**Hammerwich Parish Council Minutes**

**16 November 2022**

**Date: 16th November 2022**

**Time: 7:00pm**

**Venue: WI Hall, Hammerwich**

**In attendance:**

Councillors Wasdell, Greenway, Ennis, King, Smith, Thurlow, Grundy, Ho and Mears

**Also in attendance:**

No Councillors from Staffordshire County Council (SCC)

Councillor Silvester-Hall from Lichfield District Council (LDC)

1 Member of the Public

**Clerk:**

Vivien Wang

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| **1.** | **Apologies for Absence** |
|  | Apologies were received and accepted from Councillor Taylor and Place.  Apologies of lateness was received and accepted from Councillor Ho as he was attending Burntwood Council meeting.  **Noted and accepted.** |
| **2.** | **Declarations of Interest** |
|  | Councillor Grundy declared an interest in any item relating to Gary Brownridge at LDC being asked to do work on behalf of the Council as he was a family friend.  **Noted** |
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| **3.** | **Approval of the minutes of 19 October 2022**  **The minutes of the Parish Council Meeting held on 19 October 2022 was approved.** |
| **4.** | **Matters Arising** |
|  | There were no matters arising.  **Noted** |
| **5.** | **Chairman’s Announcements** |
|  | The Chairman reported he had attended with Cllr Silvester-Hall the Remembrance Day service at the Church on behalf of the Council. The Service was well attended by a wide variety of people from young students to elderlies.  **Noted** |
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| **6.** | **County/District/Police Reports** |
|  | Councillor J Silvester-Hall (LDC)  (This session was proceeded after agenda item 8 - Planning Applications.)  Cllr Silvester-Hall apologised for her lateness.  Cllr Silvester-Hall reported that there will be additional gutter cleaning to be carried out. Any more cleaning need(s) shall be raised to her or Cllr Smith.  Cllr Silvester-Hall reminded that the deadline to apply for next round of CIL Funding is 5pm on 28 November.  Cllr Silvester-Hall explained that no CIL money will be allocated to Hammerwich on Coppy Nook Lane development as there has been no creation of additional floorspace that would be liable to pay CIL. Councillors discussed on arguments that the land was converted from industrial to household use which requires new infrastructure to support and thus should be eligible for CIL. However, Council has accepted with disappointment on the result of no CIL to be allocated. Chairman thanked Cllr Silvester-Hall for her effort to this matter.    Cllr Silvester-Hall reported that Enforcement Officer is working on resolving the disputes that arise from the development on Coppy Nook Lane. It was reported that vehicles from the development were parked in front that led to disruptions to the residents. Chairman requested to keep HPC informed on the progresses.  Cllr Silvester-Hall updated that HMG Boundary Review Commission has proposed to move Wall and Whittington to Lichfield and Tamworth respectively. Chairman commented that no formal response will be given as it is not concerning HPC.  Cllr Silvester-Hall reported that a call-in for planning application on Highfields Road (22/01179/FUL) was filed on 27 August. HPC will be notified of the call-in date and time. Cllr King is the representative from HPC and should be the point of contact.  Cllr Silvester-Hall reported that a new round of resident consultation will be launched online focusing on the spending priority of council.  Cllr Silvester-Hall updated that a Trial Pedestrianisation of Lichfield City Centre will take place in 2023. No vehicle (except blue badge holder) is allowed between 12nn to 9pm every day for 18 months.  Cllr Silvester-Hall updated that the investment for setting-up a cinema in the Lichfield City Centre is approved. It is expected in 2023 and will take up the former Debenham premises.  Cllr Silvester-Hall reported that a one-off £150 extra support for energy cost is open for people encountering hardship. Application to be made direct to LDC.  In response to the query from Cllr King, Cllr Silvester-Hall updated that the funding for the roundabout on the by-pass leading to A5 has been put through, and the construction work will commence in new year.  In response to the query from Cllr Grundy, Cllr Silvester-Hall confirmed that the planning permission for SpringHill development (20/01265/FULM) has not been decided yet.  **Noted.**  (Councillor J Silvester-Hall left the meeting) |
| **7.** | **Precept 2023/24** |
|  | Councillors noted that the higher-than-precept spending in 2022/23 was funded by the excess in reserve. Special initiatives such as Queen’s Jubilee celebration and the finger posts set-up at the footpath were thus accomplished. The reserve level is expected to be back to normal by end of the fiscal year.  **Council agreed to maintain £30,000 in reserve, which is the amount of 1 year Precept with 10% buffer.**  The draft Precept of 2023/24 was then reviewed, and councillors discussed the proposed amount of Donations and agreed to maintain at £500 given the tight budget even after raising precept.  **The Precept 2023/24 was approved at £27,000, with a 4.2% increase from previous year. Council understood it was a tight budget in the view of high inflation, so was aware that certain projects may be put on hold until budget allows.**   |  |  |  | | --- | --- | --- | | Vote Outcome: For: 8 | Against: 0 | Abstentions: 0 |   (Councillor Wai-Lee Ho joined the meeting) |
| **8.** | **Planning Applications** |
|  | 22/00947/FUH – Old Station House: Councillors are concerned about the massing in the greenbelt and the possible invasion to the adjacent land of Network Railway. **Council has sought Cllr Silvester-Hall’s help to follow-up with Planning Officer to ensure no trespass of land in this application.** |
| **9.** | **Asset Registry & Insurance** |
|  | Cllr King complimented the Clerk’s work in getting the asset registry proposal ready.  The proposed Asset Registry was then reviewed and accepted by the Council. **However, the final number of benches at The Triangle (zero value) need to be verified before the Clerk update this registry to insurance company. Cllr Grundy has agreed to site check.**  **Cllr Mears has proposed to use What3Words app to precising locate the benches, and she will follow-up on this.** |
| **10.** | **Code of Conduct**  A copy of Model Councillor Code of Conduct 2020 has been circulated prior and during the meeting.  The Chairman reiterated what had been said at the July meeting that Councillors should address any concerning issues formally to the Chairman, the Vice-Chairman and the Clerk.  **The Code of Conduct are signed by all attending Councillors. Councillors who are absent will be asked to sign before the next meeting.**  **Noted.** |
| **11.** | **St George’s Day Celebration**  Cllr Greenway reported that the planning is still at initial stage and no expenditure has been occurred so far. Expense figures quoted on paper and further update can be expected from next month.  **Noted.** |
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| **12.** | **Speedwatch**  New SIDs at Hospital Road  With the quotes obtained by Cllr Taylor, Cllr King updated that the cost for the 5th Speed Indicator Devices (SID) will be around £4,000.  Council discussed about applying Community Funding or Safety Roads Partnership Funding to support the installation of SIDs but agreed that the chance of getting the funding aid is uncertain given the application has been on-going since year 2020.  Cllr King stated that the football pitch maintained by Burntwood Dragons at the Hospital Road is opened to public from 8am to 8pm daily, so maintaining road safety for children should be prioritised given the Council has usable reserve.    **Resolved to go ahead with installing the 5th SID at Hospital Road.** |
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| **13.** | **Highways and Footpaths**  Finger Posts  Cllr King reported that the materials for 10 new finger posts were ordered and will be fitted by year-end.  Footpath  Complaints about wobbling footpath styles are received from ramblers. The Council will apply grant from Staffordshire County Council (SCC) for building kissing gates but understood that it will take years to realise. **Council agreed on Cllr King’s proposal to repair the styles in the meantime.**  Cllr Grundy appreciated efforts from SCC on clearing the footpath.  **Noted** |
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| **14.** | **Parks and Open Spaces** |
|  | Trees at Gorseway  A local resident had contacted the Council regarding trees at the Gorseway near to her property that were on Council land. Cllr Greenway had met with LDC officers on-site and come up with proposals either to take down the tree by 1/3 or completely. The former proposal was preferred. **Cllr Greenway will discuss with the local resident and follow-up with LDC for a work quotation.**  Oakfield Park Gym Equipment  **The Council agreed to put the project on hold until next financial year in the view of the current economic uncertainties.** Cllr Ho reported that a corresponding grant application has been underway by Cllr Taylor, so the Council may reconsider this initiative if grant is available.  Councillors also noted that the neighbouring parties should be consulted before any progress to be made. **Cllr King to check with Collis, the owner of the adjacent premises, on their perspectives towards the plan.**  Concerns were also raised regarding the corresponding planning permission and whether current parking spaces can support the project.  Notice Board & Scannable QR code  The Council discussed about putting up scannable QR codes on notice boards and some key locations to allow real time communications with residents. The code will be linked to the HPC website. Suggested locations are bus shelters, entrances to The Triangle and the Cricket Club. **Further details to be discussed in the next meeting.**  Concern on the take-up of Clerk’s time in maintenance was discussed at the meeting, and Cllr Mears expressed that she is happy to help.  Mower Grant for Bowling Club  A donation application has been received from Bowling Club for purchase of special mowing equipment at £7,600.  The Council reviewed the current finance position and has concerned over the large amount of grant. Resolved by granting £500 for this application.   |  |  |  | | --- | --- | --- | | Vote Outcome: For: 3 | Against: 1 | Abstentions: 4 |   **Noted** |
| **15.** | **Correspondence Report** |
|  | The Clerk reported on correspondence received and sent since the last meeting.  Thank you from Hammerwich WI  The President of Hammerwich WI has sent a thank-you note to the Council for the generous donation the Council made to support the replacement of defibrillator battery.  Payroll  The lady from WCAVA was retiring in October, the Council was now updated with long-term responsible personnel, which implied that the on-going service can be assumed as normal.  Warmer Welcome Venue  Spark Burntwood had contacted HPC and shared their plan of setting up Warmer Welcome venues across Burntwood this winter on behalf of Burntwood Town Council, which is in response to the initiative from the county. They will also reach out to Hammerwich venues to see if any of them would like to be included.  Memorial Book  The bound Memorial Book has been received. Cllr Greenway had circulated it at the meeting.  **Noted** |
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| **16.** | **Accounts for payment**  Cllr Greenway reported that there has been a delay in removal of Ms Bird’s payroll standing order. **Ms Bird was paid mistakenly in November, and she agreed to repay the Council. Cllr Greenway will follow-up with Barclays to resolve this.**  **Noted**  The statements for the Business Current Account and Savings Account as at 09/11/2022 were £37,421.72 and £8,292.81 respectively.  The Parish Council are asked to approve the following accounts for payment:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Items | Cost | VAT | Invoice No | Cheque Number | | Clerk’s Wages November EB | £533.70 |  | SO cancellation delayed. EB will pay back HPC within the month. | - | | Clerks Wages November VW | £306.36 | - | Net balance after deducting the extra pay of £39.32 in October due to payroll not yet set up (Nov £345.68 – Oct extra £39.32 = £306.36) | 304 | | WCAVA (payroll) October for VW | £97.50 | - | 263 | 305 | | VW Clerk Expenses (Stationeries, stamps, WI Hall key-cutting) | £38.95 | - | - | 306 | | Lichfield District Council (Lease of 0.987 Hectares of Land) | £1.00 | - | M0075920481 | 307 | | Barnard & Westwood Ltd.  (Condolence Book) | £180 | £30 | 35810 | 308 | | Dave King  (Finger post sample) | £12.42 | - | - | 309 | | G. E. Collis & Sons Ltd (9 pcs oak for finger post) | £111.78 | 18.63 | 188627 | 310 | | Hammerwich WI Hall (venue hire for October) | £38.50 |  | 287 | 311 | |
|  | **The accounts for payment were approved.** |

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| **17.** | **Public Participation** |
|  | Ms Lesia Stephenson from the public attended the meeting, bringing the followings to the concern of the Council:  Speeding at Coppy Nook Lane  Ms Stephenson reported that she was shaken by a speeding tractor on Coppy Nook Lane near Hospital Road on 3rd September 2022. Walking her old dog on a public footpath nearby, Ms Stephenson was forced to give way to the racing tractor.  The incident had been reported to the police (Incident number #477 3/09/22) and was told that they will contact the farmers to follow up.  Ms Stephenson expressed her concerns on the potential threats to children and households and wanted the Council to be aware of the incident.  The Chairman thanked and appreciated Ms Stephenson for her attendance and report.  Speed of vehicle  Ms Stephenson raised her concern on vehicle speeding in the area especially along Burntwood Road. The Chairman shared that the HPC has been involved in speed watch and identified hotspots of speeding such as Highfields Road and Hospital Road to work on.  The Chairman noted the comment and appreciated Ms Stephenson for reporting.  Hedges  Ms Stephenson reported that the hedges overgrown on Pingle Lane has intruded the entrance to Burntwood Road. The Chairman thanked her for bringing the issue up and responded that hedge cutting which is now done twice a year is out of the scope of responsibility of HPC.  **Noted** |
| **18.** | **Items for consideration at future meetings** |

* Oakfield Park Gym Equipment
* Scannable QR Codes
* Gorseway Trees
* Areas in the Triangle for biodiversity and wildlife conservation

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| **19.** | **Chairman’s closing comments** |
|  | The Chairman apologised that he will not be able to attend the next meeting as he will be out of town. Cllr Greenway will chair the meeting. |

Meeting closed at 9.03pm