



CHESLYN HAY PARISH COUNCIL

**Minutes of the
ANNUAL PARISH COUNCIL MEETING
held on Wednesday 14th May 2025
at the Village Hall, Pinfold Lane, Cheslyn Hay at 7.00 pm**

1. 14/05/06 ELECTION OF CHAIRMAN (including completion of Declaration of Acceptance of Office)

- 1.1 Proposed by Councillor A. W. Emery, seconded by Councillor V. Dixon, all in favour, that Councillor S. P. Hollis be elected Chairman for municipal year 2025-26.

RESOLVED:-

That Councillor S. P. Hollis be elected as Chairman of Cheslyn Hay Parish Council for municipal year 2025/26, the declaration of office was duly signed by Councillor S. P. Hollis and the Clerk.

2. 14/05/07 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, P. Healey, J. Hill, R. Jennings, J. D. Lockley, C. Wilkinson,
P. Wilkinson and A. Woolley.
District Councillors R. Duncan, S. Duncan and B. Williams
Melanie Brown – Parish Clerk

- 2.2 Member of the public present for observation only.

3. 14/05/08 TO ACCEPT APOLOGIES FOR ABSENCE

- 3.1 Apologies for absence received from Councillor L. J. Emery.

4. 14/05/09 – ELECTION OF VICE CHAIRMAN

- 4.1 Proposed by Councillor V. Dixon, seconded by Councillor K. Bickley that Councillor J. D. Lockley be elected as Vice Chairman.
4.2 Proposed by Councillor I. E. Emery, seconded by Councillor C. Wilkinson that Councillor P. Wilkinson be elected as Vice Chairman.
4.3 A vote ensued, 3 Members voted for Councillor J. D. Lockley and 10 Members voted for Councillor P. Wilkinson.

RESOLVED:-

That Councillor P. Wilkinson be elected as Vice-Chairman of Cheslyn Hay Parish Council for municipal year 2025/26.

5. 14/05/10 REVIEW AND APPOINTMENT OF COMMITTEES

The constitution of Committee Memberships and representations on Liaison Groups were discussed and agreed as follows:-

- 5.1 Finance and Policies Committee – Councillors S. P. Hollis (Chair), P. Wilkinson, P. L. Appleton, K. Bickley, A. W. Emery, I. E. Emery and A. Woolley.
- 5.2 Human Resources Committee – Councillors P. Wilkinson (Chair), P. L. Appleton, A. W. Emery, R. Jennings, J. D. Lockley and C. Wilkinson. The remainder of Members will sit on the Appeals Committee (if necessary) chaired by Councillor S. P. Hollis.
- 5.3 Recreation Ground Committee – Councillors S. P. Hollis (Chair), P. Wilkinson, K. Bickley, V. Dixon, I. E. Emery, J. Hill and A. Woolley.
- 5.4 Football Liaison Committee – Councillors S. P. Hollis (Chair), P. Wilkinson, P. L. Appleton, K. Bickley, V. Dixon, J. D. Lockley and A. Woolley.
- 5.5 Communications and Emergency Planning – Councillors S. P. Hollis (Chair), P. Wilkinson, I. E. Emery, J. Hill and A. Woolley.
- 5.6 Cheslyn Hay Community Allotments Liaison Committee – Councillors S. P. Hollis (Chair), P. Wilkinson, J. D. Lockley and C. Wilkinson.
- 5.7 Library Liaison Committee – Councillor S. P. Hollis (Chair), P. Wilkinson, V. Dixon and C. Wilkinson.
- 5.8 Campions Wood Quarry Liaison Committee – Councillors S. P. Hollis and P. Healey.
- 5.9 Tractor and Equipment Committee – Councillor S. P. Hollis (Chair), P. Wilkinson, P. L. Appleton, K. Bickley and A. W. Emery.
- 5.10 The Chairman requested that Members wishing to take up any vacant positions on the Committees forward their names to the Clerk.

6. 14/05/11 TO RECORD DECLARATIONS OF INTEREST FROM MEMBERS

- 6.1 No declarations of interest recorded.

7. 14/05/12 TO APPROVE AND SIGN THE MINUTES OF THE LAST PARISH COUNCIL MEETING – 9TH APRIL 2025

- 7.1 That the minutes of the Parish Council meeting held on Wednesday 9th April 2025 be amended at resolution 9 to read '*Councillor V. Dixon*'.

RESOLVED:-

Proposed by Councillor C. Wilkinson, seconded by Councillor P. L. Appleton, all in favour, that, with the above amendment, the minutes of the Parish Council Meeting held on Wednesday 9th April 2025 be recorded as a true and accurate record.

8. 14/05/13 COUNTY COUNCILLORS REPORT

- 8.1 The Chairman congratulated County Councillor T. Baker for his success at the County Council elections and sent commiserations to the other candidates. The Chairman offered the use of the Village Hall to meet residents when required.
- 8.2 County Councillor T. Baker reported that the first Council meeting is being held on the 22nd May 2025 with planning and policy meetings being held in London this weekend. Once his County Council email is set up he will forward to the Clerk for distribution to interested parties.

- 8.3 Members requested that the tree opposite the chemist on High Street be investigated as it is alleged to be decaying and the root system is dangerous.

RESOLVED:-

That County Councillor Baker request an arboriculturist report on the tree on High Street opposite the Chemist.

9. 14/05/14 DISTRICT COUNCILLORS REPORT

- 9.1 District Councillor R Duncan reported that he is dealing with a lot of minor and complex housing issues presently and his workload has tripled since the local elections. Severn Trent Water have equipment in place at Sutherland Road open space to remove the silt from the pools, the Chairman requested that the Parish Council is informed of any future works as residents were enquiring at the Parish office.
- 9.2 District Councillor S. Duncan reported that the works on Sutherland Road open space are going well and the ecological survey will be completed in about two weeks. She is also assisting a resident who is in the process of purchasing land from the District Council. The green space at the top of Pinfold Lane is being cleared and the steps replaced by bushes. Discussions regarding the funding of a bench by the Parish Council took place to be sited around this spot and Councillor J. Hill suggested a further bench on Station Street, this will be looked at by the Finance and Policies Committee. Councillor S. Duncan is still pursuing issues at Champions Wood quarry where the debris is affecting children walking to school.
- 9.3 District Councillor B. Williams apologised for not attending the last Parish Council meeting and thanked Members for the gift. He was pleased to see that wreaths had been laid at Cheslyn Hay war memorial from the County, District and Parish Councils. He reported that Councillor K. Perry MBE had been elected as Leader of the Council at the meeting yesterday evening. He volunteered to assist the new County Councillor if necessary and is available to all Members for District issues if they wish to contact him by telephone or email.
- 9.4 Councillor A. W. Emery thanked Councillors R. & S. Duncan for assisting him with a recent issue.

10. 14/05/15 PLANNING

- 10.1 24/00056/ADV – Replace existing sign and overlamp with new acrylic signage with LED halo illumination and install second sign to southern side elevation at VIP Hair Ltd, Ground Floor, Welcome House, High Street, Cheslyn Hay.
- 10.2 25/00377/TTREE– TPO No. 3/1976, T10, Thorn, dismantled and remove at No. 1, The Crescent, 20 Low Street, Cheslyn Hay, WS6 7DS.
- 10.3 The Clerk updated Members on application 24/01063/FUL at the White Horse Public House, South Staffordshire Council have confirmed that the overlooking complies with legal standards.
- 10.4 The Clerk updated Members on application 25/00283/FULHH at Station Street, South Staffordshire Council have confirmed that any rights of way issue would be a civil matter and not dealt with by South Staffordshire Council.

RESOLVED:-

That Councillor R. Duncan investigate the alleged light pollution issues relating to application 24/00056/ADV and report back to the Parish Council before submitting comments.

That the Clerk inform South Staffordshire Council that the Parish Council do not have any objections to application 25/00377/TTREE as long a works are carried out by an qualified tree surgeon and are inspected by South Staffordshire Council.

11. 14/05/16 FINANCE

- 11.1 Financial Reports – The financial reports for March 2025 were discussed by the Clerk and the bank statements verified and signed by Councillors C. Wilkinson and P. Healey. The monthly budget report was discussed, balances were checked and variances on the General Purposes, Amenities and Village Hall budgets were discussed in detail. The Clerk reported that the end of year closedown was completed on the 6th May 2025 and the Annual Governance and Accountability Return will need to be signed at the next meeting.
- 11.2 Payments – Payments proposed by Councillor A. Woolley, seconded by Councillor P. Wilkinson with Councillor S. Hollis as third signatory.
- 11.3 Direct Debit Authorisation – The Clerk reported that the EDF electrical consumption direct debit authorisation for the scout hut on Rosemary Road needs to be authorised by three signatories.

RESOLVED:

Proposed by Councillor K. Bickley, seconded by Councillor I. E. Emery, all in favour, that the Financial Reports for March 2025 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 Direct Debit authorisation is completed by the three cheque signatories.

12. 14/05/17 CLERKS REPORT

- 12.1 Register of Disclosable Pecuniary Interests – The Clerk disseminated new forms for any Member with amendments to return to the Clerk as soon as possible.
- 12.2 Parish Summit – The Clerk reported that the Parish Summit will take place on Thursday 22nd May 2025 between 10.00 am and 1.00 pm should Members wish to attend, car sharing can be arranged if required. A session on Community Assets is scheduled and the Clerk enquired if there were any community assets belonging to the District Council that the Parish would be interested in taking over.
- 12.3 Planning Consultancy – The Clerk disseminated the information from the planning consultant for Members perusal including the fixed fee. A discussion was held regarding the costs that could escalate should additional information be required.
- 12.4 Football Liaison Committee – The Clerk advised that a Football Liaison Committee has been arranged for Wednesday 4th June 2025 to discuss applications for pitches for the next season and requests for training sessions on Rosemary Road recreation ground.
- 12.5 Parish Councillor email accounts – The Clerk reminded Members to open their new Parish Council email accounts and save the passwords.
- 12.6 Parish Pump – The Clerk thanked Councillor Bickley for supplying photographs of the Parish Pump which has now been investigated. Works will have to be carried out after the birds nesting season and traffic management will be required.
- 12.7 Donation for Christmas Cards – The Clerk enquired which charity Members would like to forward the Christmas card donation to.

- 12.8 The Clerk reported that the notice board outside the Police Station has now been removed, a further notice board will be located in the Littlewood area.
- 12.9 The Clerk has received a call from Great Wyrley Concert Band regarding performing around the Christmas Tree in Chapel Square.
- 12.10 The Clerk reported that Reverend Marie Meredith from St. Marks Church will be attending at the start of the next Parish Council meeting to introduce herself to Members.

RESOLVED:

That Members return their register of disclosable pecuniary interests form to the Clerk if any changes have been made to the previous year.

That Councillor Duncan speak to the Planning Department regarding planning application 25/00170/FULM before the planning consultant is engaged.

That works to the Parish Pump are carried out when appropriate and the Clerk investigate a plinth and sign to make more of a feature.

That the Clerk send the Christmas card donation to St. Giles Hospice.

That the Clerk request Great Wyrley Concert Band to send a list of their available dates in December 2025.

13. 14/05/18 – CORRESPONDENCE

- 13.1 Note from District Councillor B. Williams, roadworks in Low Street and Cross Street will take place from the 27th July to the 15th August 2025 to replace gas mains – **noted**.
- 13.2 Applications for Rural England Prosperity Fund and UKSPF funds are now open with South Staffordshire District Council – **noted**.

RESOLVED:

That the Clerk send an ‘expression of interest’ applications for both funds for Chapel Square development and footpaths on Cheslyn Hay recreation grounds.

14. 14/05/19 – TABLED ITEMS

- 14.1 South Staffordshire District Council walking festival.
- 14.2 Thank you card from Hazel Whittaker.

15. 14/05/20 – CHAIRMAN’S ANNOUNCEMENTS

- 15.1 Councillor Hollis thanked Members for electing him as Chairman for the forthcoming year.

16. 14/05/21 – SECTION 17 STATEMENT

- 16.1 None.

17. 14/05/22 CONFIDENTIAL

- 17.1 No items for confidential discussion.

Meeting closed at 9.30 pm