



CHESLYN HAY PARISH COUNCIL

**Minutes of the
PARISH COUNCIL MEETING
held on Wednesday 11th June 2025
at the Village Hall, Pinfold Lane, Cheslyn Hay at 7.00 pm**

1. 11/06/23 REVEREND MARIE MEREDITH – ST. MARKS CHURCH

- 1.1 Reverend Marie Meredith from St. Marks Church, Station Road, came to the Parish Council to introduce herself and would like to work with the Parish for the benefit of the community and be involved in the Remembrance Services for Cheslyn Hay. She requested any Members to contact her if they would like any assistance.

2. 11/06/24 PUBLIC PARTICIPATION

- 2.1 No Members of the public in attendance.

3. 11/06/25 MEMBERS PRESENT

- 3.1 Councillors : Councillor S. P. Hollis (Chair)
Councillors P. L. Appleton, T. Baker, K. Bickley, A. W. Emery,
I. E. Emery, L. J. Emery, P. Healey, R. Jennings, J. D. Lockley,
C. Wilkinson, P. Wilkinson and A. Woolley.
Melanie Brown – Parish Clerk

4. 11/06/26 TO ACCEPT APOLOGIES FOR ABSENCE

- 4.1 Apologies for absence received from Councillors V. Dixon and J. Hill and District Councillor B. Williams.

5. 11/06/27 TO RECORD DECLARATIONS OF INTEREST FROM MEMBERS

- 5.1 No declarations of interest.

6. 11/06/28 TO APPROVE AND SIGN THE MINUTES OF THE LAST PARISH COUNCIL MEETINGS – 14TH MAY 2025

- 6.1 That the minutes of the Annual Parish Meeting and Annual Parish Council Meeting held on Wednesday 14th May 2025 be recorded as a true and accurate record.

RESOLVED:-

Proposed by Councillor K. Bickley, seconded by Councillor C. Wilkinson, all in favour, that the minutes of the Annual Parish Meeting held on Wednesday 14th May 2025 be recorded as a true and accurate record.

Proposed by Councillor K. Bickley, seconded by Councillor P. Wilkinson, all in favour, that the minutes of the Annual Parish Council Meeting held on Wednesday 14th May 2025 be recorded as a true and accurate record.

7. 11/06/29 COUNTY COUNCILLORS REPORT

- 7.1 Councillor T. Baker reported that he has six Parishes to represent, has been appointed to five committees, one of which he is the Chair, has met with the Boys Brigade who meet at the Salem Church in Cheslyn Hay and is involved in the West Midlands Interchange meetings.
- 7.2 Councillor Baker confirmed he is meeting with County Council Highways in the morning to discuss issues in Cheslyn Hay. Members requested that he clarify the position on the outstanding issues as follows:-
- Suggestions to alleviate the traffic issues and speeding on Station Street
 - Pothole repairs in Cheslyn Hay
 - Westbourne Avenue parking issues
 - General plan for the future of highway maintenance, drainage and footpath maintenance in Cheslyn Hay including funding allocated
- 7.3 Councillor A. W. Emery requested maintenance information regarding the bridge over the toll road and a pedestrian crossing on Low Street for residents to access the Chemist and Doctors surgery.
- 7.4 Councillor S. P. Hollis requested information regarding the future of HS2.
- 7.5 Councillor R. & S. Duncan detailed outstanding complaints regarding potholes, Old Landywood Lane and Low Street that had been passed on to the previous County Councillors and Councillor R. Duncan requested to meet with Councillor T. Baker before his meeting with County Council Highways tomorrow to discuss County Council issues.

RESOLVED:-

That County Councillor T. Baker investigate the issues raised at 7.1 – 7.5.

8. 11/06/30 DISTRICT COUNCILLORS REPORT

- 8.1 District Councillor R. Duncan reported that he had attended the Awards Ceremony for the Boys Brigade with Sir Gavin Williamson MP and is dealing with disability facility grant issues on their behalf which has been escalated due to the delays in the system.
- 8.2 District Councillor S. Duncan reported that lots of potholes have been reported to her which she will pass on, compliments have been received for works completed by Severn Trent on the open sewer on Sutherland Road.
- 8.3 Councillor I. E. Emery reported that a National Report had identified issues with effluent in drinking water from existing water and sewerage systems and requested District Councillors to investigate the surety of drinking water for any future planning developments. Councillor R. Duncan reported that it is not a legal requirement to consult with Water companies.
- 8.4 Councillor A. W. Emery requested the wooden structure on the nature walk be maintained.
- 8.5 Councillor P. L. Appleton requested a hedge on Mount Pleasant to be cut back which is overhanging the highway, a plan of whom owns the land around Glenthorne Shops and three litter bins to be replaced on Dundalk Lane, Rosewood Park and the bus shelter opposite Hawkins on Coppice Lane.

RESOLVED:-

That District Councillors investigate the issues raised at 8.3 – 8.5.

Chairman's Signature :

9. 11/06/31 PLANNING

- 9.1 25/00269/FULM – Refurbishment works to warehouse to include additional openings, recladding, removal of external canopy and other associated works at Unit 13, South Staffordshire Business Park, Hawkins Drive, WS11 0XU.
- 9.2 25/00303/LUE – Driveway has been extended encroaching the pathway at the end of the cul-de-sac in 2011/12 at 20 Hayes View Drive, WS6 7EX.
- 9.3 25/00430/VAR – Variation of condition 2 of approved application 22/00762/FUL to add pitched roof to the garage at 17-19 Littlewood Road, WS6 7EU.

RESOLVED:

That the Clerk inform South Staffordshire Council that the Parish Council have no objections to planning applications 25/00269/FULM and 25/00430/VAR.

That the Clerk inform South Staffordshire Council that the Parish Council have a policy to object to any retrospective planning applications in Cheslyn Hay and therefore object to this application (all in favour with one abstention).

10. 11/06/32 FINANCE

- 10.1 Internal Audit Report 2024/25 – The Clerk had disseminated this report before the Parish Council meeting for Members to digest the findings. The Internal Auditor has found no material errors, omissions or irregularities in the financial records and has no significant concerns about the internal control procedures. The Clerk discussed notes regarding VAT, reserves, staff costs, asset valuation and trust funds.
- 10.2 Annual Governance and Accountability Return for 2024/2025 – The Clerk had disseminated this return, including the Annual Governance Statement, prior to the meeting for Members to digest. The Clerk had prepared notes to accompany the Annual Return for year ending 31st March 2025 to include operating income, running costs, statement of accounts, balance sheet as at 31st March 2025, earmarked reserves for 2024/25 and the budget for 2024/2025.
- 10.3 Financial Reports – The Financial Reports for April 2025 were discussed by the Clerk and the bank statements verified and signed by Councillors C. Wilkinson and A. Woolley. The monthly budget report was discussed, balances were checked and variances on the General Purposes, Amenities and Village Hall budgets were discussed in detail.
- 10.4 Payments – Payments proposed by Councillor A. Woolley, seconded by Councillor I. E. Emery, with Councillor S. Hollis as the third signatory.

RESOLVED:

Proposed by Councillor P. Wilkinson, seconded by Councillor A. W. Emery, all in favour, that Cheslyn Hay Parish Council accept the findings and recommendations of the Internal Audit report dated 16th May 2025 and that the Clerk investigate with Staffordshire Parish Councils Association options to protect any charitable status land owned by Cheslyn Hay Parish Council.

Proposed by Councillor C. Wilkinson, seconded by Councillor A. Woolley, all in favour, that Cheslyn Hay Parish Council accept the Annual Governance and Accountability Return for 2024/25 to be duly signed by the Chairman and the Responsible Financial Officer (The Clerk) at this meeting.

Proposed by Councillor I. E. Emery, seconded by Councillor P. Healey, all in favour, that the Financial Reports for April 2025 be agreed and accepted.

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

11. 11/06/33 CLERKS REPORT

- 11.1 Police Report – The Clerk read the police report from the 10th May to the 10th June 2025 to include burglary, Vehicle Crime and ASB.
- 11.2 Email access for Parish Councillors – The Clerk asked Members to bring their device to the next Parish Council meeting to enable the Parish Councillor email addresses to be accessed and set up.
- 11.3 Funding update for UKSPF and REPF – The Clerk reported that she had applied for funding from the UKSPF fund for Chapel Square and the REPF fund for footpaths for Cheslyn Hay recreation ground. A maximum of £25k is available in this funding round and a discussion ensued over the funding shortfall.
- 11.4 Parish Summit Update – The Clerk and Members attended the Parish Summit on the 22nd May 2025 to discuss the devolution process of the three-tier government re-organisation. No decision yet as to the preferred option, workshops were available regarding engaging with the communities, community governance review and Shrewsbury Town Council who had already been through the process.
- 11.5 Parish Ward Walks – Councillor Duncan will be conducting a ‘ward walk’ with South Staffordshire Council during the summer and has asked for areas of concern from Members to include in the process.
- 11.6 Recommendations from the Football Liaison Committee Meeting – The Football Liaison Committee held a meeting on the 4th June 2025 to discuss the applications and potential opening for the 2025-2026 season. The Chairman reported that pitch hire fees for senior teams will be £1050.00 with a payment plan option, £525.00 for Junior teams with a payment plan option and £30.00 per session for training permits or £500.00 per season with a payment plan option. Members discussed repair works to be carried out on the pavilion site and quotation for renovations for a multi-use centre.
- 11.7 Disabled access roundabout – The Clerk reported that the disabled access roundabout has now been repaired and the plates totally replaced, this has been the second time since purchase.
- 11.8 Councillor P. L. Appleton requested that the chamber windows are inspected with a view to replacement at the Village Hall.

RESOLVED:

That the Clerk enquire if the police could provide statistics for prosecutions and repeat offenders in their future reports.

That Members bring their devices to access their Parish Council emails to the next meeting on the 16th July 2025.

That the Clerk write to the Chief Executive of South Staffordshire Council to ask for additional funding for Chapel Square due to the delays which occurred in the last application.

That Members inform the Clerk of any areas to be included in the ‘ward walk’ for Councillor Duncan.

Proposed by Councillor P. Wilkinson, seconded by Councillor C. Wilkinson, all in favour (1 abstention) that the fee structure for the pitch hire fees for the 2025-26 season is agreed.

That the Clerk investigate funding to provide a 'multi-use' centre at the football pavilion.

That the Clerk request quotations to replace the chamber windows at the Village Hall.

12. 11/06/34 – CORRESPONDENCE

- 12.1 Offer from Internal Auditor for a fixed price deal for two years plus VAT and mileage.
- 12.2 Neighbourhood Team Leader from Housing Plus is exploring legal options for complaints at Station Street – **noted**.
- 12.3 Resident complaint from Rosemary Road on the 16th May where youths had set up a camp and were abusive, police were called and a patrol was instigated for a few nights – **noted**.
- 12.4 Councillor Introduction Course available on-line on Thursday 19th June 2025 at 7.00 pm.
- 12.5 South Staffordshire Council – information regarding Martyn's Law, which has now received Royal Assent, will affect all Parish Councils, further information to follow – **noted**.
- 12.6 Thank you card from Janet McFarlane for the donation for the late Trevor McFarlane – **noted**.

RESOLVED:

That the Clerk inform the Internal Auditor that the Parish Council will accept the two year fixed price deal.

That the Clerk arrange for the Councillor Introduction Course to be held at the Village Hall.

13. 11/06/35 – TABLED ITEMS

- 13.1 Confirmation of donation to St. Giles Hospital for Christmas Card collection.

14. 11/06/36 – CHAIRMAN'S ANNOUNCEMENTS

- 14.1 The Chair reported that he had spoken to the new Chief Inspector, Alan Lyford, and had invited him to attend a Parish Council meeting or to walk round the village.

15. 11/06/37 – SECTION 17 STATEMENT

- 15.1 Items 7.2, 11.1, 12.2 and 14.1.

16. 11/06/38 - CONFIDENTIAL

- 16.1 The five year lease for the library based at Cheslyn Hay Parish Council was discussed.

RESOLVED:

Proposed by Councillor J. D. Lockley, seconded by Councillor A. Woolley, all in favour, that the five year lease for the library based at Cheslyn Hay Parish Council is continued.

The Meeting closed at 9.25 pm.