**Hammerwich Parish Council Minutes**

**16 March 2022**

**In attendance:**

Councillors Wasdell, Greenway, Place, Thurlow, Ennis, Taylor, Grundy, Ho, Mears

**Also in attendance:**

Councillor D Smith Staffordshire County Council (SCC)

Councillor J Silvester-Hall, Lichfield District Council (LDC)

0 Members of the Public

**Clerk:**

Ellen Bird

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| **1.** | **Apologies for Absence** |
|  | Apologies were received and accepted from Councillors Smith and King.  **Noted and accepted.** |
| **2.** | **Declarations of Interest** |
|  | Councillor Grundy declared her husband often worked with LDC contractors who provided services for the Parish Council.  **Noted** |
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| **3.** | **Approval of Parish Council Minutes from the meeting held on 16 February 2022** |
|  | **The minutes of the meeting from 16 February 2022 were approved.** |
| **4.** | **Matters Arising** |
|  | Communtity Events  Councillor Ho suggested the Parish Council arrange a ‘community event’ in the Parish.  He agreed to take on responsibilities for the Queens Jubilee celebrations from Councillor Greenway.  Councillors asked the committee to liaise with the Church, Hammerwich Care Home and others in the village to ensure events were complimentary.  Councillors Grundy, Taylor, and LDC Councillor Silvester-Hall were keen to help with the arrangements.  Councillor Smith (SCC) said he may have some funding and may be available to assist with the project if Councillors contacted him in the new financial year.  **Resolved to ask Councillor Ho to lead the Parish’s Jubilee Celebrations with support of other local Councillors.** |
| **5.** | **Chairman’s Announcements** |
|  | The Chairman welcomed newly appointed Councillor – Serena Mears to the Council.  The Chairman thanked Councillor Greenway for covering his Annual Leave for the last few weeks.  **Noted** |
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| **6.** | **County/District/Police Reports** |
|  | Councillor Silvester-Hall (LDC)/Councillor Smith (SCC)  Councillor Silvester-Hall update the Council on current consultations being run by LDC.  Councillor Smith said Wall Parish Council were keen to liaise with Hammerwich Parish Council about this consultation. Councillor greenway reported contact had already been made with their Chairman.  **Noted.** |
| **7.** | **Planning Issues** |
|  | No items. |
| **8.** | **Speedwatch/SIDS** |
|  | Councillor Taylor reported she was due to resume speedwatch in April and new recruits were being trained.  Her husband had, with permission of the Council and assistance from the supplier, rebuilt the SID on Highfields Road which had developed a fault.  **Resolved to thank Councillor Taylor and her husband for all her help with this.** |
| **9.** | **Highways and Footpaths** |
|  | Tree Burntwood Road  Councillors noted a resident had contacted the Clerk regarding a tree they were concerned was dangerous on Burntwood Road. As it was on SCC land the clerk had reported it through the SCC Highways Fault reporting system.  Finger Posts  The designs of all the posts had just been received and sent to Councillor King for approval.  The Triangle  Councillor Taylor reported further concerns regarding parking at the Triangle.  Councillor Wasdell agreed to go look at the site and if necessary SCC Highways could be contacted too see if Hammerwich Parish Council  could put bollards on the verge to prevent parking.  Lions Den  Councillor Thurlow reported problems with litter at Lions Den.  **To ask Coucillor Thurlow to liaise with LDC regarding a litter pick of the area.**    Road Islands bottom of Church Lane and Pingle Lane    The small islands at the bottom of Church Lane and Pingle Lane had been cleared by LDC officers.  **Noted** |
| **10.** | **Parks and Open Spaces**  Tree maintenance Oakfield Park |
|  | Councillors accepted the quote for maintenance works on trees around Oakfield Park for £580 + VAT.  **Resolved to ask Councillor Greenway to contact LDC to approve the quote.**  Oakfield Park Benches  Councillors approved the purchase of 2 ‘Lakeside’ benches and for works on the bases in Oakfield Park  **Resolved to ask Councillor Greenway to arrange for the purchase, delivery and installation of the approved benches in the park.**  Bins  Councillor Greenway reported she had begun to investigate the purchase of bins and would report back to a future meeting.  Nature House Oakfield Park  Councillor Taylor reported some Children in Oakfield Park had requested a nature area.  **Resolved to ask Councillor Taylor to investigate the purchase of a bug hotel.** |
| **11.** | **Correspondence Report** |
|  | The Clerk reported on correspondence received and sent since the last meeting.  **Noted** |
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| **12.** | **Accounts for Payment**  The statements for the Business Current Account and Savings Account as at 09.02.022 were £37,253 and £8,289.42 respectively.  Councillors are asked to approve the following accounts for payment:   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | Cost | VAT | Invoice No | Cheque Number | | Clerk’s Wages February | £533.70 | - | 11 | Paid by SO 15/03 | | WI Hall Feb March | £77 | - | - | 101261 | | SPCA Annual Membership | £530.44 | - | SI-693 | 101262 | | WCAVA | £13.20 | - |  | 101263 | | E Bird Microsoft Office for Clerk’s Laptop | £59.99 | - | - | 101264 | | Stocksigns Ltd – support with SID | £0 |  |  | - |   The Parish Council are asked to note the following income:   |  |  |  | | --- | --- | --- | | Source | Amount | Reference | | No Income to report |  |  | |
|  | **The accounts for payment were approved** |
| **13.** | **Clerk’s Pay Review** |
|  | **Resolved to increase the Clerk’s pay to spinal point 31 and to approve back pay to April 2021** |
| **14.** | **Asset Register** |
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|  | **Resolved to approve the Asset Register 2021.22** |
| **15.** | **Approval of Internal Auditor** |
|  | **To approve Black Rose Solutions as the Internal Auditor for 20021/22** |
| **16.** | **Parish Council Start Times** |
|  | Councillor Place proposed that the start time of the meeting be brought forward. After much debate it was proposed that from May onwards meetings commence at 7pm.  Councillors decided to set stricter limits on County/District Councillor reports with this segment taking no longer than 10 minutes.  Councillors also decided to have a guillotine after 2 hours ensuring meetings would be finished by 9pm.  **Resolved to ask the Clerk to arrange meetings from May**   1. **Start at 7pm** 2. **Councillors to arrive by 6.45 to help set up and to help tidy up after meetings** 3. **2 hour guillotine so meetings to end by 9pm (unless Council pass a motion to extend this)** |

**17. Code of Conduct**

**Councillors agreed to adhere to the code of conduct.**

**18. Public Participation**

No Public were in attendance.

**19. Items for consideration at future meetings**

* **Parish Flag Pole**
* **Braisier- Beacon for Jubilee Celebrations**
* **Change of Bank**

**20. Private Item – London Bridge Budget**

**Under s.1(2) of the 1960 Act the Council resolved that the press and public be excluded for Item 20 as it resolved that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.**

**Councillors approved a budget of £500.**

Meeting closed at 9.25pm