**Hammerwich Parish Council Minutes**

**21 June 2017**

**In attendance:**

Councillors Wasdell, Mrs Greenway, Campbell, Mrs Smith and King.

**Also in attendance:**

5 Members of the public attended the meeting.

Ellen Bird (Clerk)

|  |  |
| --- | --- |
| **1.** | **Apologies for Absence** |
|  | Apologies for absence were received from Councillors Mrs Kirkham, Place, Pullen and Ho. |
| **2.** | **Declarations of Interest** |
|  | There Were none. |
| **3.** | **Approval of the minutes held on 21 June 2017**  **Resolved to approve the minutes of 21 June 2017 and that these be signed by the Chairman.** |
| **4.** | **Matters Arising**  There were none. |
|  |  |
| **5.** | **Chairman's Announcements**  Parish Forum  It was reported at the Parish Forum that Parish Councils may be expected to have greater responsibilities for issues previously dealt with by other authorities e.g. grass cutting. A grant would be available to assist with this. It was suggested that Councillor Smith from Staffordshire County Council be invited to the next meeting to discuss the proposals.  **Resolved to note the update.** |
| **6.** | **Neighbourhood Plan**  There had been no further progress with this as the revised Lichfield Development documents were at odds with the current plan as they endorsed development on green belt land.  **Resolved to hold a meeting of the steering group to agree next steps.** |
| **7.** | **Speedwatch**  No progress had been made on speedwatch.  **Resolved to ask Councillor Campbell to speak to Councillor Place regarding the organisation of some dates for Speedwatch as soon as possible.** |
| **8.** | **Police and Crime Commissioner - Police and Fire Consultation.**  It was agreed this item would be discussed by email as Councillor Kirkham had expressed a wish to contribute to the consultation but had submitted apologies for the meeting.  **Resolved to discuss via email.** |
| **9.** | **Council Vacancies**  Councillors were asked to let residents know that expressions of interest in vacancies were required by 10 September 2017.  **Resolved to note that the vacancies had been advertised in accordance with statute.** |
| **10.** | **Parks and Open Spaces**  Oakfield Park  It was noted that work on the footpath had begun.  At a site meeting with a Lichfield District Council officer the Chairman had discussed the bank in the park and the need to carry out some maintenance work on the stakes holding the bank up.  **Resolved to ask the Clerk to request a quote for remedial works on the bank.**  Hospital Road Playing Fields  It was noted that the Clerk was trying to establish whether the Playing Fields equipment and buildings had been insured by Burntwood Dragons.  Councillor Greenway reported that Travellers had tried to access the site but had failed thanks do the efforts of Burntwood Dragons. Concrete had been placed in front of the gates to protect the site.  **Resolved to ask the Clerk to continue to establish whether insurance cover was in place by Burntwood Dragons.**  Allotments  Councillor Greenway reported back on a recent course she had attended regarding allotments.  **Resolved to note the update.** |
|  |  |
| **11.** | **Highways and Footpaths**  Charrington Traffic Lights  Councillor King had produced a proposal regarding altering the traffic light flow.  **Resolved to ask the Clerk to forward the proposal to Highways England.**  Traffic Team Visit  Staffordshire County Council's traffic team would be in the Parish shortly completing works. Some works had already been requested.  Councillor Greenway reported trees and hedges needed to be cut back on Church Lane.  **To ask the Clerk to request this work be added to the job list.** |
| **12.** | **Planning Applications**  It was agreed to send any comments to the Clerk regarding the recent Planning Application as it had only been received that evening and Councillors had not had time to examine it. |
|  | **Resolved to respond to planning application via email.** |
|  | The Chairman reported that the Parish should be in receipt of Community Infrastructure Levy for the old WI car park site.  **Resolved to ask the Clerk to establish the status of the Levy.**  At the previous meeting Councillors had submitted a letter of objection to the removal of a Tree Protection order. The response was read to the Council.  **Resolved to note the response.** |
| **13.** | **Public Participation** |
|  | Oakfield Park  A local resident said she was pleased with the progress at the site. She asked if she could attend the site meeting with the Chairman and a Lichfield District Councillor officer to discuss next steps. She offered to make a donation for a sign to name the park. It was agreed to discuss this further after the site visit as Councillors were unsure where this could be placed.  It was reported that 2 residents were litter picking on the site.  **Resolved to ask the Clerk to establish whether the insurance covered litter picking.**  People Power Funding Grant  A local resident reported that she had information regarding a people power funding grant which she would circulate to the Parish.  She also volunteered to help with speedwatch.  Hospital Road Playing Fields  A local resident queried whether the play equipment which had been destroyed in an arson attack would be replaced by the Council. It was confirmed that an insurance Claim was in for the equipment. |
| **14.** | **Correspondence received and sent**  Councillors noted the correspondence received and sent by the Clerk.  **Resolved to ask the Clerk to:**  **- find out further details regarding the query from Crane drive**  **- establish what amenity areas belong to the Parish**  **- Request that the internal auditor conduct the audit in January** |
| **15.** | **Accounts for Payment** |
|  | |  |  |  |  | | --- | --- | --- | --- | |  | Cost | Invoice No | Cheque Number | | Hammerwich WI Hall (rental fees April - June) | £63 | 0022 | 101005 | | Clerk's wages July 2017 | £384.43 | EB7/17/18 | 101006 | | Clerk's Wages August 2017 | £384.43 | EB8/17/18 | 101007 | | Clerk's expenses | £16.92 | EB9/17/18 | 101008 | | Staffordshire Parish Council Association (Course Fee's Cllr Greenway - allotments) | £20 | 17/224 | 101009 |   **Resolved to approve the accounts for payment.** |
| **16.** | **Approval of Executive Powers for Chairman and Vice-Chairman during the Summer Recess**  It was agreed that the Chairman and Vice-Chair could agree payments on behalf of the Council if necessary. For any issues of significance an emergency meeting would be called.  **Resolved to approve executive powers to the Chairman and Vice-Chairman during the summer recess.** |
| **17.** | **Items For Discussion at Future Meetings**  The following items were agreed for inclusion on future agendas.  - Co-optees to the Council  - Changes to Parish Funding. |

Meeting ended 8.55 pm