



Shenstone Parish Council Meeting

Approved Minutes from Full Council Meeting of Shenstone Parish Council

MEETING HELD TUESDAY 8TH December 2015 AT 7.15pm - VENUE: Stonnall Youth and Community Centre

100 Register of Councillors in Attendance: Cllrs Sheila Beilby, Roy Boffy, Mick Cox, Tim Cox, Charles Fordham, Rita Hancocks (Acting Chairman), Lynda Jones, Val Neale, Gail Nicholls, David Salter (Chairman)-, David Thompson, Jean Wilson **Clerk:** Susan Nelson **Members of the Public: 6** (register available for view)

101 Apologies Received: 1 / County Councillor David Smith /**Councillor David Salter (Chairman)** late arrival

Councillor Rita Hancocks Vice-Chairman of the Parish Council chaired this meeting

102 To receive Declarations of Interest on Agenda Items

- Cllr Hassall declared an interest regarding Planning Application 15/01222/FUL (which will be discussed during Public Participation) as she serves on the Lichfield District Council Planning Committee and will therefore abstain from the debate
- All other Members interests as per the Register

103 Up to 15 Minutes of Public Participation (To provide parishioners the opportunity to raise any relevant matters with Parish Council Members)

Planning Application Reference: 15/01222/FUL - Little Hay Farm, Little Hay Lane, LICHFIELD Staffordshire WS14 0QB

Applicant addressed Council Members regarding this application for a Rural workers dwelling - the classification of agricultural worker does not include Farrier which is the occupation of the applicant

Applicant advised that his work is specialised and that it is vital for him to be on-site with full access to horses and stables

Currently the applicant lives in a 1 bedroom annex with the Forge opposite which is cramped and unsuitable

Members were advised that the Planning Application has been submitted to Lichfield District Council to be determined on 21st December 2015 Members thanked the applicant for updating Members regarding this application

Approved Response to Planning Application 15/01222/FUL - Little Hay Farm, Little Hay Lane, Lichfield, Staffs WS140QB

Erection of a 4 bedroom dwelling, detached double carport/store and associated works

Members of Shenstone Parish Council Members reviewed this Planning Application at a Full Council Meeting held on Tuesday 8th December 2015 and confirm that this Council has **No Objections** to this application.

However Shenstone Parish Council would request that District Council consider a condition being imposed to a covenant or equivalent planning obligation to keep the new build accommodation for households in full time agriculture industry employment. This should be in perpetuity.

The material planning matter was raised directly to the applicant at this meeting and the applicant agreed to accept this condition.

2008 Original Application made for the Royal Oak Planning Application - 08/00832/FUL

Royal Oak Planning Application - 08/00832/FUL Chairman Rita Hancocks read out the latest correspondence received from Will Brearley from CT Planning - Full report attached to these Minutes - summarised as follows:

- Outline application for up to 14 dwellings
- 25% affordable homes
- Mix of 2, 3, 4 and 5-bedroomed homes
- Cottage to be demolished and replaced with a traditionally designed cottage
- Access between demolished cottage and Royal Oak
- Royal Oak converted to form four affordable apartments

No further requests from the Public received

104 Approval of Shenstone Parish Council Minutes from Meeting held Tuesday 10th November 2015 (copy attached)

RESOLVED: The Minutes from the Full Council Meeting of Shenstone Parish Council held on Tuesday 10th November 2015 were reviewed by Members and approved as an accurate record : **Proposed: Councillor Neale Seconded: Councillor Cox**

105 Matters Arising from Minutes

Royal Oak Planning Application - **CONFIRM THAT 2015 APPLICATION HAS NOT YET BEEN SUBMITTED TO LICHFIELD DC** - the information provided during Public Participation is only for consideration and to enable comparison to the original planning application which dates back to 2008 - **ONGOING Clerk confirmed that an official proposal from CT Planning has not yet been presented to LDC**

At this stage Members of the Public in attendance requested permission to address council and the following points were raised:

- i) The application appears to be up to 85% out of line with the Stonnall Neighbourhood Plan recommendations
- ii) The remainder of the Planning proposal for 25% of affordable housing is adhering to the National Planning Policy

Members advised that until Council receive the official Planning Application they are not in a position to canvass opinion

RESOLVED: SPC to respond to CT Planning thanking them for correspondence and confirm that the comments contained have been noted

106 Lichfield District Council update report : Meeting taking place tonight at LDC - report to follow (Cllrs DS/LH)

107 Shenstone Parish Council website - latest situation - David Salter requested that Cllr Sheila Beilby provide update report

Councillor Gail Nicholls confirmed she has stood down from the working party

Councillor Beilby confirmed that she has taken up the reins and has worked closely with the web site designer

Domain Name has to be secured: **shenstone-staffs.gov.uk** the domain name license for this is held by Cosmic IT as is the e-mail and this service is due to expire by 4th January 2016 Working party to manage this is: Cllr Beilby/ Scott Felstead/ Jayne Laverick and Keith Jones/ PC Members Tim Cox and Roy Boffy **RESOLVED: Members resolved to keep the existing e-mail and website addresses - ONGOING**



Shenstone Parish Council Meeting

108 Shenstone St. John's Cemetery - formation of working committee - Cllrs Cox and Hancocks, Mrs Jean Coton

i) Consideration to be given to the formation of a Cemetery Management Committee

Councillors Tim Cox, and Rita Hancocks volunteered to serve on this committee / Virginia Seddon (Registrar), Jean Coton (Parishioner), Steve Skidmore (Parishr) to be asked to join , meeting dates and terms of reference to be agreed at first meeting in 2016 (date tba) - **ONGOING**

109 Neighbourhood Plans - ALL WARD REPORTS AND LATEST UPDATES

The Shenstone Neighbourhood Plan is split into the following documents, Shenstone Neighbourhood Plan, SEA & HRA screening report. Councillor David Thompson reported that the pace set by LDC is good and that work will re-commence once the examination ends.

110 Minutes from the Finance, Legal, Health and Safety Committee Meeting held Tuesday 1st December 2015

Review of Terms of Reference - December 2015

Finance, Legal, Health and Safety Committee - Revised Terms of Reference

1	Constitution
i)	The Constitution of this Council shall be 9 (nine) Members of the Council
ii)	The Chairman of the Council is an ex-officio Committee Member
iii)	The Committee shall be responsible for the election of a Chairman
iv)	To conform to Shenstone Parish Council Standing Orders (Revised November 2015)
2	Purpose
	On behalf of the Parish Council make recommendations regarding: i) Bye-Laws / ii) Investments / iii) Setting of Precept / iv) Council Contracts / v) Grant Funding / vi) To set annual budget at Precept vii) Health and Safety issues concerning any of the community buildings, land and open spaces for which Shenstone Parish Council either owns or is responsible
3	Sub-Committee
	The Finance, Legal, Health and Safety Committee shall be able to constitute sub-committees and working groups to study any aspect of the committee's sphere of activity
4	Delegated Power - None
5	Quorum of Committee
	5 (Five) Members of the Committee shall constitute a quorum of the Finance, Legal, Health and Safety Committee. If the number of Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum, the meeting shall be adjourned and business not transacted, shall be transacted at the next meeting or on any such other day as the Chairman may fix December 2015

111 Recommendations from the Finance, Legal, Health and Safety Meeting held Tuesday 1st December 2015

Members considered the Recommendations received from the Finance, Legal, Health and Safety Meeting held on Tuesday 1st December 2015 and the following **RESOLUTIONS** were approved: / i) **To renew membership of the Society of Local Council Clerks 2016, cost £210**

RESOLVED: To renew Membership for 2016 and approve cost of £210

ii) **New IT package for PC office/ subject to full cost details being approved - / To be reviewed at next FLHSC 2nd February /ONGOING**

iii) **Revised quotation for the replacement photocopier - details attached - Details to considered next FLHSC 2nd February /ONGOING**

iv) **Unity Bank - to consider opening an account - Unity specialise in providing bank accounts tailored specifically for Parish Councils, full details regarding Unity Bank provided by Councillor Sheila Beilby SB**

RECOMMENDATION: Following meeting with Inspired Accountants in January and subject to their approval to open a Unity Bank Current Account for Shenstone Parish Council and deposit £75,000

Proposed: Councillor David Salter Seconder: Councillor Rita Hancocks Action: ONGOING

v) **Councillor Beilby requested** that Members consider what expenditure may be incurred during 2016/17 and to research and provide costs and full details prior to the meeting to set the 2016/17 Precept request and confirmed that the £5000 quoted is the sum for the 2015/2016 Precept for Traffic calming measure which could be diverted for other traffic issues

Councillor Salter reported that he has previously requested that Staffordshire County Council Highways provide costs regarding improvements and that Cllr David Smith had advised an estimate of £60,000 total is required /

Members requested that accurate costed figures be provided to the Parish Council and that SCC clarify what percentage of these costs the Parish Council may be responsible for.

Currently to raise a HGV Transport order is circa £25K. Councillor Hassall confirmed that for Stonnall and Little Aston £30,000 would be required - £5,000 for double yellow lines at the Plough and Harrow.

ACTION REQUIRED: Thorough details of schemes, with plans and accurate costs need to be provided to the Parish Council for consideration

RECOMMENDATION: Cllrs Boffy and Hassall will arrange to meet with David Smith to clarify details of schemes and costs ONGOING



Shenstone Parish Council Meeting

112 Planning - Current Applications discussed - responses to be circulated and approved by members /Councillor EH will update

113 Correspondence received/Items requiring Council attention dealt with in this meeting - Correspondence File available for Members to view / Little Aston Christmas Lights - No lights have been installed at the Tree located outside the shops in Little Aston - Cllr Salter will liaise with committee and report back to Council - Members approved a payment of £500 towards a cherry picker should one be made available from the Fire Service :**Update - on this occasion the Fire Service were unable to assist**

114 Pending/ongoing items - items awaiting further information and action - **No additional items raised**

ii) Request received from Stonnall Neighbourhood Watch co-ordinators to fund wheelie bin traffic calming stickers

Stonnall Parishioners have requested that the Parish Council purchase and provide traffic calming bin stickers 'Slow Down', '30 mph' and '40mph' to be placed on all bins Costs: £300 for 400 stickers **Proposed:** Councillors Sheila Beilby/ Elizabeth Hassall
RESOLUTION APPROVED: To purchase 400 stickers as requested **ACTION:** Clerk confirmed order has been sent / will chase delivery time - **ONGOING**

115 Shenstone Parish Council Newsletter Update - 4 - page edition has been printed and circulated, thanks to Councillor Lynda Jones for compiling and editing this edition Members provided Clerk with areas where the Newsletter has not been distributed - **Clerk will contact Gazette Team with details - ONGOING**

116 Shenstone Library Update - Cllrs David Thompson, Lynda Jones, Jean Wilson, Val Neale, Gail Nicholls

At a recent meeting with Staffordshire County Council officers it was confirmed that the County Council will fulfil its own Libraries Act obligations via 20 core libraries and Shenstone which is not one of the 20 will receive some shared, fixed term staffing support during 2016 until closure during or by the end of 2016/17 financial year.

The Parish Council has the power to (a) directly provide and equip premises for use of organisations having social or educational objectives under the 1976 Local Government Act or (b) support another organisation to provide a service or facility for the benefit of the community under the General Power of Competence in the 2011 Localism Act. The Shenstone Neighbourhood Plan Community Facilities Objectives on page 17 are (i) the protection of existing community facilities of value and on page 53 (ii) increase the opening hours, technology and better use of the Shenstone Library. If the Shenstone library service is to continue the County Council firstly requires a "developed expression of interest" before March 31st 2016 from either the Parish Council or from a separate, independent community organisation. The last public survey on the future of the service took place over a year ago where 26 individuals responded by committing to between 2 and 10 hours a week of volunteering.

Cllrs Jones and Thompson are currently sounding out interest from existing community organisations and will now call a public meeting(s) to engage wider support. OPTIONS TO BE CONSIDERED :

1. That Shenstone Parish Council maintains an expression of interest in managing and maintaining and developing the Shenstone library service before the end of March 2016 or
2. Shenstone Parish Council retracts its expression of interest or
3. That Shenstone Parish Council will support the development of an independent and separate community management organisation to submit a bid to manage, maintain and develop the Shenstone library service before the end of March 2015

If resolution 2 or 3 is adopted

4. That Shenstone Parish Council will consider all reasonable requests for financial support from the independent and separate community management organisation in relation to (a) initial start-up assistance and funding and b) ongoing funding relating to the management maintenance and development of the Shenstone library service - **Cllrs Thompson and Jones 2015**

Following debate Members RESOLVED: to adopt Option 2 - that Shenstone Parish Council retracts its expression of interest and Option 4 - That Shenstone Parish Council will consider all reasonable requests for financial support from the independent and separate community management organisation in relation to (a) initial start-up assistance and funding and b) ongoing funding relating to the management maintenance and development of the Shenstone library service /Clerk to ensure letters drafted and approved prior to office closure / - ONGOING

- Councillors Thompson and Jones to canvas support for an independent management committee to run the library
- Councillor Beilby (Chairman of Finance Committee) requested that information regarding costs should be provided to the Council for consideration prior to the setting of the 2016/17 Precept

117 Date, time and venue of next Shenstone Parish Full Council Meeting

Date, time and venue of next Shenstone Parish Council Meeting - Tuesday 12th January 2016 at 7.15pm - Venue: Shenstone Village Hall, Barnes Road, Shenstone

PLEASE NOTE THAT THE PARISH COUNCIL OFFICE will be closed from Wednesday 23rd December 2015 and re-open on Tuesday 5th January 2016

Date, time and venue of next Neighbourhood planning and Property Committee - Tuesday 5th January 2016 at 5.30pm - Shenstone Parish Council Office

LATEST NEWS Many congratulations to the Little Aston Recreation Ground Association committee who were awarded the prestigious 'Most Improved Fields in Trust Site 2015' at the Fields in Trust Awards ceremony held on Monday 7th December 2015 at Lords Cricket Ground

SIGNED: David Salter (Chairman Shenstone Parish Council (original signed copy available for view at Parish Council Office))

DATE: Tuesday 12th January 2016 at 7.15pm - Shenstone Village Hall, Barnes Road, SHENSTONE

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