



# Shenstone Parish Council

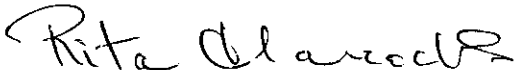
Serving Little Aston, Shenstone, Stonnall, Shenstone Wood End, Lynn, Fotherley and Little Hay  
 Parish Council Office 25C Main Street Shenstone WS14 0LZ Tel: 01543 481 947  
 website: [www.shenstone-staffs.gov.uk](http://www.shenstone-staffs.gov.uk) e-mail: [admin@shenstone-staffs.gov.uk](mailto:admin@shenstone-staffs.gov.uk) Revised DS RH

SHENSTONE PARISH FULL COUNCIL MEETING HELD TUESDAY 11 <sup>TH</sup> APRIL 2017-7.15PM VENUE: LITTLE ASTON VILLAGE HALL, Little Aston, B74 3UF amended Cllr RH	
247	<b>Register of Members in attendance</b>
	Councillors Rita Hancocks (Chairman), Sheila Beilby, Mick Cox, Charles Fordham, Lynda Jones, Val Neale, Gail Nicholls, Neil Perry, David Salter, David Thompson, Jean Wilson, (1 Councillor vacancy)
248	<b>Apologies Received</b> - Councillors John Branch, Tim Cox and Elizabeth Hassall County Councillor David Smith
249	<b>Declaration of Interest on Agenda Items / As per register / any further declarations to be received</b>
i)	No additional declarations of interest reported - confirm as per register
250	<b>Up to 15 minutes of Public Participation (if required) - 2 Members of the Public in attendance</b>
	Members of the public requested further information regarding two parcels of Green Belt land within Shenstone - <b>Members advised latest information</b>
	ii) Councillor David Thompson reported to members that the Shenstone Neighbourhood plan team were shocked when the location of building in Shenstone was approved to be located <b>opposite</b> the Industrial unit site <b>District and Parish Councillor David Salter confirmed to members that all West Midlands authorities have a responsibility to share the growth requirements and offered his support to Cllr Thompson to prepare a report to be presented to Lichfield District Council regarding this matter -- ONGOING</b>
251	<b>Approval of Minutes from Full Council Meeting held on Tuesday 14<sup>th</sup> March 2017 - copy of Minutes attached to be approved and signed ACTION: Cllr Hancocks and Clerk</b>
	<b>Amended Version of Full Council Minutes from Tuesday 14<sup>th</sup> February 2017 -- copy of Minutes attached to be approved and signed ACTION: Cllr Hancocks and Clerk</b>
252	<b>Matters arising from Minutes</b>
	<b>Minute Reference 232 from 14/02/17 Council Meeting:</b> Councillor Beilby confirmed Lichfield District Council RPI index
	<b>Minute Reference 239 from 14/02/17 Council Meeting:</b> Councillor Salter thanked Shenstone Councillors for approval of the printing costs for 250 x double sided Party in the Park tickets for Little Aston Recreation Ground Association Party in the Park 2017
253	<b>To receive reports from District and County Councillors - None received</b>
	<b>Councillor David Salter reported that contrary to press reports the decision to make a charge for green waste collection has been 'called in' for further discussion - ONGOING</b>
254	<b>Lawn Cemetery update/ specification for the maintenance of the upper and lower cemeteries - Cllrs DT/RH</b>
	Councillor David Thompson met with Lawn Cemetery Contractor Matt Bates from Great Outdoors and Gary Brownridge from Lichfield District Council (LDC) to assist with the preparation of works specification for the upper and lower lawn cemeteries, please see below notes taken from Meeting:
i)	<b>LDC had an aversion of removing memorials &amp; floral displays from the site / Great Outdoors quicker to respond</b>
ii)	<b>Cllr Hancocks confirmed that all litter bins on site are emptied by the Contractors</b>
iii)	<b>LDC has asked for one off rate to remove epicormic roots at the base of a tree once a year and asked for a day rate for ad-hoc removals should they be required</b> An Epicormic shoot is a shoot growing from an epicormics bud which lies underneath the bark of a trunk, stem or branch of a tree. Epicormic buds lie dormant beneath the bark, their growth suppressed by hormones from active shoots higher up the tree from flourishing
iv)	<b>Great Outdoors has no licence for use of chemicals and confirmed they can provide strimming around graves.</b>
v)	<b>Councillor Beilby has spoken with LDC regarding use of chemicals and they had confirmed that they had access to a stronger product which could be used at the site</b>
	<b>RECOMMENDATION : Councillor David Thompson to draft letter to prospective Contactors to quote on the latest specification provided by Cllr Thompson . PROPOSED: Cllr David Salter SECONDED: Cllr Neil Perry</b> <b>Following a vote Members the recommendation was RESOLVED</b>
255	<b>Lichfield District Council Local Plan - allocation for Shenstone - Cllr DT THIS ITEM WAS BROUGHT FORWARD BY THE CHAIRMAN WITH COUNCILS APPROVAL</b>
	<b>A decision to arrange and hold a public meeting was approved</b>
256	<b>Creation of a 'New Cemetery Fund' bank account - Cllr SB</b>
	Councillor Beilby reported to Members the current financial position of Council and confirmed that a £25k excess alongside with extra £15k from Precept would provide £40k towards the provision of a new cemetery site

257	<p><b>Review possibility of link to Malkin's Coppice from the Lammas Land, Shenstone - Cllr LJ</b></p> <p>Councillor Lynda Jones reported that Malkin's Coppice is located adjacent to the land at the back of Waterworks Cottages where land has been allocated by the Neighbourhood Plan as a possible area for housing - <b>Confirm land for housing does not include Malkin's Coppice which is protected woodland</b></p> <p>Some time ago the Lammas Land Committee had proposed that it would enhance the area if a footpath would lead from the Lammas Land and around Malkin's Coppice Councillor David Salter supported this idea and suggested that a condition of development could be incorporated -</p> <p>Councillor David Thompson suggested that when you get to Malkin's Coppice a new pathway around the perimeter of the Coppice could be installed and that it would be prudent to further investigate the flora and fauna of the Coppice as there may be species of plants that may be of interest to the Woodland Trust?</p> <p>Councillor Salter confirmed that Shenstone Parish Council has a responsibility for the Lammas Land and this project could perhaps benefit from the Community Infrastructure Levy (CiL) - <b>ONGOING</b></p>																																																						
258	<p><b>Land reclamation at Eastridge Croft - Cllr MC/DT</b></p> <p>i) Information to be provided from Land Registry to confirm that the proposed land and the current burial ground is the responsibility of the Parish Council (not the Church) - Cllr MC</p> <p>ii) Ongoing Forward Plan - Neighbourhood Planning and Property Committee to manage this project and provide Council with further information</p> <p>iii) Approval of anticipated cost for District Valuer circa £1250 +VAT - a second valuation to be obtained if possible</p> <p>PROPOSED: Councillor Nicholls SECONDED: Councillor Beilby</p> <p>RECOMMENDATION: To approve £1250 for cost of District Valuer</p> <p>RESOLVED: To approve £1250 for cost of District Valuer - ONGOING Councillors Cox and Thompson to review</p>																																																						
259	<p><b>Shenstone Parish Council - current financial position at 5<sup>th</sup> April 2017 (Cllr SB)</b></p>																																																						
	<p><b>Analysis of Expenditure and Income 16-17 - Total Funds available from all accounts</b></p> <table border="1" data-bbox="151 862 1503 1489"> <thead> <tr> <th></th> <th>£</th> <th>Precept</th> </tr> </thead> <tbody> <tr> <td>Expenditure</td> <td>152,450</td> <td>150,000</td> </tr> <tr> <td>Income</td> <td>14,600</td> <td></td> </tr> <tr> <td>Balance of Expenditure</td> <td>137,850</td> <td>150,000</td> </tr> <tr> <td>Administration, Office, salaries and costs</td> <td>52,000</td> <td>60,000</td> </tr> <tr> <td>Village Halls, Insurances, rates, etc.</td> <td>6,650</td> <td>16,000</td> </tr> <tr> <td>Playing Fields and Street Cleansing - includes LDC final payment 2015-16</td> <td>42,650</td> <td>30,000</td> </tr> <tr> <td>Street Care (includes planters, bus shelters)</td> <td>8,240</td> <td>5,000</td> </tr> <tr> <td>Annual Grant Funding including Shenstone Library (majority paid in March 2016)</td> <td>6,050</td> <td>15,000</td> </tr> <tr> <td>Other Grant Funding</td> <td>1,090</td> <td></td> </tr> <tr> <td>Church</td> <td>14,000</td> <td>17,000</td> </tr> <tr> <td>Projects</td> <td>2,360</td> <td></td> </tr> <tr> <td>Lammas Land</td> <td>15,510</td> <td></td> </tr> <tr> <td>Traffic Calming</td> <td></td> <td>5,000</td> </tr> <tr> <td>Audit Fees</td> <td>400</td> <td>2,000</td> </tr> <tr> <td>Publications</td> <td>2,300</td> <td></td> </tr> <tr> <td>Miscellaneous</td> <td>1,200</td> <td></td> </tr> <tr> <td>Totals</td> <td>152,450</td> <td>150,000</td> </tr> </tbody> </table>		£	Precept	Expenditure	152,450	150,000	Income	14,600		Balance of Expenditure	137,850	150,000	Administration, Office, salaries and costs	52,000	60,000	Village Halls, Insurances, rates, etc.	6,650	16,000	Playing Fields and Street Cleansing - includes LDC final payment 2015-16	42,650	30,000	Street Care (includes planters, bus shelters)	8,240	5,000	Annual Grant Funding including Shenstone Library (majority paid in March 2016)	6,050	15,000	Other Grant Funding	1,090		Church	14,000	17,000	Projects	2,360		Lammas Land	15,510		Traffic Calming		5,000	Audit Fees	400	2,000	Publications	2,300		Miscellaneous	1,200		Totals	152,450	150,000
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261	<p><b>Finance, Legal Health and Safety Committee - RECOMMENDATIONS FOR APPROVAL</b></p> <p>i) Production of Flyers &amp; Administration fee for flyers printed for Staffordshire County Councillor David Smith</p> <p>Members discussed if a fee should be charged for flyers printed for Shire Oak Quarry Public meeting and administration fee held in Stonnall</p> <p>RECOMMENDATION: Cost of printing and paper £18.40 and Administration fee of £25 Total Amount -- £43.40</p> <p>Proposed: Cllr Nicholls Seconder: Cllr Wilson RESOLVED: Cost of printing and paper for SCC</p>																																																						

	<b>ACTION: Clerk to send invoice to Councillor Smith at SCC</b>
	<p>ii) <b>Little Aston Defibrillator</b>  <b>Finance and Legal Committee Members expressed their full support for this initiative</b>  <b>Councillors Wilson and Salter confirmed</b> that a power supply for the defibrillator will be metered and charged directly to Little Aston Recreation Ground Association - <b>Members thanked all involved in this in ensuring this vital, life-saving equipment will be available in Little Aston</b></p>
	<p>iii) <b>Lighting - - Councillor Sheila Beilby (SB)</b>  <b>Court Drive Shenstone</b>  At the Full Council Meeting of Shenstone Parish Council held on Tuesday 14<sup>th</sup> March 2017 Councillors agreed that Shenstone Parish Council will no longer continue to fund the cost of the energy and maintenance of the four street lights in Court Drive. Court Drive is a private/un-adopted road located in Shenstone and the Parish Council is under no obligation to provide lighting. The annual cost is around £200 for the four lights.  <b>Roman Road and Talbot Avenue Little Aston</b>  At the Full Council Meeting of Shenstone Parish Council held on Tuesday 14<sup>th</sup> March 2017 Councillors agreed that Shenstone Parish Council will no longer continue to fund the cost of the energy and maintenance of the two street lights in Roman Road and Talbot Avenue as both locates are private/ un-adopted roads, the annual cost for these lights is £100 for the two lights <b>RESOLVED: That letters will be drafted to formalise the requests to 'transfer the assets' from Shenstone Parish Council to Court Drive Management Committee and Little Aston Park Management Committee - Cllr SB/ Clerk - ONGOING</b></p>
262	<p><b>Neighbourhood Planning and Property Committee</b>  Next Meeting to take place on <b>Tuesday April 25<sup>th</sup> 2017 at 5.30pm at Shenstone Parish Council Office</b>  Members to ensure that agenda items for this meeting be provided to the Clerk by no later than <b>Tuesday 18<sup>th</sup> April 2017</b></p>
263	<p><b>Wall Island - - Report Cllr D Salter</b>  Councillor Salter confirmed to Members that Highways England have agreed to attend a meeting on <b>Friday 28<sup>th</sup> April 2017</b> and have agreed to present future plans and discuss any ideas for interim measures. - <b>ONGOING</b></p>
264	<p><b>Traffic Island and Planter Sponsorship - Update Cllr D Salter</b>  Councillor Salter advised that Movecorp confirmed that they are willing to sponsor all five signs on Pinfold IslandA5127 and sponsorship payments will be made to Shenstone PC monthly by direct debit - <b>ACTION: Finance Committee</b>  Creative Plants are happy to plant out the planters located on Watford Gap Island</p>
265	<p><b>Traffic Management/Speed Control - (Cllr D Salter requested support in principle to investigate the possibility, logistics and costs installing deterrent speed cameras within existing safety concern zones. RESOLVED: Council support ongoing.</b></p>
267	<p><b>Community Grant Funding - Confirmation that grant funding of £200 has been provided to Stonnall Baby and Toddler Group as previously approved by Members - (Cllr SB)</b></p>
268	<p><b>Gravelly Lane - concerns re caravans at Oak Tree Farm - (Cllr VN)</b> Cllr Hancocks confirmed LDC has been informed</p>
269	<p><b>Shenstone Parish Council - Data Protection Policy - Councillor SB please provide report if required</b></p>
270	<p><b>Planning - Members to review applications as received</b>  <b>Application No: 17/00374/FUL - (Full Application) Location: 21 Burnett Road, Streetly, Sutton Coldfield, Staffordshire</b>  <b>Proposal: Single and two storey side and rear extensions and alterations to form snooker room, gym, kitchen, family room, lounge, bathroom and bedrooms with en-suite</b>  <b>Application No: 17/00449/FUL - (Full Application) BR Whorton Transport, 5 Fotherly Lane, Lower Stonnall</b>  <b>Proposal: Retention of dwelling , Willow Cottages, 5 Fotherly Lane, Lower Stonnall</b>  <b>RESOLVED: Councillor David Thompson has reviewed all applications and confirmed that there were no objections to report to Lichfield District Council Planning Team</b></p>
271	<p><b>Shenstone Parish Council Newsletter - June/July 2017 - Forward Plan (LJ)</b>  Councillor Lynda Jones who has edited and produced the last three editions of the Shenstone Parish Council Newsletter asked if any Member wanted to collate and edit the June/July 2017 edition? Members discussed the matter and asked if Councillor Jones would continue in the post of editor? Councillor Jones agreed she would.  The next Parish Council Newsletter will be 4-pages/8 sided and the team from City Life will publish, print and distribute to all households for a charge of £1340 at the beginning of July 2017  Items for inclusion will be the Shenstone Village Festival (Cllrs Lynda Jones and Hancocks) / LARGA Party in the Park in Little Aston (Cllrs Wilson and Salter) / Stonnall Scarecrow Festival (Cllr Gail Jones)  <b>ACTION: At the next Full Council Meeting taking place on Tuesday 9<sup>th</sup> May from 6.30pm Members to arrive early to assist Councillor Jones with articles to be included in the June/July edition prior to Full Council Meeting commencing at 7.15pm</b></p>
272	<p><b>Annual Audit Return- Grant Thornton require submission of the Shenstone PC Annual Return by June 2<sup>nd</sup> 2017 latest</b>  Update report will be provided by Cllr Beilby</p>
273	<p><b>Correspondence received for Members review</b></p>
	<p>i) <b>Shenstone Flower Festival on Friday 23<sup>rd</sup> to Sunday 25<sup>th</sup> June 2017/Members to approve fee £50.00 for advertising in the Flower Festival Magazine - Confirmation Provided (Cllr RH)</b></p>

	ii) Tennis lessons in Shenstone - Social tennis/serious fun - contact: <a href="http://tennistuesdays.co.uk">tennistuesdays.co.uk</a> - for information
	iii) Resignation received from Registrar Shenstone Lower Lawn Cemetery Reason: The volume of work the post involved was more time-consuming than was described at the job interview Another applicant who applied for the post was contacted and she confirmed that she would be willing to take up the offer and can start shortly / Cllr Rita Hancocks confirmed that Janet Cole former Registrar will assist with training for this post
	iv) Resignation received from Ann-Marie Mitchell - Minute Clerk Councillor Rita Hancocks reported to Members that Ann-Marie Mitchell has resigned from the casual post of Minute Clerk with immediate effect -
	v) Former Clerk to Shenstone Parish Council Viv Evans has agreed to provide temporary clerical assistance 1 day a week in the Parish Council Office to support Clerk - commencing Tuesday 18 <sup>th</sup> April 2017 Cost: Contractor cost to Council £100 per day / Frequency: 1 day per week
274	Members to confirm date, time and venue of the Annual Parish Meeting 2017
	The Annual Parish Meeting must take place before 1 <sup>st</sup> June 2017 - Members to set date and venue RESOLVED: Shenstone Parish Council Annual Parish Meeting 2017 to take place on Wednesday May 17 <sup>th</sup> 2017 at Shenstone Village Hall, Barnes Road, SHENSTONE commencing at 7.15pm
275	Date time and venue of the next Parish Council Meeting -
i)	The Annual Meeting of the Parish Council will be held on Tuesday 9 <sup>th</sup> May 2017 at Stonnall Youth and Community Centre at 7.15pm - This is the meeting of the Parish Council where we <ul style="list-style-type: none"> <li>• Elect a chairman</li> <li>• Decide when the Council's ordinary meetings will be held</li> <li>• Make other annual appointments and review their insurance</li> <li>• Review Risk Management policies</li> </ul>
ii)	Councillor Salter requested that Members should consider which of the posts, positions and committees they would wish to be considered for election to, or membership of, at this Meeting

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Signed Parish Council Chairman

Date: 9<sup>th</sup> May 2017 at 7.15pm - Stonnall Y&C Centre