



## Shenstone Parish Council Meeting

APPROVED Minutes from Shenstone Parish Full Council Meeting

Tuesday 8<sup>th</sup> September 2015 at 7.15pm

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

<b>38 Register of Councillors in attendance</b>
Cllrs Sheila Beilby (LA & Stonnall Ward), Roy Boffy (LA & Stonnall Ward), John Branch (Shenstone Ward) Mick Cox (LA & Stonnall Ward), Charles Fordham (LA & Stonnall Ward) , Rita Hancocks (vice-Chairman- Shenstone Ward), Lynda Jones (Shenstone) Val Neale (LA & Stonnall Ward), Gail Nicholls (LA & Stonnall Ward), Neil Perry (Shenstone Ward) David Salter (Parish Council Chairman - Shenstone Wood End, David Thompson (Shenstone Ward), Jean Wilson (LA & Stonnall Ward), <b>Parishioners in Attendance: 0 Parish Clerk: Susan Nelson Guest Speaker/Shenstone Parish Council website designer: Keith Jones</b>
<b>39 Apologies received</b>
Councillor Tim Cox (Shenstone Ward) / Parish & District Councillor Elizabeth Hassall(LA & Stonnall Ward) Staffordshire County Councillor David Smith
<b>40. To receive Declaration of Interest on Agenda Items for this meeting / As per register</b>
As per register - no additional Declarations of Interest received Clerk confirmed that only 2 Declarations of Interest forms outstanding <b>ONGOING</b> (Clerk confirms all now received and sent to LDC)
<b>41 Up to 15 Minutes of Public Participation - Parishioners to raise any items with Council Members</b>
No Public in attendance
<b>42 Approval of Parish Council Minutes from Meeting held Tuesday 14<sup>th</sup> July 2015 at Little Aston Village Hall</b> Members reviewed the Minutes and 1 correction requested which is that Cllr John Branch (Shenstone Ward) was in attendance at the meeting Clerk will amend the Draft Minutes from the Meeting accordingly and request signature of approval at the October Full Council meeting
<b>i) Land Registry Search - Stonnall</b> - Councillor Mick Cox reported that this is matter is ongoing
<b>ii) Tree felled on Shenstone Playing Fields</b> Councillor John Branch (Shenstone Playing Fields) had no further information regarding this Chairman confirmed that Gareth Hare (Tree Officer) at LDC had been contacted and had suggested that a replacement tree could be requested to be funded by the person(s) who had felled the tree if the Playing Field committee felt this was appropriate He also reported that the committee maintained the Boundary line very well
<b>iii) Land at Shenstone Pumping Station</b> - South Staffordshire Water have written to the Parish Council to advise that they have right of access to the land and at the request of the Environment Agency they will be monitoring ground water levels at the Lammas Land site and other areas around Shenstone - <b>map of site appended to these Minutes</b> Clerk confirmed that the Chairman of the Lammas Land Committee Richard Partridge has been informed
<b>44 Lichfield District Council update report</b> - Councillor David Salter
<b>i)</b> Councillor David Salter advised members that the consultation on LDC Friarsgate Project at Three Spires closed on Monday 10th August 2015. All feedback received will be considered and the designs will be updated on the LDC website as appropriate The planning application will then be submitted to Lichfield District Council later this year for consideration early 2016 - <b>ONGOING</b>
<b>ii) Lichfield District Council Heritage Weekend takes place on the 19<sup>th</sup> and 20<sup>th</sup> September</b> Heritage Weekend takes place every year on Samuel Johnson's Birthday to celebrate Lichfield's rich and varied history. Heritage attractions throw their doors open for free, together with some historical buildings that aren't usually open to the public. This year's theme is 'Making History' with activities celebrating Lichfield's creative past and present
<b>45 Shenstone Parish Council Website</b> - <a href="http://www.shenstone-staffs.gov.uk">www.shenstone-staffs.gov.uk</a> A presentation was made by web-site designer Keith Jones who provided members with screen shots and an overview of the layout The Parish Page and Shenstone Pages were developed by Keith with assistance from Councillor Tim Cox It was highlighted that the Shenstone Parish Council logo is now out of date as it features the former wards determination - <b>a new logo to be commissioned!</b> / The Welcome to Shenstone Page will have revolving pictures of the area, there will be pages for Parish News, Notices of meetings, Approved Minutes from meetings, details and pictures of all Council Members/ A Community page tab will have drop down of all Community organisations including Library, Trinity Church, St. John's Church, Groups and clubs and contact directory and a similar style will be adopted for the separate wards / Keith requested that the Council provide him with the following: <b>Approval of Council description / Minutes and Agenda of meetings / Parish Council News/ link to Parish Council Newsletter / Pictures and profile of each PC Member / photo of PC Deborah Barton / details of local groups including Tennis Club / Shenstone Village Hall/ Pavilion Club/ Shenstone Recreation Ground/links to schools/ article required for 'Welcome to Little Aston and Stonnall' and reports from organisations that are not currently represented</b> Details for logging on to the site to be provided by Keith Jones to Clerk Sue Nelson / Keith Jones will co-ordinate Shenstone pages Clerk to request photo and details from our new Police Community Support Officer Deborah Barton Gail Nicholls and Sheila Beilby volunteered to be point of contact for Stonnall / Roy Boffy main contact for Little Aston



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Councillor Lynda Jones asked Members to consider how the site can be launched and how we can ensure that the site works for parishioners and local groups alike

**ONGOING**                      **Members gave a vote of thanks to Keith Jones for the considerable amount of work undertaken so far**

### 46 Newsletter Update

Councillor David Salter volunteered to co-ordinate the next edition of the Parish Council Newsletter which will be completed in time to advertise all December 2015 events

A call for articles was made and all Council Members should provide a photo and a brief report to introduce themselves and to set out their aims and priorities during their term of office / Update details of all local clubs also need to be provided

**ACTION: All Members to ensure that they provide Cllr Salter with articles and information for the next SPC Newsletter ASAP**

Councillor Lynda Jones asked Members to consider how the site will be launched and how we can ensure comprehensive coverage of all local groups - **Further discussions required which will be addressed at future meeting**

### 47 Shenstone St John's Cemetery

**Mole infestation** - The Lower Lawn Cemetery has been overrun with moles, over 20 mole hills have appeared on site

Councillor Rita Hancocks commissioned 3 quotations for costs to eradicate moles from the site which were provided to Members for their consideration / Members expressed concerns regarding the methods used to eradicate moles (trapping or gassing) from the site and requested if a natural deterrent could be considered? Cllr Salter advised that Ferrets are a natural enemy of moles and it was suggested that an application of ferret dung could be tried to see if this will prompt the moles to move away from the site - Clerk confirmed she had contacts who might be able to assist - **ONGOING**

**Review and compare fees charged in comparison to other locally run cemetery facilities (Research ongoing - Clerk) REPORT TO NEXT MEETING**

### 48 Stonnall Youth and Community Centre - update - Councillors Fordham and Cox

Councillor Charles Fordham introduced himself to all Members present and advised that if Members have any queries regarding Insurance this is his main area of expertise

He has worked with Zurich Insurance re the Stonnall Youth and Community Centre - following a report undertaken by Staffordshire County Council in 2000 which recommended that the structure of the Youth and Community had a maximum life of 15 years remaining and after that time should be dismantled and disposed of.

He contacted Zurich (who provide the Insurance for the Parish Council Main Policy and insure the Y&C structure) who confirmed that they were aware of the 2000 Structure Conditionreport and that appropriate risk assessments have been completed **They confirmed that no action until**

**March 2016 will be required as this is when the PC Main Insurance Policy will be reviewed and at that time a new survey of the structure will be required**

Zurich queried the current value of the property could be determined by an estimate of cost of replacement of the building and suggest this be considered in March 2016 as there is a clause in the policy which mentions that should be structure be destroyed by fire/flood a decision could be made to rebuild the structure in stone/ brick. /other

Zurich also requested confirmation that all fire alarms are checked regularly? - **Councillor Neale confirmed that this is done and recorded on a regular basis.** New Council members enquired if the hut was well used? - **The answer a resounding yes!**

Members thanked Councillor Fordham for his report and for all work undertaken so far

### 49 Little Aston Update

**Little Aston Recreation Ground (LARGA)** - Cllr Wilson reported that the Playing Fields Annual Inspections are imminent - last year the local authority (LDC) provided this service however there were serious concerns about the report provided and LARGA commissioned another report from an independent provider who produced a far superior and comprehensive report

Recreation Ground leads confirmed that they would like to explore the possibility of changing report supplier - Councillor Wilson will provide details to the Clerk / **Clerk to provide costs to members for approval - ONGOING**

**RECOMMENDATION/ RESOLVED: Shenstone Parish Council to utilise Playdale to provide play inspections for all sites -subject to agreement of costs - Clerk will circulate update report to all Members by e-mail - ONGOING**

### 50 Neighbourhood Plans - ALL WARD REPORTS AND LATEST UPDATES

**Councillors Roy Boffy / Elizabeth Hassall / Graham Jones (PLEASE PROVIDE)**

### 51 Parish Council Financial Report - Councillor Sheila Beilby

Councillor Beilby confirmed that work has been undertaken to ensure all reconciliations have been completed to end of August 2015

The balances below include payment of 2015/16 precept

Current Bank Balances:	£8871.00	- NatWest
	£158004.00	- Co-operative
	£16574.32	- Co-operative
	£5010.78	- Stonnall NP Account

**Next Meeting of Finance, Legal, Health and Safety Committee to be held on Tuesday 6<sup>th</sup> October at 5.30pm - Venue: Shenstone Parish Council Office**

### 52 External Audit Update

Currently awaiting completion of Annual Audit Return and subsequent response from Audit Commission

Review at next meeting of the Finance/Legal/Health and Safety Committee 6<sup>th</sup> October 2015 @ 5.20pm - Shenstone PC Office

**53 Finance, Legal, Health and Safety Committee - Minutes from Meeting held 27<sup>th</sup> July 2015 at 5.30pm**



## Shenstone Parish Council Meeting

- Minutes of this meeting appended to these Minutes and provided to PC Members for review
- Next Meeting to be held on Tuesday 6<sup>th</sup> October 2015 at 5.30pm - Shenstone Parish Council Office

### 54 Neighbourhood Planning and Property Committee - Minutes from Meeting held Tuesday 1<sup>st</sup> September 2015 at 5.30pm

1)	<b><u>Members in attendance</u></b>
	Councillors David Thompson (Shenstone) Elizabeth Hassall (Stonnall & LA) David Salter (Shenstone Wood End) Lynda Jones (Shenstone) Roy Boffy (LA & Stonnall) John Branch(Shenstone) Parish Clerk: Susan Nelson
2)	<b><u>Declarations of Interest on Agenda Items</u></b>
	As per register
3)	<b><u>To appoint Chairman of this Committee</u></b>
	Councillor David Thompson expressed an interest in serving as Chairman to this Committee and duly elected to serve
	Recommendation: Councillor David Thompson to serve as Chairman to the Neighbourhood Planning and Property Committee of Shenstone Parish Council Proposed and Seconded RESOLVED: Councillor David Thompson to serve as Chairman to the Neighbourhood Planning and Property Committee of Shenstone Parish Council
4)	<b><u>To confirm Terms of Reference for this Committee</u></b>
	i) Implementation of Neighbourhood Plans in the three Wards
	ii) Liaison with Community and Neighbourhood
	iii) Assets and Associations
	iv) Planning
	<b><u>To confirm Committee Structure and Membership</u></b>
	6 Members in attendance (see agenda point 1)
	Will check at Full Council Meeting on Tuesday 8 <sup>th</sup> September if any further Members wish to join this Committee



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	<p><b><u>Members Items</u></b></p>
	<p>i) An enquiry was made regarding structural /building works to 'Mission Hut' Shenstone Wood End - it was advised that Planning Application had been received at Lichfield District Council for conversion to 2 apartments</p> <p>ii) Members requested why Shenstone Parish Council does not have a Planning Committee? Councillor Salter advised that the Parish Council is a consultative body only with only the power to call in an application for Lichfield District Planning Department review however with the three Neighbourhood Plans nearing completion (Stonnall NP Referendum in October, Shenstone close to completion, Little Aston still have work to complete Dave Morris leading this) the Parish Council will have a clear framework/mandate to check applications against and to monitor</p> <p>iii) Libraries - Members requested further discussion regarding this item at the next Full Council Meeting on Tuesday 8<sup>th</sup> September - Clerk was asked to see if Wayne Mortiboys would be available to attend for an update of where we are and what are the timescales ?  <b>(UPDATE Wayne is on Annual Leave until Tuesday 8<sup>th</sup> September but messages have been e-mailed and Clerk will phone him on his return to see if he can attend)</b></p> <p>iv) Concerns were raised regarding the increase in of fly-tipping throughout the Parish - Councillor Salter advised that at Parish Level there is no direct power - but as the Neighbourhood Plan Committees have clearly determined that Crime Prevention is a top priority suggestion was made to purchase surveillance cameras which was rejected due to possible legal implications  <b>RESOLVED: Councillor Elizabeth Hassall (in her capacity as District Councillor) will meet with the LDC Officer responsible for fly-tipping, Councillor Roy Boffy offered his assistance</b></p>
	<p><b><u>Date, time and location of next Neighbourhood Planning and Property Committee meeting</u></b></p>
	<p><b>Tuesday 3<sup>rd</sup> November 2015 at 5.30pm - Shenstone Parish Council Office, 25C Main Street, SHENSTONE</b></p>
	<p>Cllr Roy Boffy confirmed that he is holding a meeting regarding the ongoing Traffic Issues and how the Community can concentrate their efforts to best effect - this will be on the 6<sup>th</sup> October at Little Aston Village Hall <b>(Details of timerequired please)</b></p>
<p><b>55 Road Traffic Island Sponsorship 2015/16</b></p>	
<p><b>DAVID SALTER PLEASE PROVIDE YOUR REPORT DETAILS TO INCLUDE IN THESE MINUTES</b></p>	
<p><b>56 Parish Council Office - Photocopier upgrade report and costs / Out of Office Messaging service report and costs</b></p>	
<p>Due to lack of time this item has been referred to Finance, Legal, Health and Safety Committee taking place on Tuesday 6<sup>th</sup> October 2015 at 5.30pm at <b>Shenstone Parish Council Office, 25C Main Street, SHENSTONE WS14 0LZ</b></p>	
<p><b>57 Correspondence received</b> - see list attached</p>	
<p>Main items covered as agenda items / Correspondence received file available for Members review at meeting</p>	
<p><b>58 Diary of Parish Council meeting dates and times for 2015 to 2016</b></p>	
<p>Calendar provided at the base of these Minutes / Confirm Little Aston Village Hall can accommodate all dates requested (EP)</p>	
<p><b>59 Pending/ongoing items</b> - items awaiting further information and action</p>	
<ul style="list-style-type: none"> <li>• <b>Library Consultation latest (Wayne Mortiboys from Staffordshire County Council unable to attend as on annual leave)</b>  <b>ONGOING</b> - Members awaiting Consultation results</li> <li>• <b>Shenstone Parish Council Newsletter</b> - Councillor David Salter confirmed he will edit the November/December edition and asked members to provide articles and event details to him by e-mail</li> <li>• <b>Request for reimbursement of Insurance costs for Shenstone Village Festival (Cllrs RH/CF)</b> - ongoing (to Finance)</li> <li>• <b>Unity Bank update report</b> - Further information to be provided to next meeting - ongoing (to Finance)</li> <li>• <b>E-ON smart meter installed at Parish Council Office</b> - Confirmed work completed</li> <li>• <b>E-ON requirements for the attachment of temporary seasonal decorations</b> and/or the connection of electrical power supplies from Highways Lighting equipment 2015 - Cllr Jean Wilson requested that these details be provided to LACA  <i>(Clerk confirmed details posted to Steve Bennett Chairman of LACA 10<sup>th</sup> Sept 2015)</i></li> <li>• <b>Stonnall Bus Shelter - installation of water butt (Cllr Nicholls) - Members to consider recommendation</b>  A Community Grant Application Form to be provided to the Stonnall Gardeners Guild to complete <i>(Clerk to provide to Cllr Nicholls)</i></li> <li>• <b>Annual Leave request for Council Approval - Sue Nelson - 21<sup>st</sup> to 25<sup>th</sup> September 2015 inclusive 5 days leave</b>  Members to consider approval of request - Clerk has 16 days Annual Leave available + Bank Holidays until 1<sup>st</sup> April 2016  <b>RESOLUTION: Members approved Annual Leave of 5 days from Monday 21<sup>st</sup> September to Friday 25<sup>th</sup> September 2015 inclusive for S Nelson which leaves 11 days annual leave &amp; bank holidays c/f to 1<sup>st</sup> April 2016</b></li> <li>• <b>Declaration of Interest Forms Update</b> (Clerk)</li> </ul>	



## Shenstone Parish Council Meeting

All forms outstanding have now been received - all information forwarded to Mike Galvin at LDC awaiting his confirmation  
Should any further information be required Clerk will provide Council Members with details

### 60 Employment Committee Report - Councillors Salter (Cllr Hassall unable to attend meeting) to provide report

- Information discussed may be considered private and confidential and if so Members of the Public and the Parish Clerk may be instructed to leave the meeting room Cllr Salter requested that Cllrs disregard the draft bullet point report circulated in the meeting pack and confirmed that a full review of service levels is ongoing and full report will be given at a later date

### 61 Date, time and venue of next Parish Council Meeting

Tuesday 13<sup>th</sup> October 2015 at 7.15pm - Shenstone Village Hall, Barnes Road, SHENSTONE

### Forthcoming Committee Meetings:

- Next Finance, Legal, Health and Safety Committee Meeting will take place on Tuesday 6<sup>th</sup> October 2015 at 5.30pm at Shenstone Parish Council Office, 25C Main Street, SHENSTONE
- Next Neighbourhood Planning and Property Committee Meeting will take place on Tuesday 3<sup>rd</sup> November 2015 at 5.30pm - Shenstone Parish Council Office, 25C Main Street, SHENSTONE

Could All Members please forward any Agenda Items required at the Tuesday 13<sup>th</sup> October 2015 Full Council Meeting to the Clerk via e-mail [admin@shenstone-staffs.gov.uk](mailto:admin@shenstone-staffs.gov.uk) before Wednesday 7<sup>th</sup> October 2015 latest  
Parish Council Office will be closed for staff holiday from Monday 21<sup>st</sup> September and reopens on Monday 28<sup>th</sup> September

### Shenstone Parish Full Council Meeting Dates and Venues from September 2015 to December 2016

Tuesday 13th October 2015	Shenstone Village Hall, Barnes Road, Shenstone - Commencing at 7.15pm
Tuesday 10th November 2015	Little Aston Village Hall, Little Aston - Commencing at 7.15pm
Tuesday 8th December 2015	Stonnall Youth and Community Centre, Main Street, Stonnall - Commencing at 7.15pm
Tuesday 12th January 2016	Shenstone Village Hall, Barnes Road, Shenstone
Tuesday 9th February 2016	Little Aston Village Hall, Little Aston - Commencing at 7.15pm
Tuesday 8th March 2016	Stonnall Youth and Community Centre, Main Street, Stonnall - Commencing at 7.15pm
Tuesday 12th April 2016	Shenstone Village Hall, Barnes Road, Shenstone - Commencing at 7.15pm
Tuesday 10th May 2016	Little Aston Village Hall, Little Aston - Commencing at 7.15pm
Tuesday 14th June 2016	Stonnall Youth and Community Centre, Main Street, Stonnall - Commencing at 7.15pm
Tuesday 12th July 2016	Shenstone Village Hall, Barnes Road, Shenstone - Commencing at 7.15pm
<b>Aug-16 No Meetings Held</b>	
Tuesday 13th September 2016	Little Aston Village Hall, Little Aston - Commencing at 7.15pm
Tuesday 11th October 2016	Stonnall Youth and Community Centre, Main Street, Stonnall - Commencing at 7.15pm
Tuesday 8th November 2016	Shenstone Village Hall, Barnes Road, Shenstone - Commencing at 7.15pm
Tuesday 13 <sup>th</sup> December 2016	Little Aston Village Hall, Little Aston - Commencing at 7.15pm

Confirm all dates provided to venues / LAVH confirmed/ Shen VH and Stnnll Y+C to confirm

SIGNED: \_\_\_\_\_ Chairman Shenstone Parish Council

DATE: Tuesday 13<sup>th</sup> October 2015 at 7.15pm / VENUE: Stonnall Youth and Community Centre Main Street, Stonnall