)

- 6.1 Three candidates applied for the co-option vacancy for the South Ward, candidates were interviewed individually.

7. 12/03/156 COUNTY COUNCILLORS REPORT

7.1 No County Councillors in attendance.

8. 12/03/157 DISTRICT COUNCILLORS REPORT

8.1 District Councillor R. Duncan reported on the following:-

- Requested action to be taken on any overgrown hedges and footways in Cheslyn Hay;
- Requested removal of trip hazards and roots and tarmac existing path 18 behind Pool Meadow;
- Disused canal walk has been tarmaced, more work to be carried out in the future;
- Investigating an alleged business running from Station Street;
- Assisting residents with a flooding issue in Westbourne Avenue;
- Thanked everyone who is helping with his County Councillor campaign.

8.2 District Councillor S. Duncan reported on the following:-

- Has taken photographs around Campians Wood Quarry as residents have reported that there is dust everywhere and is affecting children walking to school, inspectors have been requested to attend and feedback, this will be an ongoing issue;
- The canal walk will be smoothed off as an interim measure whilst funds are sourced to complete the missing tarmac;
- Assisting residents in Penderell Close to remove rubbish which has been on site for two years;
- Assisting residents with Homes Plus issues relating to trees;
- Requested a pothole to be completed on Upper Landywood Lane, which the County Council have agreed to do.

8.3 Councillor P. L. Appleton requested a date for completion of works around the pools on Sutherland Road open space.

8.4 Councillor A. W. Emery requested assistance with potholes around Glenthorne shops and Councillor S. Hollis with a pothole in Coppice Lane.

RESOLVED:

That District Councillor R. Duncan investigate the issues raised at 8.3 and 8.4.

That the Clerk request Mark Keeling attend the next Parish Council meeting to update on the recommendations for Station Street.

9. 12/03/158 PLANNING

9.1 25/00072/FUL– Demolition of an existing storage building, alterations to two existing storage buildings, erection of a new storage building, access improvements and landscaping and biodiversity net gain enhancements at Saredon Farm House, Saredon Road, Cheslyn Hay, WS6 7JD.

9.2 25/00085/FULHH – Single storey rear extension at 15 Besom Way, Cheslyn Hay, WS6 7NZ – the Clerk reported that this had already been passed by South Staffordshire Council planning authority prior to this meeting.

9.3 24/0014 – To restore quarry importation of inert materials at Campions Wood Quarry – Teams meeting 20th March 2025.

RESOLVED:

That the Clerk inform South Staffordshire Council that the Parish Council have no objections to planning application 25/00072/FUL at Saredon Farm House, WS6 7JD.

Councillor L. J. Emery volunteered to attend the Teams Meeting on the 20th March 2025 in relation to planning application 24/0014 at Campions Wood Quarry.

10. 12/03/159 FINANCE

- 10.1 Reports 1 Financial Report – The financial report for January 2025 was discussed by the Clerk and the bank statements verified and signed by Councillors L. J. Emery and C. Wilkinson. The monthly budget report was discussed, balances were checked and variances on the General Purposes, Amenities and Village Hall budgets were discussed in detail.
- 10.2 Report 2 Payments – Payments proposed by Councillor I. E. Emery, seconded by Councillor P. L. Appleton, with Councillor S. Hollis as third signatory.

RESOLVED:

Proposed by Councillor I. E. Emery, seconded by Councillor K. Bickley, all in favour, that the Financial Reports for January 2025 be agreed and accepted.

That the payments listed on the green sheets are approved and the cheques duly signed.

11. 12/03/160 CLERKS REPORT

- 11.1 Ratification of the Budget and Precept Meeting Minutes of the 29th January 2025 – The Clerk had distributed the minutes and associated papers prior to the meeting for Members perusal.
- 11.2 Recommendations from the Miners Welfare Recreation Ground Committee 26th February 2025 – The Clerk had distributed the minutes and associated papers prior to the meeting for Members perusal.
- 11.3 Recommendations from the Finance and Policies Committee Meeting 26th February 2025 – The Clerk had distributed the minutes and associated papers prior to the meeting for Members perusal. The Internal Control Policy for year ending 31st March 2024 was discussed and signed, actions from the Internal Audit report from May 2024 were discussed, the Asset Register, Investment Strategy, Trust Funds and revision of policies relating to the submission of the Annual Governance and Accountability Return for 2025 including Insurance Cover, Health and Safety Policies and Fire Safety Policies, leases, risk hazards for corporate systems and financial systems, risk management strategy, financial management strategy and operational risks were reviewed. New risk assessments have been written for Use of Contractors, Cash Handling and Transport, Display Screen Equipment and Community Events. Direct debit and cheque payments were also reviewed. The Chair and Vice Chair signed to confirm that all policies, legal agreements and risk assessments are held on site at the Village Hall.
- 11.4 Multi-use Play Area update – The Clerk reported that the MUGA is now completed with the exception of the cricket wickets and lines to be painted. There are some ‘snagging’ issues to be addressed. Discussions were held regarding the viewing deck.

- 11.5 Planning Application (Chapel Square) update – The Clerk received planning permission for Chapel Square on the 19th February 2025, as this was too late for the funding stream an application will now need to be made at the next round of funding expected around April 2025.
- 11.6 Locality 3 Tier Member Forum Update 27th February 2025 – The Clerk, Councillors K. Bickley, T. Baker and A. Woolley attended the Team Meeting of Locality 3 for South Staffordshire Council where the results of the residents survey were discussed along with the Local Plan. Slides from the presentation will be disseminated once received.
- 11.7 Agenda item request from Councillor R. Jennings (Sports facilities) – deferred until next meeting.
- 11.8 The Clerk reported that the new wheelchair access picnic table and bins for the under 8's play area have now been ordered, delivery will be approximately 6 weeks.
- 11.9 The Clerk reported that she has requested another site visit with National Grid as they have still not completed remedial works on Cheslyn Hay recreation ground.
- 11.10 The Clerk reported that the Internal Auditor had visited on the 7th March 2025, the interim report should be available for the next meeting.

RESOLVED:

Proposed by Councillor A. W. Emery, seconded by Councillor K. Bickley, all in favour, that the minutes of the Budget and Precept meeting held on Wednesday 29th January 2025 are a true and accurate record.

Proposed by Councillor L. J. Emery, seconded by Councillor A. W. Emery, all in favour, that Cheslyn Hay Parish Council accept the completed Annual Return for 2024 for Miners Welfare Recreation Ground.

Proposed by Councillor I. E. Emery, seconded by Councillor V. Dixon, all in favour, that Cheslyn Hay Parish Council accept the resolutions from the Finance and Policies Committee as follows:-

- **New Investment Strategy is accepted**
- **Financial Regulations and Standing Orders have been reviewed with a change to the public contracts limit, both documents to be amended from 'Council' to 'Cheslyn Hay Parish Council so there is no ambiguity;**
- **That the Parish Council engage the services of a Personnel specialist Company to update personnel policies;**
- **That Cheslyn Hay Parish Council accept the Policies, Legal Agreements, Risk Registers, Risk Assessments and Direct Debit and cheque payments listed at Agenda item 8.**

12. 12/03/161 – CORRESPONDENCE

- 12.1 South Staffordshire Council – Parish Remuneration Panel – Parish Councils should have a publication scheme with details on the website, reviewed annually, should they wish to pay Members any type of remuneration – **noted.**
- 12.2 South Staffordshire Council – letter from Leader of the Council regarding the proposed Local Government re-organisation – **noted.**
- 12.3 South Staffordshire Council – response from officer regarding potential placement of CCTV on Scout Hut, this is not suitable so will look for an alternative lamp post – **noted.**
- 12.4 South Staffordshire Council – Good Food and Drink Guide – **noted.**

- 12.5 South Staffordshire Council – note from Arbicultural Officer relating to works carried out during recent storms breaching Town and Country Planning Act – **noted**.
- 12.6 National Procurement Policy Statement information from Councillor Bickley.
- 12.7 Request from resident to hold a 40th birthday celebration on Cheslyn Hay recreation ground.

RESOLVED:

That the Clerk investigate the National Procurement Policy Statement information in relation to the Parish Council.

That the Clerk inform the resident that wishes to hold a 40th birthday celebration on Cheslyn Hay recreation ground that parties are only available at the Village Hall.

13. 12/03/162 – TABLED ITEMS

- 13.1 Thank you letter from K. Beech regarding a donation.
- 13.2 Thank you letter from West Midlands Hedgehog Rescue regarding a donation.

14. 12/03/163 – CHAIRMAN'S ANNOUNCEMENTS

- 14.1 The Chair welcomed Councillor V. Dixon back after a period of absence.
- 14.2 Discussions regarding the standard of a pothole repair in Coppice Lane.
- 14.3 Update on meeting with the Leader and Chief Executive of South Staffordshire Council on the 13th February 2025, in relation to the proposed local government re-organisation. Discussions regarding the lost funding due to the delayed planning application was also discussed at this meeting.

15. 12/03/164 – SECTION 17 STATEMENT

- 15.1 Item 11.3.

16. 12/03/165 - CONFIDENTIAL

- 16.1 Discussions were held regarding a staffing issue, an update on Age UK Ltd and Senior Smiles Ltd.
- 16.2 Members voted for the co-option candidate for the South Ward and the candidate with the least votes was removed from the list. A second vote ensued to decide the appointment and the Chair used his casting vote.

RESOLVED:

It was agreed that Peter Healy be elected as Parish Councillor for the co-option vacancy in the South Ward.

The Meeting closed at 9.20 pm.