



Shenstone Parish Council Meeting

APPROVED Minutes from Annual Shenstone Parish Full Council Meeting

Tuesday 12th May 2015 at 7.15pm

Meeting Venue: Stonnall Youth and Community Centre, Main Street, STONNALL

List of Attendees: Cllrs Sheila Beilby (Shenstone Ward), John Branch (Shenstone Ward), Roy Boffy (LA & Stonnall Ward), Mick Cox (LA & Stonnall Ward) Rita Hancocks (Shenstone Ward), Val Neale (LA & Stonnall Ward), David Salter (Shenstone Wood End) David Thompson (Shenstone Ward), Jean Wilson (LA & Stonnall Ward)

Parishioners in Attendance: 3 (Register taken) **Clerk:** Susan Nelson

1 Election of Chairman for 2015 to 2016 Shenstone Parish Council Term of Office

- Clerk welcomed all in attendance to the start of the Shenstone Parish Council 2015 to 2016 term of office and requested if any Members present would like to put themselves forward to apply to become the Chairman of Shenstone Parish Council for the 2015 to 2016 term of office
- David Salter expressed an interest to serve as Chairman to Shenstone Parish Council for 2015 to 2016
- There being no further applicants applying for the post Council were asked for a Proposer and Seconder:
- **Proposed:** Councillor Rita Hancocks **Seconded:** Councillor Elizabeth Hassall Following a vote of all present it was duly **RESOLVED: Councillor David Salter to serve as Parish Council Chairman to Shenstone Parish Council for 2015 to 2016 term of office**

2 Election of Vice-Chairman

- Members were asked if there were any volunteers to apply to serve as the vice-Chairman of Shenstone Parish Council for the 2015 to 2016 term office
- Councillors Rita Hancocks and Elizabeth Hassall each expressed an interest to serve
- A request was made for a Proposer and Seconder for each candidate
- Rita Hancocks - **Proposed:** Councillor Jean Wilson
- Elizabeth Hassall - **Proposed:** Councillor Mick Cox
- Following a secret ballot of all Members in attendance which was tied 5:5 Members were asked to confirm verbally their support for a preferred candidate - Members requested that a Chairman's casting vote should be made and thereafter the following resolution was made:
- **RESOLVED: Councillor Rita Hancocks was successful in securing the post of Vice-Chairman to Shenstone Parish Council for the Shenstone Parish Council 2015 to 2016 term of office**

3 Declaration of Acceptance of Office - All Members

Clerk provided all Members of the 2015 to 2016 Parish Council with Declaration of Acceptance of Office forms which need to be completed and returned to the Parish Council Office asap - **ONGOING**

4 Apologies Received

Councillor Charles Fordham

5 Welcome and Introduction of 2015 Parish Council Members

Councillor David Salter (Chairman) welcomed all to the first meeting of the 2015 to 2016 term of office and invited all Members to introduce themselves to members of the public and other Council Members

6 Declaration of Interest on Agenda Items

Members were asked if they had any Interest in the agenda items listed for the meeting held this evening

No Declarations of interest were reported

Members to be provided with Declaration of Interest forms to complete and register by returning to the Clerk prior to the June Meeting - **ONGOING**

7 Up to 15 Minutes of Public Participation

Community Support Police Officer Brian Harbon welcomed the new Parish Councillors and offered them his support.

Over the previous month the rates of crime and disorder within the wards has been quiet, however there are ongoing Issues with Wall Island and 6 Road Traffic Incidents have been reported in the last month.

2 burglaries over the past month on the same day targeting high value jewellery - both property a short distance away from Railway Station

A high value vehicle was stolen & two burglaries from Motor vehicles , 5 incidences of criminal damage and 2 incidences of drug offences

A new PCSO will be joining the team sometime over the next 8 weeks

Rob Nunn, the Neighbourhood Watch Co-ordinator for LDC region and editor of the newsletter has retired

Chairman asked if the new Police Community Support Office would work the same shifts as existing personnel?

PCSO Harbon confirmed that this would not be the case.

Councillor Thompson raised the continuing concerns regarding Wall Island and was assured by Chairman that remedial



Shenstone Parish Council Meeting

works are in hand

8 Approval of Minutes from Shenstone Parish Council Meeting held Tuesday 14th April 2015 (copy provided)

The Minutes from the Full Council Meeting of Shenstone Parish Council held on Tuesday 14th April 2015 were approved as a true and accurate record of the meeting and duly signed by the Chairman Councillor David Salter

9 Matters Arising from Minutes

Shenstone Neighbourhood Plan - update DS

Councillor David Salter confirmed he had met with Graham Jones who has confirmed that he has no intention of stepping away from the production of the Shenstone Neighbourhood Plan and is currently awaiting information to complete the process

Keith Jones advised that as a member of one of the sub-committees he had not received any update reports

Councillor David Thompson offered to assist and will e-mail Graham Jones directly **(ONGOING)**

i) Parish Council website

Keith Jones offered his services to assist with populating the website www.shenstone-staffs.gov.uk

Clerk will arrange a meeting - **ONGOING**

ii) DJAS site visit update

DJAS (Diamond Jubilee Allotment Society) Chairman Councillor David Salter has agreed to visit the site - details tba
Councillor Elizabeth Hassall confirmed that she has resigned from the DJAS Committee

Clerk to liaise with Jill Street and David Salter to agree site visit arrangements - ONGOING

iii) Neighbourhood Highways Team - Members requested that dates of the next visit to the area be confirmed

Clerk will request update - **ONGOING**

10 Approve Member co-option process and timetable to recruit Parish Council Members

Chairman confirmed that the Parish Council can co-opt Members to fill any vacancies within 35 working days of an election - therefore candidates will need to be put forward for co-option at the next Full Council Meeting to be held on Tuesday 9th June 2015 / Clerk to arrange advertisements and contact prospective applicants

Thursday 4th June will be interview day for all possible candidates at 7pm - Venue: Stonnall Village Hall /Shenstone Village Hall Committee Room - **To be confirmed - Clerk to advise all Members and candidates**

11 Review Parish Council Committee Structure and Frequency of Meetings

The previous Committee Structure was provided to Members for their review (see below)

Finance and Legal Committee - Meetings at 5.30pm (9)	Representatives on Stonnall/Lynn Playing Fields Committee (3)
Planning and Environment - FULL COUNCIL -No Committee ALL	Representatives on Stonnall Village Hall Committee (3)
Community Liaison Committee - Meetings at 5.30pm (5)	Representative on Little Aston Recreation Ground (LARGA) (3)
Property, Health and Safety (6)	Representatives on Lammas Land Management Committee (3)
Lawn Cemetery Working Group (3)	Representatives on Little Aston Village Hall Committee (2)
Representatives on Shenstone Playing Fields MC (2) *	Employment and Standards Committee (5)
Representatives Shenstone Village Hall Management Committee (1)*	Representatives on Staffordshire Parish Council's Association (2)
Representatives on Richard Cooper Rooms Committee (3)	Stonnall Youth and Community Centre (2)
	Standing Orders, Financial Regulations, Risk Assessments (new)

Cllr Boffy confirmed that now the Neighbourhood Plan work is coming to an end the results of this work will inform Planners to clearly determine what the local Wards aspire to have - he suggested that a

Neighbourhood Plan Committee be formed to cover **Planning/Environment and Community Liaison**

It was agreed that both Property, Health and Safety Committee and Community Liaison Committee will no longer be required and should be replaced by a **Neighbourhood Plan Implementation Group** - Members agreed that this would be an effective way forward - **ONGOING**

Shenstone resident Keith Jones reported that Shenstone NP is 2/3 months behind both Stonnall and Little Aston due to the planning issues unique to this Ward and felt that a Neighbourhood Plan Implementation and Monitoring Committee with representatives from all Wards would be a good way forward

Councillors David Thompson (Shenstone) Elizabeth Hassall (Stonnall) Roy Boffy (Little Aston) agreed to populate this Committee and Members approved this way forward

Lawn Cemetery - The Parish Council manages and maintains the Lower Lawn Cemetery at St John's and is responsible for the grounds maintenance of the two churchyards at the higher level

Councillor Rita Hancocks and Parish Clerk have worked together to ensure the effective management of this site and Members agreed that this collaboration should continue

Members to undertake a further review of the Committee Structure during the summer - ONGOING

12 Annual Parish Assembly Meeting of Shenstone Parish Council - Thursday 21st May 2015 at Stonnall Village Hall, Main Street, STONNALL - Commences 7.30pm

New Members were advised that this meeting provides local organisations (including the Parish Council) with an opportunity to report to the local community about their activities during the previous 12 months and to give local Residents the opportunity to express their views regarding the priorities they would like both the council and other



Shenstone Parish Council Meeting

organisations to give priority to in the next 12 months

It will also provide an opportunity for incoming Parish Councillors to introduce themselves and their aims for the future
Clerk to make all arrangements

13 Members to approve Recommendation to adopt Chancellors regulations and Diocese Regulations for Shenstone Lawn Cemetery - Full Report Attached and shown below;

The Interment of Cremated Remains at Shenstone Lower Lawn Cemetery

Regulations previously adopted by Shenstone Parish Council Minute Reference 193 at the Full Council Meeting held on Tuesday 14th April 2015 at Shenstone Village Hall

- The well-established practice of burying cremated remains in or immediately adjacent to an existing family grave is to be encouraged
- The incumbent may permit additional inscriptions to be added to memorials on such graves so as to record the further interment provided the proposed inscription accords with regulations
- Cremated remains must not be scattered or strewn in a churchyard/lawn cemetery
- Cremated remains are to be interred by being poured directly into the ground at a point not less than 101mm (4") below the surface
- If desired the pouring of cremated remains may take the form of placing a casket in the ground and opening the base of the casket to allow the remains to flow out provided that the casket is then removed
- If thought appropriate the opening of the base and removal of the casket can take place after the departure of the bereaved from the graveside (provided they have been told in advance that this will be done)

RECOMMENDATION FOR PARISH COUNCIL TO REVIEW AT THIS MEETING: :

Additional Regulations to be approved and adopted at this Annual Council Meeting of Shenstone Parish Council held today Tuesday 12th May 2015 (Minute Reference 13) at Stonnall Youth and Community Centre, Main Street, Stonnall

- The incumbent may on pastoral ground permit the interment of cremated remains in a casket provided that the casket be unlined and must be made of cardboard or some equivalent material which is biodegradable .
- The interment of cremated remains in a hardwood casket is not to be permitted

RESOLVED: Members approved the adoption of the additional regulations as shown above

Clerk to contact parishioner directly to report decision - ONGONG

14 Community Defibrillator Update and Notice of Community Training Event - Cllr RH

Little Aston and Stonnall Members expressed their concerns that a Community Defibrillator had been installed in Shenstone without full details being provided to all Parish Councillors

Councillor Rita Hancocks confirmed that she has been working directly with the Ambulance Service and was successful in securing a free defibrillator for use in Shenstone Ward, if action not taken the Parish Council would have missed the opportunity due to the Ambulance team timescales, this combined with the fact that both Stonnall and Little Aston had struggled to find a suitable location was a factor in this installation being made outside the Parish Council Office Clerk confirmed that she was in full support of this Community initiative and that the request for a Community Defibrillator had initially been made by a Shenstone parishioner who had experience of how effective this equipment can be.

Clerk advised Members that once the new round of funding from the Ambulance service is advertised the same support will be given to Stonnall and Little Aston Community Defibrillator leads - - Cllrs Jean Wilson and Elizabeth Hassall

Free of charge training course for the use of the Community defibrillator and other essential first aid training will be provided by West Midlands Ambulance Service and will take place on Tuesday 2nd June 2015 at

SHENSTONE VILLAGE HALL, BARNES ROAD, SHENSTONE AT 7.15PM

COUNCIL MEMBERS AND PUBLIC FROM ALL WARDS ARE MOST WELCOME TO ATTEND

15 Parish Council photocopier - REVIEW UPGRADE PROPOSAL FROM OMEX (documents to be provided at Next Full Council Meeting to be held on Tuesday)

Please find documents attached - will review at Full Council Meeting taking place on Tuesday 9th June 2015

16 Finance Update - current Financial Report

SHENSTONE PARISH COUNCIL CURRENT FINANCIAL POSITION - 12th MAY 2015

NATWEST CURRENT ACCOUNT - 1st April 2015 - £19,820.51 CR

CO-OPERATIVE CURRENT ACCOUNT - 28th April 2015 - £199,653.57 CR (this includes receipt of £145,000 Precept received 28th April 2015)

CO-OPERATIVE BUSINESS SELECT DEPOSIT ACCOUNT - - £16,574.32 CR

CO-OPERATIVE STONNALL NP ACCOUNT - £5009.24 CR

17 Annual Year End Audit for Shenstone Parish Council 2014 to 2015 - Update



Shenstone Parish Council Meeting

Clerk to meet with External Auditor - Alan Toplis on Friday 22nd May 2015 (previous meeting date advised 15th May but this was postponed by AT) at the Parish Council Office and Clerk to report back to Members at the 9th June 2015 Full Council Meeting - **ONGOING**

18 Correspondence received - Report attached
- Key items covered in this meeting

19 Pending/ongoing items

Wall Island - Councillor John Branch (Shenstone Ward new Member) requested an update regarding the shambolic layout and continuing road safety issues at the Wall Island Traffic Island.

Possible Asbestos hazard Report received of dumping of 6 bags possibly containing blue asbestos - behind the shops in Stonnall - Reported to SCC and Lichfield District Council / Clerk to chase for response to concerns raised - **ONGOING**
Councillor David Salter confirmed he had met with Graham Jones who has confirmed that he has no intention of stepping away from the production of the Shenstone Neighbourhood Plan and was awaiting certain report information

FIRST AID TRAINING AND TRAINING FOR THE COMMUNITY DEFIBRILLATOR WILL BE PROVIDED BY WEST MIDLANDS AMBULANCE SERVICE AND WILL TAKE PLACE ON TUESDAY 2ND JUNE 2015 AT SHENSTONE VILLAGE HALL, BARNES ROAD, SHENSTONE AT 7.15PM

20 Date, time and venue of next Shenstone Parish Council Meeting - Tuesday 9th June 2015 at 7.15pm Little Aston preferred location **SHENSTONE VILLAGE HALL CONFIRMED AS MEETING VENUE**

SIGNED: _____ **Chairman Shenstone Parish Council**

DATE: Tuesday 9th June 2015 at 7.15pm - **VENUE: SHENSTONE VILLAGE HALL CONFIRMED**

All Councillors are reminded of their duty to consider all aspects of equal opportunities, crime prevention, unlawful discrimination and other best practice when making decisions at the meeting