**Hammerwich Parish Council Minutes**

**19 April 2023**

**Date: 19th April 2023**

**Time: 7:00pm**

**Venue: WI Hall, Hammerwich**

**In attendance:**

Councillors Greenway, Wasdell, King, Ennis, Grundy, Taylor, Smith, and Mears

**Also in attendance:**

Councillor David Smith from Staffordshire County Council (SCC)

Councillor Silvester-Hall from Lichfield District Council (LDC)

2 Members of the Public

**Clerk:**

Vivien Wang

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| **1.** | **Apologies for Absence** |
|  | Apologies were received and accepted from Councillors Place, Ho and Thurlow.  **Noted and accepted.** |
| **2.** | **Declarations of Interest** |
|  | Councillor Grundy declared an interest relating to LDC, husband’s business asked to do work on behalf of the Council.  **Noted** |
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| **3.** | **Approval of the minutes of 15 March 2023**  **The minutes of the Parish Council Meeting held on 15 March 2023 was approved.** |
| **4.** | **Matters Arising** |
|  | There were no matters arising.  **Noted** |
| **5.** | **Chairman’s Announcements** |
|  | Chairman congratulated those councillors who were elected uncontested. However, she was disappointed by the large number of retiring councillors in HPC. She thanked the retiring councillors and is pleased to work with those returning in next term.  **Noted** |
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| **6.** | **County/District/Police Reports** |
|  | Councillor D Smith (SCC)  Cllr D Smith thanked HPC for all the works done together in the past 4 years. He thanked those retiring councillors and looked forward to new election and to further work with HPC.   1. Funding for Coronation   Due to PURDAH overlapping the Coronation celebration period SCC were unable to take normal funding application. Cllr D Smith said that SCC will take retrospective application for coronation related fundings. Any organization within the parish can approach him for application.   1. Flooding at Ashmall   Cllr D Smith reported that the green verge on Meersah Lane was said to be owned by HPC according to the SCC. As per Chairman, this contradicted the information supplied by 2 former HPC Chairmen and a local farmer, who all pointed the ownership to SCC Highways. **The Council agreed to clarify the ownership through Land Registry and resolved to pre-approve the cost for the Clerk to speed up the checking.**   |  |  |  | | --- | --- | --- | | Vote Outcome: For: 8 | Against: 0 | Abstentions: 0 |      1. Highway problems   Cllr Smith updated that the re-surfacing of highways near to Hanney Hay Road was being carried out.  (Cllr D Smith left the meeting)  Councillor J Silvester-Hall (LDC)  Cllr Silvester-Hall joined the meeting when the Council was discussing #9 Speedwatch. She apologised for the late arrival due to her attendance at LDC audit session.  Cllr Silvester-Hall commented regarding the planning application #23/00227/FUL (Erasmus Darwin Academy) that the LDC and SCC had put in effort to resolve the issue in the past years, and the huge amount of tarmac was found to have caused the flooding.  Cllr Silvester-Hall updated that LDC is funding coronation street parties. And she also shared that LDC is building new equipment (e.g., basketball hoops, goal posts) for youngsters in popular youth areas.  Cllr Silvester-Hall reported that two consultations on pedestrianisation of Lichfield City Centre were held, and feedbacks received are 50/50 pro v.s. con. Extra spaces in Bird Street Carpark were assigned to blue badge parking only, so she urged motorists to check for parking options from LDC website prior to their trips.  Cllr Silvester-Hall shared that the We Love Lichfield Fund is now open for application, while the Lichfield District Youth Council is inviting youth/schools to participate.  Cllr Taylor had feedback regarding the bin collection at her local area, which the bins were emptied and put back randomly with debris left on the pavement. Cllr Silvester-Hall agreed to make a note for Cllr Taylor.  Cllr Ennis said she was looking for details regarding a planning application on Lawnswood Avenue / Barn Croft but can’t find on planning portal. Cllr Silvester agreed to follow up if information is provided.  (Cllr J Silvester-Hall left the meeting at 8.43pm before #16 public participation)  **Noted.**  Police Reports  Cllr Taylor had provided the Clerk with the rules, mission statement and member list of Crime Prevention Panel. She reported that the Crime Prevention Panel was busy for the moment preparing the set-up of pop-up counters around the area. |
| **7.** | **Planning Applications** |
|  | 23/00227/FUL – Erasmus Darwin Academy: Various complaints about flooding were submitted against the application after HPC commented last month. **The Council agreed to submit new response to emphasize the urgency to address the flooding issue even though our previous comment supporting the application is still valid.** **The Clerk will submit input to re-address the long-standing flooding issue and request action plan if planning permission was to be granted.**  23/00185/FUH – 1 Overhill Road: No comment but to request Planning Office to monitor the possibility of the shed being used as separate dwelling.  **Noted** |
| **8.** | **St George’s Day Celebration** |
|  | Chairman updated that the celebration would take place on 23rd April from 12pm with tombola, bunting and lots of donations. And she showed lovely posters of the event prepared by primary students. Costs with detail are to be finalized.  **Noted.** |
| **9.** | **Speedwatch**  New SIDs at Hospital Road  Cllr King updated that a PO was placed to the contractor who was still awaiting the Permission to Break Ground to be granted by SCC.  30mph sign  Cllr Taylor updated that putting up of the sign on Hospital Road was rejected by Safer Roads Partnership as it was a road with well awareness for 30mph so no repeated sign was recommended.  Cllr King updated that he was still waiting for reply from SCC Highways regarding the same 30mph request he submitted in January 2023.  **Noted.** |
| **10.** | **Highways and Footpaths**  Flooding issues on Highways  Relevant discussion was captured in minutes item #6. Hiring Chasetown Civil Engineering was suggested for an exploratory dig or check using camera down in the pipe. Chairman reminded that three quotes are needed as it is expected to be a £2,000 job. The Council will proceed after clarifying the ownership of the concern green verge.  Dog Bin on Footpath  Chairman worked with LDC team and identified installing a dog bin 3ft away from the old sign on Hospital Road. HPC was confirmed that LDC team will empty the bins. HPC is waiting for official quotation from LDC while a budget of £600 was given.  Another dog bin on Coppy Nook Lane will be installed in the field with local farmers agreed to put A5 size signage as courtesy reminder. **Chairman suggested “Bropax” as it is one of the suppliers for LDC.** **She will send the link to Cllr King for cost comparison.**  Footpath near Ridgeway Primary  Andrew Chatwin from LDC reverted that the path was not maintained by LDC parks and redirected HPC to SCC Highways. There was discussion about the ownership of the concerned path as it is a non-tarmac path with soil and stone, which was possible for it to be a naturally developed path.  **The Council agreed for the Clerk to check the ownership from Land Registry**, while seeking advice from LDC Legal Officer was recommended by Cllr Silvester-Hall. **Cllr Taylor will send pictures to Cllr Silvester-Hall for her to approach LDC Legal.**  **Noted** |
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| **11.** | **Parks and Open Spaces** |
|  | Scannable QR code and website  *QR code*: design and location confirmed. **The Council resolved the budget for QR code printing at £60 for 11 signages.**   |  |  |  | | --- | --- | --- | | Vote Outcome: For: 8 | Against: 0 | Abstentions: 0 |   *Website*: Cllr Mears shared a suggested website structure, and the Council has no further comment on that. **Cllr Mears will proceed to propose new look and tone while keeping the Clerk informed.**  Biodiversity and Wildlife Conservation  Cllr Grundy updated that LDC was insistent and had picked two areas in the Triangle for biodiversity conservation. **A sign shall be shown reminding to keep dogs away when the grass grew longer after less mowing during the season.**  She also updated that reply was not received from local farmer, the Bailye’s family, regarding the planting of wildflowers and trees around the communities. **She will check again when will the seeding take place and connect with school for collaboration.** It was also suggested to get in touch with Cllr Silvester-Hall to seek project update through LDC.  Leylandii at pump station  Cllr King reported that the overgrown Leylandii near the Severn Trent pumping station at Triangle was trimmed.  Oakfield Park  Cllr Taylor asked for updates of the gym equipment at Oakfield Park, which was agreed by Council to suspended until new election due to funding constraint. She said 50% of the equipment cost was expected to be shared by LDC.  **Noted** |
| **12.** | **PURDAH** |
|  | The Clerk reiterated the PURDAH rules during the run-up to election, and reminded the Council that the rules still apply even HPC was uncontested as some candidates are standing for other contested elections.  **Noted** |
| **13.** | **Business continuity plan during Council changeover**  2 out of the 3 current signatories will retire after May. While the change of signatory takes time, plus the Council will be switching to Unity Trust Bank afterwards, the Council had resolved that the current signatories will continue to sign cheques for HPC until new signatories from new Council are set-up. Current signatories will sign-off the cheques only when a payment is approved by new Council.  Retiring signatories Cllr Wasdell said he is happy to help with the cheque sign-off.   |  |  |  | | --- | --- | --- | | Vote Outcome: For: 8 | Against: 0 | Abstentions: 0 |   **Noted** |
| **14.** | **Correspondence Report** |
|  | The Clerk reported on correspondence received and sent since the last meeting.  VAT reclaim  The Clerk reported that VAT reclaim for year 2021/22 and 2022/23 was submitted, and the claim amount was £9,202.19.  CIL funds  The Clerk reported that a CIL fund of £180.75 from LDC can be expected in April. It was collected from plan application #16/00328/FUL (Land adj 46 Burntwood Road).  Precept  The Clerk reported that the Precept 2023/24 with amount £27,000 was received on 17th April 2023.  SCC Boundary Change  The Clerk reported that Local Government Boundary Commission (LGBCE) had acknowledged the receipt of the comments from HPC. They will add the comments to their website when recommendations are published.  AGAR  The Clerk reported the receipt of AGAR forms from external auditor.  **Noted** |
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| **15.** | **Accounts for payment**  The delivery of statements for March were delayed. The statements for the Business Current Account and Savings Account as at 09/03/2023 were £18,803.75 and £8,307.73 respectively.  The statements for the Business Current Account and Savings Account as at 06/04/2023 were £17,402.97 and £8,307.73 respectively.  Councillors are asked to approve the following accounts for payment:   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | Cost | VAT | Invoice No | Cheque Number | | Clerks Wages – April | £502.12 | - | - | 336 | | Hammerwich WI Hall (venue hire for March) | £38.50 | - | 325 | 337 | | Staffordshire Parish Council Association – training for clerk | £72 | £12 | SI-1150 | 338 | | Grant to COGS for gardening service at The Triangle | £546 | - | - | 339 |   The Parish Council are asked to note the following income:   |  |  |  | | --- | --- | --- | | Source | Amount | Reference | | Interest | £10.30 | - | |
|  | **The accounts for payment were approved.**  Cllr King had requested a summary on the monthly expense pattern of the Council. The Clerk will prepare the details for discussion at the next meeting.  **Noted.** |

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| **16.** | **Public Participation**  Mr. Taylor from a Hammerwich environment group was present sharing the planning of the group to plant daffodils around the village. His group invited HPC to match fund £500 to support the buying of buds from a biologist from Devon/Exeter in September for planting in October. The group was also seeking HPC’s permission to plant in the green opposite to the school. **Chairman will e-mail a grant application form to the group (attn Wendy) and the Council will discuss in next meetings.**  Mr. Taylor also expressed his appreciation for the wonderful Hammerwich footpath maps that he saw earlier and would like to have more copies. The Chairman suggested him to liaise with Cllr King. |
|  | **Noted** |
| **17.** | **Items for consideration at future meetings**  Nil. |
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Meeting closed at 8.54pm