



CHESLYN HAY PARISH COUNCIL

**Minutes of the
PARISH COUNCIL MEETING
held on Wednesday 16th July 2025
at the Village Hall, Pinfold Lane, Cheslyn Hay at 7.00 pm**

1. 16/07/39 PUBLIC PARTICIPATION

- 1.1 No Members of the public in attendance.

2. 16/07/40 MEMBERS PRESENT

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

3. 16/07/41 TO ACCEPT APOLOGIES FOR ABSENCE

- 3.1 Apologies for absence received from Parish Councillors V. Dixon, I. E. Emery, L. J. Emery and R. Jennings, District Councillors R. & S. Duncan.

4. 16/07/42 TO RECORD DECLARATIONS OF INTEREST FROM MEMBERS

- 4.1 Declaration of interest at 8.1 for Councillors P. L. Appleton and K. Bickley.
4.2 Declaration of interest at 8.2 for Councillor S. P. Hollis.

5. 16/07/43 TO APPROVE AND SIGN THE MINUTES OF THE LAST PARISH COUNCIL MEETINGS – 11TH JUNE 2025

- 5.1 That the minutes of the Parish Council Meeting held on Wednesday 11th June 2025 be recorded as a true and accurate record.

RESOLVED:-

Proposed by Councillor P. L. Appleton, seconded by Councillor K. Bickley, all in favour, that the minutes of the Parish Council Meeting held on Wednesday 11th June 2025 be recorded as a true and accurate record.

6. 16/07/44 COUNTY COUNCILLORS REPORT

6.1 County Councillor T. Baker reported on the following issues:-

- Roads around Cheslyn Hay are being patched in preparation for new road surfacing before March next year;
- No footpath repairs will take place this financial year as fibre optic companies are still laying cables, high use footpaths may be considered next financial year;
- Station Street – the County Council is preparing to send a letter to the resident of Station Street selling cars, however there is no power to stop them doing so;
- Arranged for the tree on High Street, opposite the Chemist, to be crown-lifted and dead wood removed, road closures will need to be arranged;
- Discussions in process with Highways to cut back the bushes on Saredon Road, past Cheslyn Hay High School, to aid walking to school. There is currently no funding for a footpath. Councillor J. Hill suggested the school arrange for the minibus to transport any students who are at risk;
- Discussions are being held regarding parking around Great Wyrley Cemetery on Station Street, Members confirmed that this cemetery belongs to Great Wyrley Parish Council;
- Arranged to fund a feasibility study for Station Street to consider options for improvement and the requirement for capital funding, the Chairman advised to check that this has not been done previously with other projects in Station Street;
- Attended planning meeting with Councillor B. Cope, the application to turn Hilton Equestrian Centre into a HGV park has not been recommended to go ahead.

6.2 Members requested a stop sign to be erected at the bottom of Littlewood Lane and investigations into a scrap metal vehicle parking on the corner of Littlewood Lane/Littlewood Road.

6.3 Members requested an investigation into the rubbish on Junction 11 of the motorway island (in conjunction with Highways England).

RESOLVED:-

That County Councillor T. Baker investigate the issues raised at 6.2 and 6.3.

7. 16/07/45 DISTRICT COUNCILLORS REPORT

7.1 District Councillor B. Williams reported on the following issues:-

- Distributed a newspaper article from the Express & Star highlighting Cheslyn Hay;
- Reminded Members to sign up for the green bin scheme with the District Council;
- The M54 to M6 link road has been agreed, works start in 2027/28, Carlsberg Britvic will be moving to the South Staffordshire site;
- Fire Brigade are reminding public about the risk of fire in the hot weather;
- Congratulated Councillor J. Hill on winning the election for District Councillor in Landywood Ward, Great Wyrley.

- 7.2 The Clerk distributed an email from Councillor Robert Duncan to Staffordshire County Council, and their response, in relation to the issues on Station Street to all Members present. The Clerk also reported that emails had been sent from Councillor Duncan in relation to information regarding sewerage and water infrastructure and land around Mount Pleasant in relation to requests from the last meeting.
- 7.2 Councillor P. L. Appleton requested clarification on where to collect vapes when litter picking as they are highly flammable.

RESOLVED:-

That Councillor B. Williams clarify the position with regard to collecting vapes when litter picking.

8. 16/07/46 PLANNING

- 8.1 25/00518/FULHH – Single storey rear extension at 32 Sutherland Road, Cheslyn Hay, WS6 7BS.
- 8.2 25/00558/FULHH – Single storey side garage extension at 26 Rosemary Avenue, Cheslyn Hay, WS6 7DX.

RESOLVED:

That the Clerk inform South Staffordshire Council that the Parish Council have no objections or comments to planning applications 25/00518/FULHH or 25/00558/FULHH.

9. 16/07/47 FINANCE

- 9.1 Financial Reports – The Financial Reports for May 2025 were discussed by the Clerk and the bank statements verified and signed by Councillors A. Woolley and S. P. Hollis. The monthly budget report was discussed, balances were checked and variances on the General Purposes, Amenities and Village Hall budgets were discussed in detail.
- 9.2 Payments – Payments proposed by Councillor A. Woolley, seconded by Councillor P. L. Appleton, with Councillor S. Hollis as the third signatory.

RESOLVED:

Proposed by Councillor P. L. Appleton, seconded by Councillor A. Woolley, all in favour, that the Financial Reports for May 2025 be agreed and accepted.

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

10. 16/07/48 CLERKS REPORT

- 10.1 Police Report – The Clerk read the police report from the 11th June to the 14th July 2025 to include burglary, Vehicle Crime and ASB. The PCSO's report that they do not have access to data for prosecutions and repeat offenders.
- 10.2 Funding Update for UKSPF and REPF funds – The Clerk reported that submissions for funding have passed the first round and the Parish Council has been invited to submit full applications. The Clerk read the response from the Chief Executive regarding contributions from section 106 funds, Councillor K. Perry will liaise on the Parish Council's behalf. All projects to be completed by 31st December 2025.

- 10.3 Football Pitch Hire – The Clerk reported that three teams have expressed an interest in signing up for Rosemary Road pitches for the 2025/26 season (1 senior and 2 junior teams). A discussion ensued regarding costings involved.
- 10.4 Quotations for Works – The Clerk discussed quotations for works at the Village Hall and hedge cutting for the allotments hedge on Wolverhampton Road.
- 10.5 Community Governance Review – The closing date for comments on South Staffordshire Council's Governance Review is the 30th September 2025. The Clerk suggested a small working group to include County and District Councillors to feed back to the Parish Council Members at the next meeting on the 10th September 2025.
- 10.6 Station Street Speeding Issues and Community Speed Watch – The Clerk has been liaising with Community Speed Watch regarding the speeding issues in Station Street and no evidence is on the database to substantiate the claims. They have suggested signage on wheelie bins to deter speeding cars, the Parish Council do not consider this appropriate.
- 10.7 ASB/Flytipping Allegations at land off Rosemary Road – The Clerk reported that Councillor Robert Duncan was contacted by residents at the rear of Rosemary Road regarding flytipping and anti-social behaviour in this area. He has involved the Police and South Staffordshire Council enforcement officers. Parish Council staff have cleared the debris on site and, after photographs were distributed, a discussion was held regarding clearing the site.
- 10.8 Tree presentation – Councillor Susan Duncan has suggested a 'benefit of trees' presentation be held at the Village Hall for Parish Councillors and members of the public to attend.
- 10.9 Signature of Exclusive Rights – The Clerk and the Chairman signed the exclusive rights of burial application.
- 10.10 The Clerk reported that she will be attending an Asset transfer briefing with the Parish Council's Association and NALC's 'Exploring alternative sources of income' in September 2025.

RESOLVED:

Proposed by Councillor J. Hill, seconded by Councillor J. D. Lockley, all in favour, that the Parish Council open the Rosemary Road football pitches for the 2025/2026 season.

That the Clerk arrange for the works to be carried out at the Village Hall and the hedges along the Wolverhampton Road.

That Councillors K. Bickley, J. Hill and J. D. Lockley attend the Community Governance Review meeting along with the Chair, Vice Chair and County and District Council representatives.

That the Clerk write to the residents of Rosemary Road regarding the recent anti-social behaviour and flytipping incidents for their views/concerns.

That the Clerk invite the Tree Surgeon to attend the Village Hall to provide a presentation on the benefit of trees.

11. 16/07/49 – CORRESPONDENCE

- 11.1 South Staffordshire Council – 'Ask Angela' scheme launch for all licenced premises – **noted.**
- 11.2 South Staffordshire Council – Request to sign up for Zella Carbon reporting software.

- 11.3 South Staffordshire Council – Consultation will be re-opened for the Local plan as further information is required – **noted**.
- 11.4 South Staffordshire Council – letter regarding local government reorganisation, now looking for wider stakeholder engagement – **noted**.
- 11.5 South Staffordshire Council – Invitation for the Chairman to attend the Civic Sunday event on the 27th July 2025 – **noted**.
- 11.6 SPCA – request to join Staffordshire Playing Fields Association for £20.00 per annum.
- 11.7 SPCA – Government is ending support and funding for Neighbourhood Plans.
- 11.8 Request for assistance with malicious parking and speeding on Station Street – referred to County Councillor – **noted**.
- 11.9 Request for pothole to be filled in Mitre Road – referred to County Councillor – **noted**.
- 11.10 Request for a cremated remains plot at Cheslyn Hay cemetery (out-of-area).

RESOLVED:

That the Clerk inform South Staffordshire Council that Cheslyn Hay Parish Council will sign up for the Zella Carbon reporting software.

Proposed by Councillor J. D. Lockley, seconded by Councillor P. Wilkinson, all in favour, that the Parish Council join the Staffordshire Playing Fields Association.

That the Clerk write to Sir Gavin Williamson MP asking for his support to carry on funding Neighbourhood Plans for Parish Councils.

That the Clerk inform the applicant for an out-of-area cremated remains plot that her application has been successful, subject to out-of-area fees.

12. 16/07/50 – TABLED ITEMS

- 12.1 No tabled items.

13. 16/07/51 – CHAIRMAN'S ANNOUNCEMENTS

- 13.1 The Chair congratulated Councillor J. Hill on his election to the District Council for the Great Wyrley Landywood ward.
- 13.2 Councillor P. Healy reported that Councillor J. Hill had worked very hard on his campaign, especially on social media. Councillor J. D. Lockley reported that he was very pleased with the make up of the current Parish Council which includes a County Councillor and District Councillor and a wealth of experience from Members with different backgrounds. Councillor A. W. Emery reported that we are very fortunate to have Councillors Robert and Susan Duncan as District Councillors for Cheslyn Hay.
- 13.3 The Chair reported on the County Council Civic Reception which he attended recently at County buildings.

14. 16/07/52 – SECTION 17 STATEMENT

- 14.1 Items 6.1, 7.2, 10.1, 10.6, 11.1 and 11.8.

15. 16/07/53 - CONFIDENTIAL

- 15.1 The proposed licence from South Staffordshire Council for Chapel Square was distributed to Members present for perusal.
- 15.2 A discussion was held regarding the grounds surrounding Glenthorne shops.
- 15.3 The Clerk discussed the changes taking effect from October 2025 due to the Employment Rights Act.

RESOLVED:

That Members report any concerns regarding the licence for Chapel Square to the Clerk within the next week, before seeking legal advice.

That the Clerk investigate if insurance cover is viable for any changes made by the Employment Rights Act.

The Meeting closed at 9.30 pm.