

Minutes from Full Council Meeting of Shenstone Parish Council

MEETING HELD TUESDAY 12th April 2016 AT 7.15pm - VENUE: Shenstone Village Hall, Barnes Road

186 Register of Councillors in Attendance: Cllrs Sheila Beilby, Roy Boffy, John Branch, Mick Cox, Tim Cox, Charles Fordham, Rita Hancocks, Lynda Jones, Val Neale, Gail Nicholls, David Salter (Chairman), David Thompson, Jean Wilson

Members of the Public: 1 Member of the Public in attendance/register taken - Clerk: Susan Nelson

187 Apologies Received:

Parish Councillor Neil Perry, District and Parish Councillor Elizabeth Hassall, County Councillor David Smith

188 To receive Declarations of Interest on Agenda Items for this meeting

As per register - no further declarations of interest received

189 Up to 15 Minutes of Public Participation

To provide parishioners the opportunity to raise any relevant matters with Parish Council Members

Richard Partridge - Chairman of the Little Holms and Lammas Land Committee in attendance to discuss state of pathways at Lammas Land and request grant funding from Parish Council to repair / Breedon 2mm thick dressing LLMF preferred aggregate

190 Approval of Shenstone Parish Council Minutes from Full Council Meeting held Tuesday 8th March 2016 at Stonnall Youth and Community Centre, Stonnall Proposed: Tim Cox Seconded: Rita Hancocks

A vote of all Members present taken and it was duly **RESOLVED: To Approve the Shenstone Parish Council Minutes from the Shenstone Parish Council Meeting held on Tuesday 8th March 2016 Little Aston Village Hall and Minutes signed by Chairman Councillor Salter**

191 Review of March decision re costs for path edging Shenstone Parish Council - report from Finance, Legal, Health and Safety Committee

2016/2017 - Shenstone Playing Fields - John Branch confirmed that £170 per annum is the cost for providing this service once a year however due to the weather conditions frequency should be increased to 2 times per annum

Previously funding for the additional cut came from the £1500 annual accountable grant provided to all the Playing Fields in our parish however on this occasion it was agreed that Great Outdoors provide this service at a price of £650.00 to be paid directly to Great Outdoors.

192 Lichfield District Councillors Update Report - Councillor Salter -no report provided

193 Staffordshire County Council Update - apologies received from County Councillor Smith

194 Planning - Elm Cottage Planning Application 16/00919/FUL - Councillor Mick Cox

OBJECTION: Erection of a 4 bedroom detached dwelling and creation of access drive and parking to Elm Cottage

Shenstone Parish Council places a Strong Objection to this Application and request that the Lichfield District Planning Team consider the following concerns at Committee Level:

i) Impact on Highways

ii) Contravention to the Stonnall Neighbourhood Plan Policy H2

195 Ward Group Meetings - Councillor Jones

Councillor Lynda Jones advised Members that the last Parish Council newsletter was distributed to all households in December, this issue concentrated on providing details of all Council Members and contact details for local groups along with details of forthcoming meetings

and events. The next issue of the newsletter should concentrate on what the Parish Council does.
196 Shenstone Library - update from Public Meeting held at Shenstone Village Hall on 23rd March 2016 (Author Lynda Jones) <i>This report, produced by the steering committee, will be made available in the library, on the parish council website (admin@shenstone-staffs@gov.co.uk) and in the Parish Council Office. All responses are very welcome.</i> <i>Please use this email address : shenstone.libraryhub@yahoo.com or post a message in the box which will be available in the library, or contact members of the steering group (contact details below).</i>
·0 Chairman David Salter thanked all involved for organising this meeting which was a tremendous success and confirmed that a bouquet of flowers and thank you card was provided to Jane the Shenstone Librarian who has been transferred to Lichfield Library but will still assist at Shenstone as and when necessary.
197 Stonnall Youth and Community Centre - to consider a structure survey Councillor Mick Cox reported that the Stonnall Youth and Community Centre portacabin structural report suggested that the structure will be suitable for purpose until 2030 Councillor Fordham confirmed that the sum the structure is insured in excess as there is a Local Authority clause that the insurance figure is to build it like it should be rather than repair and replace. Councillor Mick Cox confirmed that the AGM of this committee will take place on Monday 18 th April
·1 At this point the Chairman David Salter reminded all Councillors that as there will be a number of AGM's of local groups coming up in the next few weeks and that Councillors if available should try to attend
198 Revision of Standing Orders - Report from meeting, Minutes and recommendations attached
199 Grant Thornton - Shenstone Parish Council Annual Return details for accounts year ended 2016 Councillor Sheila Beilby confirmed that the Annual Return instructions and documentation for financial year 2015 to 2016 has been received from Grant Thornton / Cllr Beilby and Clerk advised that the return has to be approved by Council and returned to Grant Thornton by no later than 22 nd June 2016 - ONGOING
200 Provision of Defibrillators - Stonnall Ward - Request made from parishioner for Parish Council to assist with purchase of defibrillator - UPDATE: A fund-raising initiative is being organised to raise funds
201 Shenstone Parish Council website - request made for updates from Shenstone and Little Aston
202 Stonnall Road Name - Councillor Mick Cox- report attached
203 Neighbourhood Plans - ALL WARD REPORTS & LATEST UPDATES
NP Examiners three challenges / Shenstone Parish Council responses - Councillor David Thompson
204 Parish Council Financial Report - Councillor Sheila Beilby
205 Employment Committee - to arrange meeting to review salary/stipend payment for Registrar Chairman queried why this item was on the meeting agenda? Clerk confirmed official request for review has been received - ACTION: To Employment Committee for further review
206 Finance, Legal, Health and Safety Committee - Minutes from Meeting held Tuesday 5th April 2016 Recommendations from Finance, Legal, Health and Safety meeting held 2 nd February 2016 to be approved Minute Reference 96 - £40.00 payment for costs to LDC to fund brown refuse bin and collection charge for Stonnall volunteer who mows the grass verges at Glenwood Rise, Stonnall throughout the year - RESOLVED

Minute Reference 108 - £249.99 payment for purchase of Lenovo Laptop Notepad 100-151BY for Parish Council Office - **Proposed:** Cllr RH
Seconder: Cllr Tim Cox **RESOLVED:** to approve payment and purchased Notepad for Parish Council Office

207 Finance Update - Cllr SB

					B		
					u		
					s		
					i		
					n		
Co-		£			£		
ope		6			1		
rati	C	6		£	5	s	6
ve	u	,	St	,	s	,	
Bal	r	1	o	0	S	5	
anc	r	4	n	1	e	9	
es	e	7	n	0	l	0	
at	n	.	all	.	e	.	Closed
120	t	1	N	7	c	0	7616
416		8	P	8	t	3	£0.21
NatWest Balance							
120416				Current			£28,906.97

208 Revised Terms of Reference, Neighbourhood Planning and Property Committee - Councillor David Thompson

Terms of Reference

1) Constitution of the Committee

- i) The constitution of this committee shall be nine (9) members of the Parish Council
- ii) The Chairman of the Parish Council is an ex - officio member
- iii) The committee shall be responsible for the election of a Chairman
- iv) The committee shall conform to the Shenstone Parish Council Standing Orders (revised 2015)

2) Purpose – On behalf of the Parish Council make recommendations regarding:

- i) To support the development of Neighbourhood Plans and also monitor and support their implementation
- ii) To initiate and support the communication of the role and work of the Council to residents
- iii) To support the Council in the effective management of land and property assets.
- iv) To ensure the Council responds to any relevant planning and development proposals from individual applicants, private developers or the District and County Councils.

3) Creation of a Sub Committee or Working Group

- i) The Neighbourhood Planning and Property Committee shall be able to constitute sub – committees and working groups to study and develop any aspect of the sphere of the committee’s activity

4) Delegated Powers from the Parish Council

- i) None

5) Quorum of Committee

i) Five (5) members of the committee shall constitute a quorum of the Neighbourhood Planning and Property 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 any such day as the Chairman may fix.

6) Review of the Terms of Reference

i) These Terms of Reference to be reviewed annually in May or June **APPROVED May 2016**

209 Correspondence received - see list attached

210 Diary of Parish Council meeting dates and times 2016 to 2017- Draft version attached

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

212 Shenstone Parish Council Newsletter - Councillor Lynda Jones - Call to all Members to consider items to be included in the next edition

A request was made that Parish Council Members arrive early at 6.45pm to discuss items for the next Parish Council Magazine

213 Anti-Social Behaviour in Shenstone - Councillor David Salter

Councillor Salter has been working with PCSO Deborah Barton to discuss the possibility of providing activities for children during the Summer holidays

214 Annual Parish Meeting 2016 arrangements

Wednesday 18th May 2016 at 7.15pm - Little Aston Village Hall

- Invitations to be circulated to all local groups, Council Members and Members of the Public

Councillor Val Neale to place information in her Stonnall column in the Lichfield Mercury

Sue Heseltine to be contacted to place information in the Shenstone column of the Lichfield Mercury

Little Aston - details to be provided to the Sutton Coldfield Observer

215 Date, time and venue for the next Full Council Meeting and Annual Parish Meeting

·2 Next Shenstone Full Council Meeting will take place on Tuesday 10th May 2016 at 7.15pm - Venue: Little Aston Village Hall, Little Aston

·3 ANNUAL PARISH MEETING 2016 / VENUE: Little Aston Village Hall, Little Aston Lane

The Annual Parish Meeting will take place on Wednesday 18th May 2016 commencing at 7.15pm

Confirmation received from Little Aston Village Hall that the venue is available and has been booked

For information: The Annual Parish Meeting is not a council meeting. It is a meeting of the Parish electors which annually takes place between 1st March and 1st June. Strictly speaking electors can set the agenda and in practice these meetings often celebrate local activities and debate current issues in the communities. The Chairman of the council calls the Annual Parish meeting and, if present, will chair it.

SIGNED: _____

Chairman - Shenstone Parish Council DATE: Tuesday 12th April 2016 at 7.15pm -

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

Agenda Item 196 - Shenstone Library - Update from Public Meeting held at Shenstone Village Hall on 23rd March 2016 (Author Councillor Lynda Jones)

About one hundred people attended the meeting on 23rd March which was held in Shenstone Village Hall. The meeting was arranged by a steering group to gauge support for the community to prepare a bid to Staffordshire County Council to manage and run the library on their behalf. There was a unanimous feeling at the meeting that the library was a key asset for the village, and that by combining skills, resources and expertise, a strong bid could be made. Many attendees were happy to offer their support in some way.

Although it was clear that attendees felt that the first priority must be to secure the current level of service and opening times, there was a strong feeling that the library could develop further by offering a greater range of services. It was also felt that the library should become a community hub, and play a wider part in the community by further liaising with Greysbrooke School, local churches and uniformed organisations, and local businesses.

There was much support for making refreshments available, and the means to best provide these will need to be considered further by the management group. It was also suggested that facilities should be provided for hot desking for small businesses, and for those who work from home. A number of new community -run groups were suggested. Some of these had already been held, but had subsequently folded, and it was felt that these might be restarted. The list of suggested groups included: Knit and Natter, Support for the development of IT skills, History Society, Family History Group, Coffee Club, Poetry club, Jewellery making, Art and Craft clubs, Film Night, Photographic Club, and University of the Third Age activities. It was also suggested that the library might house a second hand book exchange/sale. Attendees also suggested that the library might become a base for a number of different organisations/official bodies eg Community police, Age Concern, CAB, MP's Surgeries, Parish Councillors' Surgeries, local churches, local businesses. There was support for local groups using the premises as a meeting place.

Many attendees felt that it was particularly important to provide children and young people with a range of activities to cater for their needs and interests. People valued very highly the Tuesday 'Baby Bounce and Rhyme' sessions which are very well attended. From April, these will be run entirely by volunteers. It was suggested that 'Baby Bounce and Rhyme' might be offered on an additional day too. Further activities for pre-school children, parents and carers included a toy library, story times, and drop in sessions. It was suggested that a homework club could be offered for school -age children and young people, which could offer access to volunteer-run tutor support, and a War Gaming club for teenagers, perhaps on Saturday morning, was suggested. Inter-generational activities were also mentioned, and it was suggested that the library could develop the part it plays in the Duke of Edinburgh's award. In addition, it was suggested that these inter-generational activities might be developed further through discussion with Greysbrooke School.

There were two ideas for a possible name and logo: Shenstone Community Hub, Shenstone Community Library Centre, and there was an idea to intermingle the initial letters in the logo.

Although the contents and buildings will be leased by the management group from Staffordshire County Council at a peppercorn rent, the management group will need to access funding, particularly if further developments to existing provision are planned. Raising funds through applying for grants and through seeking sponsorship were mentioned as possible sources, as was raising funds through the hire of the library building. Attendees were invited to complete a form if they could offer to support the library as a volunteer. Clearly, if the library is to develop into a vibrant community hub, this support will need to be considerable. It would appear that there is the potential to build a broadly based group of volunteers. There was also a recognition that not all willing volunteers can be available regularly or frequently, and that their capacity to do so changes. The key volunteers who are needed at present are for those who will join the team who issue and manage resources at the library desk. The responsibility for recruitment and training of this team lies with Ian Burley, Community Support Officer, and a number of people have completed volunteering forms prior to this meeting. A number of attendees of the meeting also offered their services in this role, and the steering group will need to work with Ian who will coordinate this.

There were also attendees who offered to act in other roles The steering group will prepare a database of volunteers according to those skill sets which were identified by attendees on the response sheets at the meeting. At the moment, these skills include: Finance; Fundraising, Bid writing; Building maintenance; Research consultancy available to the community eg family history and IT skills; Administration; Cleaning; Catering; Management Group membership; Publicity; Supporting house-bound to access resources. Many others offered their support in a general way, and the management group will need to match these volunteers to activities which are needed. It would seem that the next steps for the steering group are as follows:/ To begin the process in April of making a community bid to run Shenstone library, and to ensure that it is submitted by the end of July.

To work with Ian Burley to support the further recruitment and training of a team of volunteers who will staff the desk, and develop a data base of volunteers offering other services. / To complete a data base comprising details of those volunteering for other roles.

To identify an appropriate constitution for the management group./ To hold a public meeting in June/July to report on progress.

Many thanks to all of those who have pledged an interest in the development of a community managed library in Shenstone.

We look forward to working with you in the coming months to make the vision a reality

**Elaine Cooper 01543 480015, Rita Hancocks 01543 480560, Brian Hawthorn 01543 480385, Lynda Jones 01543 480480,
Gordon Owers 01543 480972 Gillean Yeo 01543 483096**