



CHESLYN HAY PARISH COUNCIL

**Minutes of the
PARISH COUNCIL MEETING
held on Wednesday 15th October 2025
at the Village Hall, Pinfold Lane, Cheslyn Hay at 7.00 pm**

1. 15/10/69 PUBLIC PARTICIPATION

- 1.1 One member of the public in attendance for observation only.

2. 15/10/70 MEMBERS PRESENT

- 2.1 Councillors : Councillor P. Wilkinson (Chair)
Councillors P. L. Appleton, T. Baker, K. Bickley, L. J. Emery,
R. Jennings, J. D. Lockley
District Councillor R. Duncan
Melanie Brown – Parish Clerk

3. 15/10/71 TO ACCEPT APOLOGIES FOR ABSENCE

- 3.1 Apologies for absence received from Parish Councillors V. Dixon, A. W. Emery,
I. E. Emery, P. Healey, J. Hill, S. P. Hollis, C. Wilkinson and A. Woolley.
3.2 Apologies for absence received from District Councillor S. Duncan.

4. 15/10/72 TO RECORD DECLARATIONS OF INTEREST FROM MEMBERS

- 4.1 No declarations of interest.

**5. 15/10/73 TO APPROVE AND SIGN THE MINUTES OF THE LAST PARISH
COUNCIL MEETINGS – 10TH SEPTEMBER 2025**

- 5.1 That the minutes of the Parish Council Meeting held on Wednesday 10th September 2025
be recorded as a true and accurate record.

RESOLVED:-

**Proposed by Councillor K. Bickley, seconded by Councillor P. L. Appleton, all in favour,
that the minutes of the Parish Council Meeting held on Wednesday 10th September 2025
be recorded as a true and accurate record.**

6. 15/10/74 COUNTY COUNCILLORS REPORT

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

- Tree works will be carried out on the tree opposite the Chemist on High Street on the 5th November 2025 and the road will be shut due to safety issues.
- Repairs to potholes on Coppice Lane have been delayed due to works being carried out on the sink hole on Littlewood Road.
- Maintenance works will be carried out on the A460 roundabout around July next year.
- Resurfacing works will be carried out on Mitre Road and an investigation as to why it was missed is taking place.
- Discussions are taking place as to whether whole sections of the roads, footpaths and grass verges can be maintained by the County Council rather than individually as residents will be happier if road traffic management, such as traffic lights, are in place to rectify all defects at the same time.
- Checks are being made on utility companies who put road traffic management in place and do not carry out works immediately, Members were advised to contact Tom Baker if they witness this behaviour.

6.2 Members discussed footpath defects in Cheslyn Hay and suggested that a priority list is drawn up to consider as and when funds become available to carry out works in Cheslyn Hay.

6.3 Members requested Tom Bakers assistance with debris and overhanging hedges on footpaths near the car park on Coppice Lane which will soon become unpassable, an issue with steps at Zion Close was discussed (this land belongs to the District Council) and maintenance to the motorway island.

RESOLVED:-

That the Clerk inform Staffordshire County Council that access to the Doctors and Chemist on High Street will need to be maintained whilst work to the tree is in progress.

That the Clerk inform Staffordshire County Council that the Parish Council would like it noted that a footpath is required from the schools on Saredon Road up to the island on Lodge Lane as the Parish Council deem it too dangerous for children and mothers with pushchairs to navigate this road, especially during the dark nights, for children to walk this stretch of road unsupervised whilst vehicles are passing at close proximity.

That the Clerk add footpath defects as an agenda item for the next Parish Council meeting.

That County Councillor Tom Baker action issues raised at 6.3.

7. 15/10/75 DISTRICT COUNCILLORS REPORT

7.1 Councillor R. Duncan reported on the following issues:-

- Severn Trent are working in Cheslyn Hay and Great Wyrley on a flood risk survey and he had met with members of the project team on Monday. Major works will take place over the next five years and possible changes to sewerage pipework and drain cleaning which is exacerbating the problem. Severn Trent will keep him updated with works taking place in the area and letters have been sent to residents with contact details. Councillor J. D. Lockley thanked him for perseverance with sorting local issues.

- Resolving a variety of issues around trees and bushes requiring maintenance and resolved an issue in Collier Close following a petition.
- Discussed South Staffordshire Council's local government changes, which differs from Staffordshire County Council's model, to replace with three unitary authorities (Lichfield, Tamworth and East Staffordshire), (Cannock Chase, Stafford and South Staffordshire) and (Newcastle-under-Lyme, Staffordshire Moorlands and Stoke-on-Trent).

7.2 Councillor P. L. Appleton reported on an issue with emptying bins around Glenthorne, Councillor Duncan requested photographic evidence and then he would speak to Street Scene to resolve the issue.

8. 15/10/76 PLANNING

8.1 25/00772/TTREE – TPO/3/1976 – Horse Chestnut – Crown reduction of the tree back to, and not beyond, the previous crown reduction points at 35 Low Street, Cheslyn Hay, WS6 7DS.

RESOLVED:

That the Clerk inform South Staffordshire Council that there are no comments or objections.

9. 15/10/77 FINANCE

- 9.1 Report 1- Completion of the Limited Assurance Review for the year ended 31 March 2025 and Notice of Conclusion of Audit by Forvis Mazars LLP. The Clerk had distributed the findings from Forviz Mazars LLP in relation to the completed assurance review to each Member to peruse before the meeting. The Clerk reported that no matters have come to their attention giving cause for concern and a minor scope for improvement was recommended in relation to the cashbook. The Clerk has advertised the Conclusion of Audit on the Village Noticeboards and website.
- 9.2 Report 2 Financial Reports – The Financial Reports for August 2025 were discussed by the Clerk and the bank statements verified and signed by Councillors L. J. Emery and J. D. Lockley. The monthly budget report was discussed, balances were checked and variances on the General Purposes, Amenities and Village Hall budgets were discussed in detail.
- 9.3 Report 3 Payments – Payments proposed by Councillor L. J. Emery, seconded by Councillor J. D. Lockley with Councillor P. L. Appleton as the third signatory.

RESOLVED:

Proposed by Councillor L. J. Emery, seconded by Councillor J. D. Lockley, all in favour, that the Parish Council accept the report and recommendations from Forviz Mazars LLP in relation to the Limited Assurance Review for the year ended 31 March 2025.

Proposed by Councillor L. J. Emery, seconded by Councillor J. D. Lockley, all in favour, that the Financial Reports for August 2025 be agreed and accepted.

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

10. 15/10/78 CLERKS REPORT

- 10.1 Police Report – The Clerk read the Police Report from the 15th September to the 14th October 2025 detailing burglary at residential dwellings, and anti-social behaviour. Members enquired why the alleged murder in Cheslyn Hay was not listed.
- 10.2 Councillor Training – The Clerk reported that following the success of the Councillor Introduction training in September, the Parish Council's Association have offered to come to the Village Hall to discuss the Local Government Reorganisation and potential asset transfer.
- 10.3 Remembrance School Arrangements – The Clerk reported that representation at Cheslyn Hay High School is required at 10.30 am on Tuesday 11th November and Glenthorne Primary School at 1.45 pm. The Chair will be laying a wreath at South Staffordshire Council on the morning of the 11th November 2025.
- 10.4 Draft minutes from the Finance and Policies Committee – The Clerk had sent out the draft minutes from the Finance and Policies Committee, held on the 1st October 2025, to Members before the meeting for perusal. Budget by cost centre was discussed along with the review of income and expenditure, earmarked reserves and fund balances. A discussion took place regarding the tender quotations for the UKSPF and REPF funds, where the Parish Council would need to contribute £22k if grant funding was awarded, spending on other items will be on hold until January until a decision has been received from South Staffordshire Council.

RESOLVED:

That the Clerk enquire why no information regarding the alleged murder was listed on the Police Report.

That the Clerk postpone the Parish Council's Association offer of training until a decision has been made regarding the preferred proposal for Local Government Reorganisation.

That Councillors P. Wilkinson, L. J. Emery and J. D. Lockley represent the Parish Council at Cheslyn Hay High School on the 11th November 2025 at 10.30 am and Councillors S. P. Hollis, P. Wilkinson and J. D. Lockley at Glenthorne Primary School at 1.45 pm for Remembrance events.

That Members accept the recommendations from the Finance and Policies Committee held on the 1st October 2025.

11. 15/10/79 – CORRESPONDENCE

- 11.1 Request from Home Office to divulge information regarding asylum seeker accommodation in Cheslyn Hay denied due to safety and wellbeing reasons – **noted**.
- 11.2 Request from resident for Parish Council to take down St. Georges Flags, Clerk referred to County Councillor – **noted**.
- 11.3 Request for support from St. Giles Hospice – refer to Section 137 Grants applications in January 2026 – **noted**.
- 11.4 Complaint from resident regarding early morning noise at BS Eatons Limited, Coppice Lane, referred to Eaton's who have now made adjustments – **noted**.
- 11.5 Request from Cemetery Street resident to alter the parking bays outside the cemetery to allow overnight parking.
- 11.6 Complaint from resident regarding CCTV cameras in Rosemary Road, referred to South Staffordshire Council – **noted**.

- 11.7 Note from landlord at Glenthorne Shops informing that potholes have now been filled at the rear of the property – **noted**.
- 11.8 Chairman invited to lay a wreath at South Staffordshire Council on the 11th November at 10.30 am – **noted**.
- 11.9 Enquiry to hire a football pitch for 2026/27 season – **noted**.
- 11.10 South Staffordshire Council will be holding an event to thank litter pickers across the District on the 11th December 2025 at 10.00 am at Codsall.
- 11.11 Response from South Staffordshire Council regarding the Carol Event on the 9th December 2025, no temporary event notice is required as there are no licensable activities – **noted**.
- 11.12 Letter from Hawkins Club regarding bonfire night, there will only be fireworks on Friday 7th November 2025, no bonfire, all funds will go towards Junior Football Teams, parking on BS Eaton's and Hawkins available – **noted**.
- 11.13 Invitation to the Chair and the Clerk to attend a meeting on Thursday 23rd October 2025 at 6.00 pm regarding local government reorganisation – **noted**.

RESOLVED:

That the Clerk inform the resident of Cemetery Street that no changes will be made to the overnight parking arrangements at the cemetery.

That the Clerk nominate Councillor P. L Appleton and J. Appleton to attend the litter picker event at South Staffordshire Council on the 11th December 2025 at 10.00 am.

12. 15/10/80 – TABLED ITEMS

- 12.1 Cheslyn Hay Community Allotments Accounts for financial year 2025/25.
- 12.2 Staffordshire County Council road closure for High Street on the 5th November 2025 for between 1 and 5 days for urgent tree work.
- 12.3 Community Speed Watch looking for volunteers.
- 12.4 Letter from Severn Trent regarding works taking place in Cheslyn Hay.

13. 15/10/81 – CHAIRMAN'S ANNOUNCEMENTS

- 13.1 The Chair thanked everyone in attendance for his 80th birthday wishes and a photograph was taken.

14. 15/10/82 – SECTION 17 STATEMENT

- 14.1 Items 10.1, 11.1, 11.6 and 12.3.

15. 15/10/83 - CONFIDENTIAL

- 15.1 Discussions regarding a break-in at Cheslyn Hay Allotments and a Boundary Dispute.

Meeting closed at 9.10 pm.