



CHESLYN HAY PARISH COUNCIL

Minutes of the Annual Parish Meeting of THE CHESLYN HAY PARISH COUNCIL held on Wednesday 13th May 2026 at the Village Hall, Pinfold Lane, Cheslyn Hay at 7.00 pm

1. APM05/01 – WELCOME

- 1.1 The outgoing Chair, Councillor S. P. Hollis, welcomed everyone to the meeting.

2. APM05/02 – PARISH COUNCIL ANNUAL REPORT

- 2.1 The outgoing Chair, Councillor S. P. Hollis, read his report for 2025-2026 (copy attached).
2.2 Councillor P. Wilkinson proposed thanks for the outgoing Chairman.

3. APM05/03 – OPPORTUNITY FOR LOCAL GOVERNMENT ELECTORS FROM THE PARISH TO ASK QUESTIONS

- 3.1 One Member of the public in attendance for observation only.

4. APM05/04 – POLICE REPORT

- 4.1 In her absence PCSO Karen Terry had submitted the police report upto 31st March 2026.

Violence and sexual offences	53
Vehicle crime	10
Criminal damage + arson	9
Public order	8

Meeting closed at 7.30 pm.



CHESLYN HAY PARISH COUNCIL

CHAIRMANS REPORT

13TH MAY 2026

COUNCILLOR S. P. HOLLIS

Firstly I would like to thank the Vice Chairman, Councillor P. Wilkinson, for his assistance over the last term of office and for Chairing the Human Resources Committee over the last twelve months.

I would like to thank County Councillor Tom Baker for his work in trying to fix the potholes in Cheslyn Hay and for the treeworks, patching and resurfacing works that have already taken place in Cheslyn Hay over the last year. Potholes continue to be a contentious issue until a new policy is adopted by Staffordshire County Council to ensure that whole areas are repaired at the same time instead of 'one off' repairs. The Parish Council are looking forward to the report detailing how Station Street can be resolved.

I would also like to thank our District Councillors who are working hard and representing the Parish at District and local level to ensure that the Parish is clean, tidy and a safe place to live and they are doing a sterling job liaising with organisations such as Severn Trent and Homes Plus on behalf of the residents of Cheslyn Hay.

Congratulations are also in order for Councillor Joe Hill who was elected as a District Councillor for the Landywood Ward in Great Wyrley.

I would also like to thank Councillor Peter Healey for representing our Parish at Staffordshire Parish Council's Association.

Thanks to Councillor Phil Appleton, and his team, for their continued efforts in keeping the Village clean and tidy by regularly litter picking.

Cheslyn Hay Parish Council are committed to opposing un-necessary development in Cheslyn Hay and will continue to represent residents at Planning Committee if necessary to try and ensure the infrastructure of the village is not compromised and to retain any remaining green spaces.

The Parish Council continue to work well with local groups such as the Royal British Legion to facilitate the Remembrance Service in Cheslyn Hay each year and attend school services in conjunction with the Royal British Legion at Glenthorne Primary and Cheslyn Hay High School, residents should be proud of the scale of the event and the attendance of so many local residents.

The Parish Council have managed again this year to donate to worthwhile charities via our Section 137 or donations grant budget, despite monetary restraints in this financial year.

The hiring of Cheslyn Hay Football pitches was unsuccessful again this year leading to unauthorised training and matches being played on the empty pitches and attendance at a Parish Council meeting with a petition by local residents regarding nuisance and parking issues. It is hoped that by leasing the pitches to one supplier will resolve this issue.

Changes to Policing Policy means we no longer get individual police reports or attendance at meetings which makes it more difficult to engage with local officers, this is something that is a national issue.

We now have closer links with St. Mark's Church following engagement with Reverend Marie Meredith, who attended one of our Parish meetings to invite members to attend any relevant events. I have now attended several events at the Church and hopefully this will continue with the next Chair.

We have increased the Village Hall fees and cemetery fees substantially this year to bring us into line with other hiring facilities, income needs to be improved to add to our precept in order to make the local changes that the Parish Council and residents require and any major works will need to have additional grant funding.

I personally arranged for the Great Wyrley concert band to provide a Christmas Carol Concert in December which was a great success and I have asked if they would be interested in performing a 'night at the proms' in the Summer at Hawkins Club, watch this space!

I have also worked with Staffordshire Safer Roads Partnership to try to resolve a safety concern on Saredon Road outside the school.

More recently I attended Cheslyn Hay High School to speak to the Headteacher regarding a social media issue with a Member of their staff and I will be monitoring the situation closely.

I have had hands on involvement with the UKSPF and REPF funding applications for Chapel Square Memorial Garden and Rosemary Road Turning Circle, both with dealing with the contractor and raising funds with South Staffordshire Council. I visited the Chief Executive and telephoned various District Council staff in order to secure joint working on this project which resulted in the tree work being donated by South Staffordshire Council. I also liaised with the funding officer in order to secure a later funding date due to bad weather during January and February. I would also like to thank South Staffordshire Council for their generous donation for plants, shrubs, turf and top soil. It has been a very difficult and trying process but will benefit the residents of Cheslyn Hay enormously. I would also like to thank Jack Moody Limited for their free design service and labour for turf and planting and BS Eaton Limited for their donation of block paving.

I arranged for Hazel Whittaker, a resident of Pinfold House who was 106 in April, to have a small party at the Village Hall to recognise her birthday and also arranged, in conjunction with Councillor Keith Bickley, for the BBC television crew and reporters to attend, this is a great achievement for one of our residents!

The next few years will be a difficult time for Parish Councils as we are unsure of how the devolution process will affect us following the reduction from three tier working to two, hopefully all will be revealed by the Government in July 2026!

Finally, I would like to thank every Parish Councillor who continues to give up their time and effort voluntarily, with no financial gain, to make a difference to the Parish where they reside whilst under scrutiny from Parishioners and continuing financial pressures. Members also find time to attend parish meetings and committee meetings regularly and also attend Parish Summits and Locality Meetings to ensure the best outcomes for Cheslyn Hay.

Thanks to all the staff who keep the Village Hall and the green spaces in Cheslyn Hay clean and tidy, and thanks to the Parish Clerk for the overall management of the Parish Council and for a clear external audit for 2024/25.

Councillor S. P. Hollis
Chairman Cheslyn Hay Parish Council

Signed



Date

13th May 2026



CHESLYN HAY PARISH COUNCIL

**Minutes of the
ANNUAL PARISH COUNCIL MEETING
held on Wednesday 13th May 2026
at the Village Hall, Pinfold Lane, Cheslyn Hay at 7.00 pm**

The Chairman welcomed everyone to this month's council meeting and introduced the acting Clerk.

The Chairman Cllr. Steve Hollis reported that District Councillor Roger Lees had passed away and the meeting observed a minutes silence.

Members also very best wishes to their Clerk Melanie Brown as she commences her treatment.

1. 13/05/158 ELECTION OF CHAIRMAN (including completion of Declaration of Acceptance of Office)

- 1.1 Proposed by Councillor A. W. Emery, seconded by Councillor, all in favour, that Councillor S. P. Hollis be elected Chairman for municipal year 2026-27.

RESOLVED:-

That Councillor S. P. Hollis be elected as Chairman of Cheslyn Hay Parish Council for municipal year 2026-27, the declaration of office was duly signed by Councillor S. P. Hollis and the Acting Clerk.

2. 13/05/159 MEMBERS PRESENT

- 2.1 Councillors : Councillor S. P. Hollis (Chair)
Councillors P. L. Appleton, T. Baker, K. Bickley, A. W. Emery,
L. J. Emery, P. Healey, J. D. Lockley, C. Wilkinson, P. Wilkinson
District Councillor: R. Duncan,
Chris Gracey – Acting Clerk

- 2.2 Member of the public present : None

3. 13/05/160 TO ACCEPT APOLOGIES FOR ABSENCE

- 3.1 Apologies for absence received from Councillor V. Dixon, I Emery, J Hill, R Jennings, and A. Woolley.

4. **13/05/161 – ELECTION OF VICE CHAIRMAN**

- 4.1 Proposed by Councillor P. Wilkinson seconded by Councillor K. Bickley that Councillor P Wilkinson be elected as Vice Chairman.

RESOLVED:-

That Councillor P. Wilkinson be elected as Vice-Chairman of Cheslyn Hay Parish Council for municipal year 2026-27.

5. **13/05/162 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, L. J. Emery and A. Woolley.
- 5.2 Human Resources Committee – Councillors P. Wilkinson (Chair), P. L. Appleton, A. W. Emery, P. Healey, 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, L. J. Emery, J. D. Lockley 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, K. Bickley, I. E. Emery, J. Hill and A. Woolley.
- 5.6 Cheslyn Hay Community Allotments Liaison Committee – Councillors S. P. Hollis (Chair), P. Wilkinson, P. L. Appleton, J. D. Lockley and C. Wilkinson.
- 5.7 Library Liaison Committee – Councillor S. P. Hollis (Chair), P. Wilkinson, T. Baker, 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, A. W. Emery and J. D. Lockley.
- 5.10 The Chairman requested that Members wishing to take up any vacant positions on the Committees forward their names to the Clerk.

6. **13/05/163 TO RECORD DECLARATIONS OF INTEREST FROM MEMBERS**

- 6.1 Cllr. Lisa Emery declared a non-pecuniary interest in item 11.

7. **13/05/164 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, of the minutes of the Parish Council Meeting held on Wednesday 15th April 2026 be recorded as a true and accurate record.

8. 13/05/165 COUNTY COUNCILLORS REPORT

8.1 County Councillor T. Baker reported on the following:

He confirmed that the Highways Officer Tom Underwood would be attending the next meeting.

The problem on Old Landywood Lane and causing a road closure is down to a sink hole, the location is around a previous tunnel which went across the road when the area was a quarry, many years ago.

The drains on Saredon Road will be cleared on 1st June 2026.

Surface dressing on the Sutherland Road area will commence next month.

Funding from his County Councillor is now open.

8.2 Members present reported the following County Council issues:

Work on Warstones Road although complete is still showing water accumulation.

Rosemary Road at the bottom where the works has been carried out, still has some spoil and various debris.

Water running from Eaton's concrete works.

Great Wyrley side of Parry's Coaches needs reinstating to within Cheslyn Hay.

Double yellow lines required on Station Street.

Resolved:-

That County Cllr.Tom Baker action issues raised at 8.2.

9. 13/05/166 DISTRICT COUNCILLORS REPORT

9.1 District Councillor R Duncan reported on the following:

Residents in Homeplus property are contacting him with complaints, about the profuse ivy pushing over the fence, he attended a site meeting to discuss the problem. Remedial work has been carried out, but it is insufficient to solve the problem, he will arrange a contribution.

He is receiving many queries from local residents, but many end with positive results. Sutherland Road has had an accumulation of water which has resulted in a muddy area, a soak away is being installed which hopefully will solve the problem, but they will come back if unsuccessful.

Rat problem from residents who feed the birds.

Essington – Wyrley Canal walk, the bench is too low, it has been repaired, the surrounding area has been repaired, but it requires stone to complete the work.

Lodge View Road opposite Cheslyn Hay School, the residents in the street have had parking tickets on their cars for parking outside their properties.

SSC is developing their Local Plan, a draft is available.

9.2 Members reported the following District Council issues:

Sutherland Road SSC have removed a quantity of razor wire, but some has been left causing problems with children and dog walkers:

Litter alongside pools. District Cllr. Rob Duncan responded that a litter pick is planned for the coming Saturday. There should no legal fishing at the pool.

Resolved:-

That District Cllr. Rob Duncan action issues raised at 9.2

10. 13/05/167 PLANNING

10.1 26/00214/COU Amended plans and information received – Proposed change is use of existing garage to form Barbers Salon for appointment only at 1 Leveson Avenue, WS6 7BN.

10.2 26/00352/FULHH Ground floor rear extension at 6 Grassmere Court WS6 7DR.

RESOLVED:-

That the Clerk inform South Staffordshire Council that the Parish Council raised objections to 26/00214/COU because at present there is already insufficient parking in the vicinity of this proposal and dropping the kerb in front of property will accelerate it. Inappropriate development is a residential area, insufficient parking at present which this proposal will accelerate it.

11. 13/05/168 FINANCE

11.1 Financial Reports – The financial reports for April 2026 were discussed by the Clerk and the bank statements verified and signed by Councillors Thomas Baker and Keith Bickley. The monthly budget report was discussed, balances were checked and variances on the General Purposes, Amenities and Village Hall budgets.

11.2 Payments – Payments proposed by Cllr. Thomas Baker, seconded by Cllr. Keith Bickley with Cllrs. Carol Wilkinson and Steve Hollis (Chairman) signing the cheques.

RESOLVED:

Proposed by Cllrs. Phil Appleton seconded by Councillor Carol Wilkinson, all in favour, that the Financial Reports for April 2026 be agreed and accepted.

That the payments be made in respect of those items listed on the green sheets are approved and the cheques duly signed.

12. 13/05/169 CLERKS REPORT

- 12.1 Police Report – submitted in the PCSO absence, 80 crimes were reported in the Cheslyn Hay and Saredon area for April 2026. Members raised concerns about the number of violence and sexual offences, the Chairman will query the number with the PCSO.
- 12.2 Register of Disclosable Pecuniary Interests – Forms issued with minutes, present councillors returned forms.
- 12.3 Update of the works to Chapel Square and Rosemary Road turning circle
Moody's supplied labour, turf and shrubs were planted. Waiting for remainder of works to be completed, i.e. electrics, lighting and completion of planters, the have asked for additional invoices to be paid for drainage works etc. deferred until the work is complete.

We have received a request from Stephen Baxter and Les the Barber to place a commemorative bench in Chapel Square in memory of Alan Jones who arranged the carnivals in Cheslyn Hay between 1981 and 1991 and arranged the first Christmas tree to be planted in Chapel Square – Members discussed the request but agreed to defer it until the work is complete.

A report was received, that the turning circle has a drop from the road, the Chairman reported that he will contact the contractors.

Turning Circle being finished by the end of May, when the nursery is close and it's Spring Bank holiday.

- 12.4 Request for training on Rosemary Road pitches – Keith Hardy confirmed that they want to take over the pitches for a three year contract. Mick Powell reported that the scouts are being blocked in every Weds/Thurs and Friday nights due to unauthorised training and playing on Rosemary Road pitches. The Chairman and Keith Hardy attended, the matter was discussed by Members. Next day the office received an email from Joe Morley, who has been regularly training on there. Keith Hardy is due to start in August so we are unable to give them permission to train on there on a regular basis and we need to sort out the insurance to cover any accidents etc. Cllr Keith Bickley is liaising with Keith Hardy regarding the contract and associated works at pavilion and pitch-power applications.
- 12.5 Terrorists threat increase in relation to the Village Hall operations
Increase in terror threat to severe, do we want to keep door locked now at the Village Hall and ask class leaders to only let in and out their own clients. We will have to implement this for Martyn's Law next year anyway? It was agreed to get a quotation for new door for front of the building (Senior Smiles entrance) as the present door is all glass.
- 12.6 Change to grit bin provision from SCC
We would need to get permission for our grit bins on the public highway, as we have never sought before, and we would have to re-label the bins with our contact details, we need to check the insurance cover by 31st July 2026.
- 12.7 Electric Bikes on Recreation Ground
In his absence Cllr. Joseph Hill has emailed to say he has had some correspondence from a resident regarding this matter. Cllr. Joseph Hill has some personal experience of this issue as he was walking his dogs when the youths on bikes nearly rode into them, he tried ringing 101 to report the matter but there was no answer. It's becoming an issues as the bikes are ridden at speed and the youths seem to have little control, it is becoming dangerous with dogs and children on the field and park frequently. This matter was deferred.
- 12.8 Due to changes to the rating system, we will be paying £800.00 per annum for domestic rates.

13. 13/05/170 – CORRESPONDENCE

- 13.1 SSC – Maggie Quinn, Dementia event on Tuesday 19th May 2026, 10.00-1200 at Codsall.

Request for tree to be removed on the quarry boundary (Off our land on Rosemary Road) as children are climbing over and making camps – resolved tree removed.

Cannock Chase Council – Supplementary Planning Document Consultation has been sent out closing date Tuesday 26th May 2026.

Need to get a mandatory GAP analysis completed for GDPR, enhanced because we have CCTV, cost £310 proposed Cllr. Lisa Emery seconded by Cllr. Peter Wilkinson (Vice-chairman).

Thank you from Cllr. Bernard Williams.

Thank you for the donation from Arrive Alive.

Thank you for the donation from West Midlands Hedgehog Rescue.

14. 13/05/171 – TABLED ITEMS

- 14.1 Letter read out by the Chairman from James Conley and it was agreed to pass this letter onto Hazel Whittaker.

15. 13/05/172 – CHAIRMAN'S ANNOUNCEMENTS

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

16. 13/05/173 – SECTION 17 STATEMENT

- 16.1 12.1.

The Chairman dismissed the standing orders and went into closed session at 9.10pm.

17. 13/05/174 CONFIDENTIAL

- 17.1 A complaint has been received about the work items left on works adjacent to Rosemary Road. The Chairman will speak to the contractor to move the items.

Meeting closed at 9.40 pm