**Hammerwich Parish Council Minutes**

**20th July 2022**

**In attendance:**

Cllr V. Wasdell (Chairman)

Cllr M. Greenway (Vice Chairman)

Cllr J. Taylor

Cllr J. Smith

Cllr L. Ennis

Cllr S. Mears

Cllr D. King

Mr L Anderson (Locum Clerk)

District Cllr J. Silvester-Hall from Lichfield District Council (LDC)

Mr L. Danan representing Burntwood Dragons FC

**The Meeting started at 19:18PM.**

1. **Apologies for Absence**

Apologies were received and noted from Councillors Grundy, Thurlow, Hale and Place.

1. **Declarations of Interest**

None recorded.

1. **Approval of Minutes of Meeting held on 15 June**

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| To approve the Draft Minutes for the Full Council Meeting held on 15th June 2022 | | |
| For: 7 | Against: 0 | Abstentions: 0 |

Motion carried.

1. **Matters arising**

None arising.

1. **Chairman’s Announcements**

The Chairman welcomed Mr. Anderson as the Locum Clerk to the Council for the meeting.

The Chairman expressed sadness in acknowledging the receipt of notice from the Council Clerk, and thanked Ms. Bird for her services. He stated that this was no reflection on the Council and offered Cllrs space at the September Full Council Meeting to express their gratitude to Ms. Bird at her final meeting.

The Chairman noted that the advertisement for a new Clerk had been published.

1. **County/District/Police Reports (if present)**

The Chairman stated he wished to suspend Standing Orders to allow a fuller discussion with external representatives in attendance at the meeting. This was supported by the Vice Chairman.

District Cllr Silvester-Hall reported that the Community Governance Review had been presented to Full Council, and noted that the majority of it focused on areas with extensive development within the district, and is to be published on Lichfield District Council’ Website.

District Cllr Silvester-Hall advertised the “Get Into It” scheme offering sporting activities in community parks through summer for young people, with many events being free to attend across the District.

District Cllr Silvester-Hall reported a number of planning matters including numerous amendments submitted to the planning application for Spring Hill Cemetery. Given the public interest in this application, District Cllr Silvester-Hall suggested that members of the public and Cllrs can visit the Council buildings to view the plans rather than attempting to download at home due to the volume of paperwork. District Cllr Silvester-Hall noted that there is a £5m investment over five years taking place into the District’s planning department including the hiring of two new enforcement staff members, and much igher quality reports on planning applications.

The Chairman thanked the District Cllr for her report and work on these matters.

Cllr Taylor noted the +16% increase in crime in the Parish and suggested that this could be the reason for Special Measures. District Cllr Silvester-Hall stated that she is to attend a ward walk with the local PCSO and shall ask for an update regarding these matters.

Cllr King queried the Governance Review’s amendments to the boundaries meaning Triangle Ward residents resided in Hammerwich Parish, but not in the Ward, and therefore were unable to vote on the Burntwood Plan. The Chairman requested a report on boundary changes from the District Cllr regarding the proposed changes between Burntwood and Hammerwich. District Cllr Silvester-Hall agreed to report back and stressed her belief that comments submitted regarding Hammerwich retaining its own identity would likely be upheld.

1. **Burntwood Dragons**

Standing Orders remained Suspended to allow for freer discussion with a representative of the Football Club in the Public Gallery.

Cllr Greenway reported a number of complaints had been submitted regarding the gates at the pitches meaning people with pushchairs could not go down hill when gate was locked. Mr Danan stated that the club had made an agreement for a gatekeeper to ensure the gate is open when needed and that signs had been paid for to clearly state details of access. Mr Danan said he would request to be able to pass on the gatekeeper’s contact details to the Council.

Cllr Greenway reported that the ROSPA check was booked for September for the play area.

Mr Danan reported that several repairs were required at the grounds. Quotes of £2,600 to repair the rotten low level wooden barrier in the car park and £1,200 to repair holes in the fence had been acquired. A further quote of £1,500 had been obtained to install a gate before the lower car park to prevent cars having access to the pitches. Cllrs expressed their support for these works.

Mr Danan thanked Cllrs King and Greenway for attending and presenting trophies to winners at their ceremony. The Chairman noted his apologies for non-attendance due to health reasons.

Mr Danan informed that the club is recruiting more female players for their Phoenix teams playing on Saturdays. He expressed his gratitude for the club to be able to use the facility, and stated the club’s wish to continue using it.

Me Danan noted increased litter on the site that the club were trying to tackle.

The Chairman and Vice Chairman requested that Standing Orders were reinstated.

District Cllr Silvester-Hall left the meeting.

1. **Meeting Administration Issues**
2. **Public Participation agenda item position on agenda**

Cllrs discussed the suggestion that Public Participation should feature earlier on the Agenda, but expressed that they felt that there was no reasonable objection to the current arrangements.

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| To retain the current location of the Public Participation Item on the Council Agenda. | | |
| For: 6 | Against: 0 | Abstentions: 1 |

Motion carried.

1. **Use of first names**

Cllrs expressed their views that they thought it was disrespectful to the role of Cllr to use first names in a public meeting. The Chairman noted that when conducting Council business, all Cllrs are colleagues and not friends and as such, and stated that professionalism should be retained by formality.

No Cllr wished to raise the motion.

Cllrs discussed the used of name badges and plaques in meetings. Cllr King offered to provide name badges to all Cllrs. Cllrs thanked him and accepted the offer.

1. **Planning Applications**
   1. 22/00775/FUH – Rose Cottage Station Road

Cllrs discussed the application and noted no objections or comments to lodge.

Cllr King updated Cllrs on the decisions of other applications by the District Council.

1. **Speedwatch**

Cllr Taylor noted that they were short of volunteers for speedwach. She reported that the PCSO wishes to attend every 4-6 weeks, and that the Police are aware of issues with speeding motorbikes. The Chairman offered to attend when free.

Cllr Taylor reported that the Speed Indicator Device (SID) machine on Highfield Road had stopped working. Cllrs requested for a new model to replace the faulty unit due to repeated failures, and Cllr Taylor agreed to request this when she meets the engineer the following week.

Mr Danan left the meeting.

1. **Highways and Footpaths**

Cllr King reported a number of highways issues including the damage to the bollards on Netherton Green, the slipping of the bollards heading to Pingle Lane, and the flooding of the storm drains on Coppy Nook Lane flooding. He reported that all had been passed onto Staffordshire County Council’s Highways team.

Cllr King reported that the red car that was parked without permission opposite a resident’s house had been reported to the Police, and it was believed that the PCSOs have attended and that it has now moved.

Cllrs further discussed the Parish’s SIDs and Cllr Kind noted a suggestion to install a further device at a cost of £3k along with the movement of another device from a meeting on-site.

Cllrs requested this to be revisited at September’s Full Council Meeting, with costs for feasibility and siting to be discussed with SCC through Cllr King. It was noted that a Staffordshire County Council press release noted support for future installation of SIDs, and as such, there could be the option for funding from them.

Cllr King updated the Council on the installation of finger posts. He noted that there was three more to complete, and that farmers have been supportive. With the aid of the Walsall Ramblers group, 22 posts have been installed. Cllr King reported that there was a cost of £250 per day to pay a local contractor to complete the works. He identified further locations for consideration on Footpath 2, Mere Ash Lane, the Churchyard and Footpath 6.

Cllr King noted that the paths were overgrown in other areas of the Parish which meant there was little point in establishing posts. He reported that an application for a grant of £2k towards further work had been submitted to the County Council. Mr Rochford had requested to view the footpaths on 5th August as the County Council hold responsibility to clear footpaths.

Cllr Mears suggested that the Council could increase rates to cover additional works. The Chairman suggested that Council tax has not had to be raised due to good administration and that the Council are resistant to raise rates to cover further rates.

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| To increase the budget to £750 for contracted works to install finger posts and clear footpaths. | | |
| For: 7 | Against: 0 | Abstentions: 0 |

Motion carried.

Cllr Taylor reported the issue of raised manholes on Burntwood Road, and stated that Staffordshire County Council had responded that nothing could be done in response.

1. **Parks and Open Spaces**

Cllr Greenway noted the suggestion of a St George’s Day event in collaboration with the cricket club suggested. It was agreed that the Steering Committee would meet to bring suggestions on a budget to the September Council Meeting.

1. **Flag pole**

Cllrs could not identify a suitable location for a flagpole for the Council, and as such, there was no further discussion.

1. **Notice Boards**

There was a discussion regarding Cllrs taking on the role of managing noticeboards to save Clerk time once the incoming Clerk was in position. Discussion of further locations for noticeboards with quotes were requested for a future Council Meeting.

Cllr Greenway reported that her correspondence with the Playing Fields in order to ensure open spaces in the Parish are protected from development is still ongoing.

Cllr Taylor reported that the Oakfield Park survey had been distributed to residents with a closing date of the 29th August for comments.

1. **Correspondence Received and Sent**

Mr Anderson updated Cllrs on the correspondence received and noted that it had been circulated to Cllrs prior to the meeting.

1. **Accounts for payment**

A report detailing accounts for payment was circulated at the meeting.

The statements for the Business Current Account and Savings Account as at 09.06.2022 were £59,568.28 and £8,290.25 respectively. July statement not yet received

Councillors are asked to approve the following retrospective accounts for payment:

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| --- | --- | --- | --- | --- |
|  | Cost | VAT | Invoice No | Cheque Number |
| D.Hiley, Garden Care  Finger Post Installation | £250.00 | - | - | 283 |

Councillors are asked to approve the following accounts for payment:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Cost | VAT | Invoice No | Cheque Number |
| Clerk’s Wages June | £624.90 | - | 3 | £533.70 Paid by SO 15 of month  £91.20 chq 284 |
| WCAVA (payroll) | £27.40 | £1.10 | 20220121 | 285 |
| Clerk Expenses (Zoom) | £14.39 | - | - | 286 |
| Broxap (benches Oakfield Park) | £1785.60 | 297.60 | - | 287 |
| Lewis Anderson (Locum Clerk) | £100 | - | - | 288 |
| Black Rose Solutions (internal audit) | £83.58 | 13.93 | - | 289 |
| SPCA (Training Course) | £30 | - | - | 290 |

The Parish Council are asked to note the following income:

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| Source | Amount | Reference |
| No income |  |  |

Cllr Greenway noted that there was an outstanding payment relating to the Jubilee to be made. Mr Anderson advised that the receipts were emailed to the Clerk so that the payment could be raised appropriately.

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| To approve the Accounts for Payment List | | |
| For: 7 | Against: 0 | Abstentions: 0 |

Motion carried.

1. **Public Participation**

None in attendance.

1. **Items for discussion at future meetings**

The following discussion points were requested for future meetings:

Speed Indicator Devices

Oakfield Park Survey

Footpath Maintenance

St George’s Day Event

Noticeboard Locations

It was noted that the date of the next Full Council Meeting is the 21st September 2022.

The Chairman noted that in the absence of an August Meeting, the Council typically renew their support for the Financial Regulations allowing executive powers to be exercised by the Clerk, in consulation with the Chairman and Vice Chairman, as per Section 4, Paragraph 5 of the Council’s Financial Regulations.

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| To renew support for the Clerk, in consultation with the Chairman and Vice Chairman, to authorise emergency payments as per the Council’s Financial Regulations. | | |
| For: 7 | Against: 0 | Abstentions: 0 |

Motion carried.

**The Meeting closed at 9:10PM**