

APPROVED Minutes from Full Council Meeting of Shenstone Parish Council

MEETING HELD TUESDAY 12th January 2016 at 7.15pm - VENUE: Shenstone Village Hall, SHENSTONE

118 Register of Councillors in Attendance: Cllrs Sheila Beilby, Roy Boffy, John Branch, Mick Cox, Elizabeth Hassall (Parish and District), Lynda Jones, Val Neale, Gail Nicholls, Neil Perry, David Salter (Chairman) **Clerk:** Susan Nelson

County Councillor David Smith Members of the Public: 0

119 Apologies Received: Councillors Tim Cox, Jean Wilson, Charles Fordham, Rita Hancocks, David Thompson,

120 To receive Declarations of Interest on Agenda Items

- 0 All Members interests as per the Register
- 1 Prior to the meeting commencing Councillor Val Neale requested that all Members speak slowly and clearly and at a good volume to ensure anyone with impaired hearing are able to follow the discussions

121 Up to 15 Minutes of Public Participation (To provide parishioners the opportunity to raise any relevant matters with Parish Council Members) - **No members of the Public present at this meeting**

County Councillor Smith Report

**General and confidential information provided for Members attention
separate report to be drafted for PC Chairman and District Councillor D Salter & County Councillor D Smith approval prior to general circulation**

122 Approval of Shenstone Parish Council Minutes from Meeting held Tues 8th December 2015 at Stonnall Youth and Community Centre, Stonnall (copy attached for Members approval)

RECOMMENDATION/RESOLUTION:

The Minutes from the Full Council Meeting of Shenstone Parish Council held on Tuesday 8th December 2015 were reviewed by Members: Amendments requested :Agenda Item 100 Neil Perry was not in attendance - **Chairman initialled correction**
Agenda Item 116 Shenstone Library Update - Ensure Councillor Gail Nicholls listed - **Chairman initialled correction**

Proposed: Councillor Jones **Seconded:** Councillor Beilby and duly signed by Parish Council Chairman Councillor David Salter

123 Matters Arising from Minutes

- 2 **County Councillor David Smith - Speed Issues -**
- 3 **Stonnall - Councillor Smith advised Members that a change of speed limit consultation is proposed at Church Road and Church Lane location and details will be given regarding a 21-day Notice for Responses - ONGOING**
- 4 **Confirmation provided that letter has been sent to Staffordshire County Council to confirm Parish Council withdraw expression of interest in Shenstone Library**
- 5 **District Councillor Hassall confirmed advice has been sought from Chief Planning Officer regarding the Royal Oak Planning Application - ONGOING**

124 Lichfield District Council update report : (Cllrs DS/LH)

Councillor Salter advised that the Parish Forum will take place on Tuesday 19th Jan 2016 at the Lichfield District Council Chamber, District Council House, Frog Lane, Lichfield with tea and coffee available from 6:45pm with the meeting commencing at 7:00pm Clerk confirmed that all Parish Councillors are most welcome to attend and have been provided with the meeting agenda via e-mail

125 Staffordshire County Council update report - see agenda point 123 - Confidential information report provided to Members

126 Parish Council Precept 2016 to 2017

Councillor Beilby, Parish Council Chairman Councillor Salter and Clerk to hold an initial meeting to set the 2016 to 2017 Precept request (date set 18th January 2016)

Full details will be presented at the next Finance, Legal, Health and Safety Committee which is to be held on **Tuesday 2nd February 2016 at 5.30pm (CONFIRMATION TO BE PROVIDED - Councillor Hassall requests 7.30pm start)** prior to presenting a **Recommendation to the next Shenstone Parish Council Full Council Meeting to be held on Tuesday 9th February 2016 at Little Aston Village Hall**

127 Shenstone Library Update Councillor Lynda Jones is organising a Steering Committee Meeting to encourage parishioners to get involved with the work to retain the Library and to form a Steering Committee / Further to the Resolution made at the December Full Council Meeting it was confirmed that a letter from Shenstone Parish Council has been sent Ben Adams and Wayne Mortiboy's advising them that Members approved the following

RESOLUTION: i) Shenstone Parish Council retracts its' expression of interest

ii) 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

128 Shenstone Parish Council website - latest situation - www.shenstone-staffs.gov.uk

Confirmation provided that the new website www.shenstone-staffs.gov.uk is now up and running

Members were asked to send through information to be displayed on the site by e-mail to Keith Jones solvac@btinternet.com and copy admin@shenstone-staffs.gov.uk

129 Shenstone St John's Cemetery - Formation of Working Committee

This item delayed awaiting instruction from Councillor Hancock to arrange a suitable meeting date - **ONGOING**

130 Neighbourhood Plans - ALL WARD REPORTS AND LATEST UPDATES

Shenstone Plan: the documents have been sent to Deborah McCann for examination, **who will submit her report by the end of January 2016** / Councillor John Branch asked if there was any possibility of S106 funding will be made available to local groups on the back of the allocation of building to be undertaken in Shenstone. **Councillor Hassall reported that she will investigate this but confirmed that this process may take some time to complete - ONGOING**

Stonnall & Little Aston Plans: Confirmation received that plans have been passed on to the elections team, they are in the process of organising the referendum for each Ward - **ONGOING**

131 Neighbourhood Plan Publicity

Councillor Hassall advised that David Morris (Little Aston NP lead) has requested financial support to ensure all households receive information regarding the promotion of the Neighbourhood Plan when it comes to Referendum stage- / contingency expenditure requested for LANP - Dave Morris lead requests for banners to be printed/displayed (cost around £140) and flyers displayed/delivered to all households by the Lichfield Gazette team (cost circa £140) / and flyers displayed/delivered to all households by the Lichfield Gazette team (cost around £250) to publicise our NP events as well as free mention in the local weekly Sutton Observer - **Members approved the expenditure** requested for LANP - Dave Morris lead requests for banners to be printed/displayed (cost around £140) and flyers displayed/delivered to all households by the Lichfield Gazette team (cost circa

£140) / and flyers displayed/delivered to all households by the Lichfield Gazette team (cost circa £250) to publicise our NP events as well as free mention in the local weekly Sutton Observer

PROPOSED: Councillor Elizabeth Hassall **SECONDED: Councillor Sheila Beilby**

RESOLVED: Shenstone Parish Council to fund costs relevant to the promotion of information relating to the Little Aston NP--

Councillor Roy Boffy asked for clarification of a letter received from Lichfield District Council from County Councillor David Smith -

Councillor Hassall agreed to arrange a meeting with Councillors Smith, Boffy and Morris - ONGOING

132 Update/Minutes from the Neighbourhood Planning and Property Committee Meeting - MEMBERS PLEASE FIND DRAFT MINUTES FROM MEETING HELD 5TH JANUARY 2016 ATTACHED FOR APPROVAL - Next Meeting of this Committee will take place on Monday 29th February 2016 at 5.30pm SPC Office

133 Recommendations from the Neighbourhood Planning and Property Committee Meeting held Tuesday 5th January 2016 for approval RECOMMENDATION: To review frequency and content of future Parish Council Newsletters

134 Finance Update: Meeting with Inspired Accountants (Cllr Beilby)

Councillor Beilby confirmed that a meeting with Paul Bulzachelli from Inspired Accountants was held at the Parish Council Office on Thursday 7th January 2016 where Inspired Accountants were confirmed as Internal Auditors for Shenstone Parish Council from 2016 Inspired Accountants will directly arrange hand-over of documentation from former service provider

Moving forward Clerk will provide Inspired Accountants with Monthly Financial Reports including bank reconciliations via e-mail

Financial Reports against budget will also be prepared and provided to Members for review

Inspired will provide full support to Parish Clerk and a further meeting will be held with Inspired Accountants in March 2016 to

arrange Financial Year end procedures - **ONGOING**

Shenstone Parish Council - Current Financial Position: Councillor Beilby confirmed that currently the balance of all Parish Council Bank Accounts is on track a total balance £96,669 which accounts for 64% of precept with a further 4 months of 2015/16 Financial Year to be completed

1135 Planning Application No: 16/00034/FUL - (Full Application) **Applicant:** Mr S Mann **Location:** 51 Little Aston Lane, Little Aston, Sutton Coldfield, Staffordshire/**Proposal:** Retention of detached timber outbuilding in rear garden

Planning Application No: 16/00010/FUL - (Full Application) **Applicant:** Mr S Dhillon **Location:** 2 Grasmere Avenue, Streetly, Walsall, Staffordshire **Proposal:** Variation of condition no2 of application 14/00393/FUL relating moving front wall 300mm, installation of 2 Dormer windows to front and inglenook

136 Correspondence received - items for action covered in this meeting/ General report attached

Correspondence requested: Letter of to be sent to Staffordshire Police to commend PCSO Deborah Barton on work she has undertaken to liaise with the Community throughout the Parish

137 Pending/ongoing items - items awaiting further information and action

Councillors Gail Nicholls and Elizabeth Hassall confirmed that Stonnall Ward will be entering the 'Best Kept Village Competition' in 2016 / Councillors commended the Gardening Guild for the work undertaken during 2015 which has made a significant improvement to the area

138 Shenstone Parish Council Communications Policy 2016 - to review how we inform parishioners of work undertaken by the Council during 2016

Members discussed how the Parish Council could publicise more widely the work it undertakes, it was suggested that Councillors report on work undertaken via the Newsletter and website and that the Council works more closely with our MP Chris Pincher to see

<p>what concerns are being raised at Government level / Councillors Cox and Perry requested that Police Reports received (previously provided by the disbanded Owl Service) be requested from Local Policing team and displayed on the Parish Council website - ONGOING</p>
<p>139 To identify projects required in all Wards during 2016</p> <p>Members to consider what projects and initiatives should be addressed during 2016 to 17 term of office - ONGOING</p> <p>Councillor Mick Cox suggested that District Councillors hold surgeries in each of the Wards Councillors Cox and Perry request that Police Update websites be provided for parishioners to view Chairman suggested that a regular report from our MP Chris Pincher should also be requested</p>
<p>140 Community Groups - Parish Councillors to request that all Local Groups with whom they have contact with provide reports which review the work their organisations have undertaken during 2015/16 which can be reported in the next edition of the Parish Council Newsletter and at the Annual Parish Meeting NB dates and venue for 2016 Annual Parish Meeting still to be arranged) / Clerk will also formally contact key contacts to supply update reports for council consideration - ONGOING</p>
<p>141 Grant Funding Update - Clerk confirmed that completed Community Grant Applications are being returned to the office - Community Grant Application Forms can be requested from the Parish Council Office Deadline for applications to be returned to the Parish Council Office is by 23rd January 2016 - ONGOING</p>
<p>142 Date, time and venue of next Shenstone Parish Full Council Meeting</p>
<p>·6 Date, time and venue of next Shenstone Parish Council Meeting Tuesday 9th February 2016 at 7.15pm Venue: Little Aston Village Hall <i>(SN confirmed venue booked)</i></p>
<p>·7 Date, time and venue of March 2016 Shenstone PC Meeting - Tuesday 8th March 2016 at 7.15pm - Venue: Stonnall Youth & Community Centre</p>

SIGNED: _____ Chairman Shenstone Parish Council

DATE: Tuesday 9th February 2016 at 7.15pm - Little Aston Village Hall

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