**Hammerwich Parish Council Minutes**

**18 April 2018**

**In attendance:**

Councillors Wasdell, Mrs Greenway, Campbell, Place, Mrs Gittings, Mrs Taylor, Pullen, Ho.

**Also in attendance:**

4 Members of the public attended the meeting.

Ellen Bird (Clerk)

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| **1.** | **Apologies for Absence** |
|  | Apologies for absence were received from Councillors King, Mrs Smith and Mrs Kirkham. |
| **2.** | **Declarations of Interest** |
|  | Councillors Place and Mrs Gittings declared an interest in item XXX which was discussed under planning issues as it neighboured their respective properties. |
| **3.** | **Approval of the minutes held on 21 March 2018**  It was noted that Councillor Place had not attended and needed removing from the ‘in attendance’ list.  **Subject to the above amendment the Minutes of 21 March 2018 were approved as a correct record and signed by the Chairman.** |
| **4.** | **Matters Arising** |
|  | Defibrillator  It was noted that the defibrillator casing had now been installed but that the actual defibrillator had not. This should be done shortly and the WI were planning an official ‘opening’ event.  **Noted**  Councillor Smith Meeting  It was noted that no date had been arranged as yet for the meeting Councillor Smith was organising with Parish Councillors.  Tree at Bupa Care Home  Councillor Campbell reported he had visited the Care Home which was now under new management.  He reported that work had been undertaken on some trees following recent storm/snow damage. One large tree was leaning but advice had been taken and this was being monitored. The care home did not want to remove trees unnecessarily.  **Noted.** |
| **5.** | **Chairman's Announcements**  The Chairman reported he and Councillor Mrs Taylor, had attended a meeting with a student regarding the work of the Parish.  **Noted** |
| **6.** | **Neighbourhood Plan** |
|  | Councillor Campbell reported a meeting would take place on Friday 20 April 2018 with Lichfield District Council (LDC) and that there was nothing further to report at this stage.  **Noted** |
| **7.** | **Speedwatch**  One session had taken place since the last meeting. Future events were planned.  Councillor Campbell reported he and Councillors Mrs Taylor and Mrs Kirkham had attended a meeting regarding the re-organisation of the Police Service. This had minor implications for the speedwatch team.  Councillors discussed the possible purchase of permanent speedwatch signs. Costs of the installation were not yet known. There was a forum to be held on 23 April 2018 where further details may be available. This could be reviewed at the next meeting.  **Noted.** |
| **8.** | **Public Footpaths**  Councillor Grittings reported that the first working groups would start work at the beginning of May.  She had arranged for publicity in the newspaper and on local radio and the MP was attending to have a photo with the volunteers on 18 May 2018.  Councillor Mrs Greenway had secured purchase of the gloves and bags required.  LDC could provide litter pickers and collect rubbish from a designated point.  **Resolved to note the update.** |
| **9.** | **Parks and Open Spaces**  Oakfield Park  A letter had been received from a local resident who was very pleased about the work done in the park but requested LDC return to remove the mud left on the paths from the work.  The Clerk had requested this be done by LDC.  **Noted**  Hospital Road Playing Fields  The Chairman was arranging a meeting with Burntwood Dragons to discuss the required work on the park. Councillors said the following issues needed to be discussed:   * Bins * Children not getting changed for events by cars on the road and not in the changing rooms * Car parking * Matting around the galleon * Playground equipment and safety checks – who completes it, how often etc.   Councillors agreed to contact the Clerk with any additional items for this meeting.  **Noted**  Copy Nook Field  As stated previously, a Councillor reported that she felt there had been a communication break down with Burntwood Town Council regarding the use of Copy Nook Field by the Police and Community Groups for their holiday activities for Children.  As Councillor Pullen was the Leader for Burtwood Town Council he volunteered to discuss this with Councillor Campbell after the Parish Council meeting.  **Resolved to ask Councillor Campbell to discuss this matter with Councillor Pullen.**  Hammerwich Youth and Community Centre (HY&CC).  Councillor Place queried who owned HY&CC. It was noted it was run by trustees for the people of Hammerwich. Councillor Place felt the Parish Council should explore using it as a venue for Council meetings.  Councillors had mixed views about changing the venue and possibly dates of the Parish Council meetings.  **Resolved for Councillor Place to find further details regarding costs etc and to present this to a future Parish Council meeting if he wished to pursue a change of venue.** |
| **10.** | **Highways and Footpaths** |
|  | Pot Holes  Councillors reported potholes were an issue throughout the Parish.  **Resolved to ask Councillors to email the Clerk with details of potholes by 23 April 2018 and to request this list be forwarded to the County Councillor.**  Flooding Coppice Lane  It was noted that there had been a minor flood on Coppice Lane.  **This had been reported to Staffordshire County Council (SCC).**  The Disused Railway Track Lichfield to Burntwood  Councillor Pullen reported that initial enquiries were taking place regarding the creation of a ‘green corridor’ on the disused railway line.  Councillors were generally supportive of the proposals.  **Noted.**  Coppice Lane Trees  The Parish had received a response from Highways Officers at SCC stating it would not cut the trees back.  **Resolved to request a meeting between SCC Highways Officers, Councillor Wasdell, Mrs Greenway, Mrs Taylor and Councillor Smith SCC.** |
| **11.** | **Planning Applications**  The following applications were discussed:   1. 18/00510/FUL – 25 Overton Lane   Councillors felt this application was excessively large, would create problems with overlooking and would affect light to neighbouring properties.  **Resolved to ask the Clerk to submit these comments.**   1. 18/00511/FUL – 57 The Ridgeway 2. 18/00531/FUL – 18 Mansion Drive 3. 18/00546/FUL – 54 Hospital Road   Councillors had not reviewed these applications  **Resolved to ask Councillors to submit Comments by the deadlines for each planning application.**  1 Foxcroft Close  **Resolved to ask Councillor Pullen to investigate if there was an update on this application.**  Community Infrastructure Levy  The Chairman reported that LDC had confirmed the Parish Council would receive Community Infrastructure Levy of just over £3000.  **Noted** |
| **12.** | **Public Participation** |
|  | Standing Orders were suspended.  Voluntary Bus Service  A member of the public queried whether there was an update on the Voluntary Bus service. Councillors had no further information about this.  Post Office  A resident asked if the service was now running as no one had seen the new van or used it. Councillors hadn’t either.  **Resolved to ask the Clerk to query what had happened to the service.**  Councillor Place reported he was assisting a local resident with a complaint regarding noise nuisance at the WI Hall.  **Noted.**  Standing orders were restored. |
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| **13.** | **Correspondence received and sent**  The Clerk reported the correspondence received and sent.  **Resolved to note the Correspondence and**   1. **Ask Councillors to send any comments regarding Burntwood Town Council Neighbourhood Plan to the Clerk** 2. **Add the plan to the next agenda.** |
| **14.** | **Accounts for Payment**  The statements for the Business Current Account and Savings Account as at 09 April 2018 were £40,014.10 and £8,253.24 respectively.  The Parish Council were asked to approve the following payments at their meeting on 18 April 2018:   |  |  |  |  | | --- | --- | --- | --- | |  | Cost | Invoice No | Cheque Number | | Wickstead Leisure Ltd (Wooden Galleon)(To be repaid by approved insurance Claim) | £25356.24 | DU836275 | 101037 | | Lichfield District Council (Crane Drive, Bank at Oakfield Park) | £7048.80 | M0007486090 | 101038 | | Clerk’s wages April 2018 | £384.43 | EB01/18/19 | 101039 | | Clerk’s Expenses | £32.10 | EB02/18/19 | 101040 |   The Parish Council noted there was no income.  **Resolved to approve the accounts for payment.** |
| **15** | **Finance Issues** |
|  | It was noted that the final internal audit would take place on 17 May 2018. |
| **16** | **Proposed changes to Parish Phone Number and Payroll** |
|  | The Clerk requested permission to change the Parish Phone Number to a number provided by Flextel.  The Clerk also asked permission to approach an external company to handle the Pay Roll on behalf of the Parish. The cost was an initial set up fee of £25 then £6 per month after that.  **Resolved to approve the Clerks requests.** |
|  | **Resolved** |

**17. Items for future meetings**

To add the following item to future agendas

* HY&CC
* Burntwood Town Council Neighbourhood Plan
* Outside Bodies (Annual Meeting)
* Larkspur/The Gorseway

**18. Confidential Item – Clerk’s Pay Review**

Deferred.

Meeting ended 9.40pm