

Hammerwich Parish Council Minutes

20 February 2019

In attendance: Councillors Mrs Greenway, Campbell, Mrs Taylor, Ho, Place, Mrs Gittings, Mrs Smith and King.

Also in attendance:

4 Members of the Public

Ellen Bird – Parish Clerk

1.	Apologies for Absence
	<p>Apologies were received from Councillor Wasdell.</p> <p>In the absence of the Chairman, the Vice-Chair Councillor Mrs Greenway took the Chair.</p> <p>Noted</p>
2.	Declarations of Interest
	<p>There were none.</p>
3.	Approval of Parish Council Minutes and Annual Meeting Minutes held on 16 January 2019.
	<p>It was noted that the numbering on the minutes were incorrect.</p> <p>Resolved to approve the minutes of the Parish Council held on 16 January 2019 as a correct record. These were signed by the Chair.</p>
4.	Matters Arising
	<p><u>Gardening Club Traffic Island work</u></p> <p>Councillor King reported Hammerwich Gardening Club would be interested in maintaining/planting up the traffic islands discussed at the last meeting.</p> <p>Resolved to put consideration of a budget for this project on the March Agenda.</p>

	<p><u>Sign</u></p> <p>Councillor King reported the sign at 151 Highfields had been turned at 90 degrees to the road.</p> <p>Resolved to ask the Clerk to report the sign</p> <p><u>Copy Nook Sign</u></p> <p>It was noted that the sign (which had just been repaired) at Copy Nook had been broken again.</p> <p>Resolved to ask the clerk to request the sign be repaired again</p>
5.	Chairman's Announcements
	<p>The Chair announced that the Police and Crime Support Officer had come to the meeting to present the first of a new monthly crime update for the Parish. Standing orders were suspended to allow PCSO Passmore to give a presentation to the Council.</p> <p>A written report accompanied the presentation.</p> <p>Resolved to thank the PCSO and request that the Clerk circulate the written report.</p> <p>Standing Orders were restored</p>
6.	Pingle Lane/Burntwood Road Drainage Scheme
	<p>Councillors were delighted to receive an email from Staffordshire County Council which reported that a drainage improvement scheme has been granted funding for the 2019/20 financial year (April 2019 to March 2020). Works will hopefully be carried out in April/May 2019.</p> <p>Resolved to ask the Clerk to email Councillor Smith to ask whether there was a further update.</p>
7.	Neighbourhood Plan
	<p>It was noted that the Neighbourhood Plan was ready to move to formal Consultation in the next few weeks.</p> <p>It was agreed that a Steering Group Meeting should be set up prior to the formal consultation taking place.</p> <p>Resolved to ask Councillor Mrs Greenway to arrange a Steering group meeting.</p>

8.	Speedwatch
	<p>A Speedwatch session on Hospital Road had monitored the speed of 804 vehicles, with 35 cars doing 34MPH+.</p> <p>This was a much lower number of speeding vehicles than on previous Speedwatch sessions.</p> <p>Noted.</p> <p>Councillor Taylor reported that at a meeting of Speedwatch Volunteers, Councillors had learnt about financial grants that the Hamerwich Speedwatch Group could apply for and other support that was available to the group.</p> <p>Resolved to ask Councillor Taylor to bring further details about what was available and how the application process worked to the next meeting.</p>
9.	Parks and Open Spaces
	<p>It was noted that on clearing Hammerwich Green a bench had been discovered in the hedge which belonged to the Parish. It was noted that this bench and a further 2 benches at The Triangle were not on the asset list.</p> <p>Councillors discussed the Memorial Benches that Councillor Mrs Greenway had sourced.</p> <p>Resolved to ask the Clerk to request a quote from Lichfield District Council (LDC) Officers to move and secure the bench from the Green at Hammerwich to another site and to secure a bench on the site.</p>
10.	Highways and footpaths
	<p>Councillor Ho reported that the proposed green walkway on the old railway line from Burntwood to Lichfield was still being considered.</p> <p>Noted</p>
11.	Public Participation
	<p>Standing Orders were suspended</p> <p><u>Flooding</u></p> <p>A local resident thanked Councillors for their support in trying to find a resolution for the flooding problem in the village. Councillors vowed to continue to support the residents until this issue was successfully resolved.</p>

	<p><u>New Doctors Surgery</u></p> <p>A local resident enquired whether there was any further update on the new Doctors surgery. Councillors had heard nothing further since the consultation last year. It was noted no planning applications had been received by the Parrish Council.</p> <p><u>Post Office</u></p> <p>Following a query from a local resident Councillors asked the Clerk to establish where and when the mobile Post Office was visiting Hammerwich Village.</p> <p>Resolved to ask the Clerk to contact the Post Office</p> <p><u>Drain Cleaning</u></p> <p>It was noted that the drains in the village had been cleaned several times lately but that the drains from Pingle Lane to the cemetery had not been touched.</p> <p>Resolved to ask the Clerk to request the drains be cleaned between Pingle Lane and the Cemetery.</p> <p>Standing Orders were restored.</p>
12.	Planning Applications
	<p><u>19/00094/FULH</u></p> <p>Councillors had no comments</p> <p><u>19/00228/Ful</u></p> <p>Resolved to ask the Clerk to report to LDC that no dimensions were on the plans.</p>
13.	Correspondence Report
	<p>The Clerk reported the correspondence that had been received and sent since the last meeting.</p> <p>Noted.</p> <p>Councillor Greenway reported receipt of an email from the Staffordshire Playing Field Association regarding ensuring open space/fields owned by the Parish were protected to ensure they remained fields for good.</p> <p>Resolved to ask Councillor Greenway to bring further details back to the Council.</p>

14.	Complaints Procedure																				
	<p>The Complaints procedure which had been written by the Administration Advisory Group was reviewed by the Council</p> <p>Resolved to approve the Complaints Procedure</p>																				
15.	Grants Application Form																				
	<p>The Councillors reviewed the grant application form which was proposed by the administration advisory group.</p> <p>Resolved to approve the grant application form.</p>																				
16.	Asset Register																				
	<p>Councillors reviewed the Asset Register for 2018/19.</p> <p>Resolved to</p> <ul style="list-style-type: none"> a) ask the Clerk to include 2 additional benches located at The Triangle and to record their insurance value as £0 and subject to this amendment to; b) Approve the asset register for 2019/20 																				
17.	Risk Register																				
	<p>Councillors reviewed the risk register for 2018/19</p> <p>Resolved to approve the risk register.</p>																				
18.	Accounts for Payment																				
	<p>The statements for the Business Current Account and Savings Account as at 8 February 2019 were £51,953.73 and £8,265.60 respectively.</p> <p>The Parish Council were asked to approve the following payments at their meeting on 20 February 2019:</p> <table border="1" data-bbox="274 1621 1385 2018"> <thead> <tr> <th></th> <th>Cost</th> <th>Invoice No</th> <th>Cheque Number</th> </tr> </thead> <tbody> <tr> <td>Lichfield District Council (Annual invoice grass collection etc plus additional jobs at Oakfield Park, Hammerwich Green, Overton Lane etc)</td> <td>£12,154.70</td> <td>M0007510553</td> <td>101076</td> </tr> <tr> <td>Staffordshire Parish Council Association (Training)</td> <td>£20</td> <td>18/317</td> <td>101077</td> </tr> <tr> <td>Clerk's wages Feb 2019</td> <td>£471.99</td> <td>EB20/18/19</td> <td>101078</td> </tr> <tr> <td>Clerk's Expenses</td> <td>£</td> <td>EB19/18/19</td> <td>101079</td> </tr> </tbody> </table>		Cost	Invoice No	Cheque Number	Lichfield District Council (Annual invoice grass collection etc plus additional jobs at Oakfield Park, Hammerwich Green, Overton Lane etc)	£12,154.70	M0007510553	101076	Staffordshire Parish Council Association (Training)	£20	18/317	101077	Clerk's wages Feb 2019	£471.99	EB20/18/19	101078	Clerk's Expenses	£	EB19/18/19	101079
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	<p>There was no income to report.</p> <p>Resolved to approve the accounts for payment.</p>
19.	Items for Discussion at Future Meetings
	<p>Resolved to bring the following items to future meetings</p> <ul style="list-style-type: none"> • Financial regulations • Standing Orders • Appointment of Internal Auditor • Budget monitoring – earmarked funds • Budget for Hammerwich Gardening Club for Traffic Islands <p>Noted</p>

Meeting closed at 8.35pm