

# Hammerwich Parish Council Minutes

## 20 March 2019

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

**Also in attendance:**

5 Members of the Public

Ellen Bird – Parish Clerk

<b>1.</b>	<b>Apologies for Absence</b>
	<p>Apologies were received from Councillor Pullen</p> <p><b>Noted</b></p>
<b>2.</b>	<b>Declarations of Interest</b>
	<p>Councillor King declared an interest in the Gardening Club as he was a Member of the Club. He did not take part in this part of the meeting.</p> <p>Councillor Mrs Greenway declared an interest in planning application 19/00262/FUL – Copy Nook as her property was very close. She did not take part in discussion of this item.</p> <p><b>Noted</b></p>
<b>3.</b>	<b>Approval of Parish Council Minutes and Annual Meeting Minutes held on 20 February 2019.</b>
	<p><b>Resolved to approve the minutes of the Parish Council held on 20 February 2019 as a correct record. These were signed by the Chair.</b></p>
<b>4.</b>	<b>Matters Arising</b>
	<p>There were none.</p>
<b>5.</b>	<b>Chairman’s Announcements</b>
	<p>The Chairman reported that he had received an invitation to attend the Gardening Guild (on behalf of the Parish), on 2 April.</p> <p>He had attended a meeting with Councillor Smith regarding speed control measures. He had invited Councillor Smith to meet with Councillors to discuss his proposals. Councillor Smith had met with Councillors prior to this meeting to discuss his views.</p>

	<b>Noted</b>
<b>6.</b>	<b>Friends of Chasewater</b>
	<b>Resolved to ask Councillor King to find further details about what Parish Council Membership entails and to defer discussion to the June Meeting.</b>
<b>7.</b>	<b>Neighbourhood Plan</b>
	Councillor Campbell reported that Lichfield District Council (LDC) had set out in detail the next steps for the Neighbourhood Plan. He estimated there was approximately 3 week's work before it would be ready to go to a steering group meeting to progress the Neighbourhood Plan.  <b>Noted</b>
<b>8.</b>	<b>Speedwatch</b>
	Highfields Road had been the site of the latest Speedwatch session. 333 vehicles had been monitored and 17 were reported to the Police for excessive speed. Councillors were pleased to receive support from the Police Community Support Officer.  <b>Noted</b>
<b>9.</b>	<b>Parks and Open Spaces</b>
	<u>Trees the Gorseway</u>  Councillors had received a request to review some trees on the Gorseway.  <b>Resolved to ask the Clerk to ask the Arboricultural Officer at LDC to review the trees.</b>  <u>Park Play Equipment Inspection</u>  Councillors agreed to ask ROSPA to complete an inspection of the play equipment in Mansion Drive and at Hospital Road. Rospa attend play parks in Staffordshire in August and Councillors agreed it would be sensible to ask them to attend then.  <b>Resolved to ask the Clerk to contact ROSPA to request Mansion Drive and Hospital Road be inspected in August.</b>
<b>10.</b>	<b>Highways and footpaths</b>
	<u>Hammerwich Sign, Copy Nook</u>

	<p>Councillors reported the sign had been damaged for a third time and asked the Clerk to request LDC fix it again.</p> <p><b>Resolved to ask the Clerk request that LDC officers fix the sign again.</b></p> <p><u>Walsall Road/Coppice Lane – Hammerwich Sign</u></p> <p>The Hammerwich sign at Walsall Road/Coppice Lane had turned and was pointing the wrong way.</p> <p><b>Resolved to ask the Clerk to report the matter to SCC.</b></p>
<b>11.</b>	<b>Public Participation</b>
	<p><u>Lions den</u></p> <p>A Parishioner reported that the grass at Lions Den was being cut away by lorries. She said 20% of the green had been cut away and that the problem was exacerbated by cars parking on the area.</p> <p><b>Resolved to report the issue to SCC</b></p> <p><u>Burntwood Road Parking</u></p> <p>A local resident complained that cars were often parked on the grass verges on Burntwood Road.</p> <p><b>Resolved to ask the Clerk to report this.</b></p> <p><u>Speeding Burntwood Road</u></p> <p>A local resident raised concerns regarding speeding on Burntwood Road. The Councillors said the resident was welcome to join them in Speedwatch to tackle speeding in the Parish. They agreed to ask the speedwatch organisers whether Burntwood Road could be included in the sites that the group could monitor speed from.</p> <p><b>Resolved to ask Councillors in Speedwatch to enquire whether Burntwood Road could be included as a site to monitor traffic from.</b></p> <p><u>New Doctor Surgery</u></p> <p>A parishioner asked for an update on the Dr Surgery.</p> <p>The council had not received any planning applications or news regarding the new surgery.</p> <p><b>Resolved to ask the Clerk to try to get an update on the new surgery.</b></p>

<b>12.</b>	<b>Planning Applications</b>
	<ul style="list-style-type: none"> <li>• 19/00282/FULH – 15 Hall Lane</li> </ul> <p>No Comments</p> <ul style="list-style-type: none"> <li>• 19/00262/FUL – Copsy Nook</li> </ul> <p>No Comments</p> <ul style="list-style-type: none"> <li>• 19/00261/COU – Appletree Farm</li> </ul> <p>Councillors noted the futuristic design of the proposed development. They asked that comments be submitted to state the designs needed to be reviewed carefully by LDC as they may be out of character with the area.</p> <ul style="list-style-type: none"> <li>• 19/00346/LBC – Edial House Farm</li> <li>• 19/00345/FUL – Edial House Farm</li> </ul> <p>These applications for the same site were considered together. Councillors felt the application was very large.</p> <ul style="list-style-type: none"> <li>• 19/00380/FUL – 37 Stockhay Lane</li> </ul> <p>Councillors noted that the curtilage of the house included a public footpath. Councillors asked that LDC ensured this was maintained.</p> <ul style="list-style-type: none"> <li>• Certificate of lawfulness - 9 Stockhay Lane</li> </ul> <p>No comments.</p> <p><b>Resolved to ask the Clerk to submit the comments raised above to LDC</b></p>
<b>13.</b>	<b>Correspondence Report</b>
	<p>The Clerk presented a correspondence report detailing correspondence received and sent since the last meeting.</p> <p><b>Noted</b></p>
<b>14.</b>	<b>Budget for gardening club</b>
	<p>Councillors discussed the budget for the gardening club to maintain 2 traffic islands in the Parish. The pilot project and its funding could be renewed and reassessed</p>

	<p>annually by both parties. Councillors wanted the gardening club to feel free to approach them at any time idf there were any problems with the scheme and looked forward to working with them.</p> <p><b>Resolved that in return for a grant of £150 Councillors asked that the gardening club</b></p> <ul style="list-style-type: none"> <li>- <b>Conduct a written risk assessment for both sites;</b></li> <li>- <b>Maintain the 2 traffic islands to a high standard;</b></li> <li>- <b>Provide a colourful display of low/medium level planting (not to obscure traffic site lines)</b></li> </ul>																				
<b>15. Standing Order ratification</b>																					
	<p>Councillors had received and read copies of the updated standing orders.</p> <p><b>Resolved to approve the standing orders and ask the clerk to put a copy on the website.</b></p>																				
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<b>17. Appointment of Internal auditor</b>																					
	<p><b>Resolved to appoint Black Rose Solutions as the internal auditor and ask the Clerk to make the necessary arrangements for the inspection.</b></p>																				
<b>18. Accounts for Payment</b>																					
	<p>The statements for the Business Current Account and Savings Account as at 8 March 2019 were £39,059.07 and £8,269.72 respectively.</p> <p>The Parish Council are asked to approve the following payments at their meeting on 20 March 2019:</p> <table border="1" data-bbox="274 1659 1385 1957"> <thead> <tr> <th></th> <th>Cost</th> <th>Invoice No</th> <th>Cheque Number</th> </tr> </thead> <tbody> <tr> <td>Lichfield District Council (Hammerwich Sign Coppy Nook)</td> <td>£60.60</td> <td>M0007519899</td> <td>10181</td> </tr> <tr> <td>Staffordshire Parish Council Association (Annual Fee)</td> <td>£515</td> <td>19/78</td> <td>10182</td> </tr> <tr> <td>Clerk's wages March 2019</td> <td>£471.99</td> <td>EB21/18/19</td> <td>10183</td> </tr> <tr> <td>Clerk's Expenses</td> <td>£8.86</td> <td>EB22/18/19</td> <td>10184</td> </tr> </tbody> </table>		Cost	Invoice No	Cheque Number	Lichfield District Council (Hammerwich Sign Coppy Nook)	£60.60	M0007519899	10181	Staffordshire Parish Council Association (Annual Fee)	£515	19/78	10182	Clerk's wages March 2019	£471.99	EB21/18/19	10183	Clerk's Expenses	£8.86	EB22/18/19	10184
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	<p>The Parish Council are asked to note the following income:</p> <table border="1"> <thead> <tr> <th>Source</th> <th>Amount</th> <th>Reference</th> </tr> </thead> <tbody> <tr> <td>No income to report</td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Resolved to approve the accounts for payment</b></p>	Source	Amount	Reference	No income to report		
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<b>19.</b>	<b>Budget Monitoring</b>						
	<p>Councillors received a budget monitoring report tabled at the meeting and discussed how they wished funds for the forthcoming year to be earmarked.</p> <p><b>Resolved to note the budget monitoring report and to earmark the following funds for future projects</b></p> <ul style="list-style-type: none"> <li>- <b>£6k Traffic Calming Measures</b></li> <li>- <b>£6k Grounds Maintenance Work</b></li> <li>- <b>£2k Play Inspection and subsequent works</b></li> <li>- <b>£1k Memorial bench</b></li> <li>- <b>£8.5k Elections</b></li> </ul>						
<b>20</b>	<b>Items for future meetings</b>						
	<p><u>Road Safety Grant</u></p> <p>Councillors noted that an application for funding for a road safety grant would have to be completed prior to the next meeting.</p> <p><b>Resolved to discuss by email and to bring the submitted bid to the next meeting.</b></p> <p><u>Clerk Pay Review</u></p> <p>To review the Clerk's pay at the next meeting.</p>						

Meeting closed at 9.20pm