**Hammerwich Parish Council Minutes**

**24 May 2023**

**Date: 24th May 2023 (Wednesday)**

**Time: 7:00pm**

**Venue: WI Hall, Hammerwich**

**In attendance:**

Councillors Greenway, King, Grundy, Taylor, and Mears

**Also in attendance:**

Councillor David Smith from Staffordshire County Council (SCC)

Councillor Silvester-Hall from Lichfield District Council (LDC)

Councillor Leona Leung from Lichfield District Council (LDC)

3 Members of the Public

**Clerk:**

Vivien Wang

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| **1.** | **Apologies for Absence** |
|  | Nil. |
| **2.** | **Declarations of Interest** |
|  | Councillor Grundy declared an interest relating to LDC, husband’s business asked to do work on behalf of the Council.  Councillor Mears declared an interest relating to her involvement in LDC Planning.  **Noted** |
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| **3.** | **Appointment of Chair**  Councillor Greenway was nominated by Councillor Grundy and seconded by Councillor King for Chairman for 2023/24. She accepted the nomination.  **The council resolved to appoint Councillor Greenway as Chairman for 2023/24.** |
| **4.** | **Appointment of Vice Chairman**  Councillor King was nominated by Councillor Taylor and seconded by Councillor Grundy for Vice Chairman for 2023/24. He accepted the nomination.  **The council resolved to appoint Councillor King as Vice Chairman for 2023/24.** |
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| **5.** | **Appointment to Outside Bodies**  Councillors discussed the appointments to outside bodies for 2023/24.  **Resolved to make the following appointments:**  **Crime Prevention Panel – Councillor Taylor**  **Ridgeway School Governor – Councillor Greenway**  **Youth and Community Centre – Councillor Grundy** |
| **6.** | **To fill vacancies on the council by co-option**  Two candidates had come forward for co-option.  Cllr J Smith and Cllr K Ubhie both submitted their CV and spoke for themselves at the meeting for why they would like to become a Councillor. The Council then took turn to vote.  The Council voted to appoint Cllr J Smith be the Councillor of Triangle Ward:   |  |  |  | | --- | --- | --- | | Vote Outcome: For: 5 | Against: 0 | Abstentions: 0 |   The Council then voted to appoint Cllr K Ubhie be the Councillor of Hammerwich Ward:   |  |  |  | | --- | --- | --- | | Vote Outcome: For: 5 | Against: 0 | Abstentions: 0 |   The Council congratulated and welcomed them to join the Council meeting. |
| **7.** | **Approval of the minutes of 19 April 2023**  **The minutes of the Parish Council Meeting held on 19 April 2023 was approved.** |
| **8.** | **Matters Arising** |
|  | There were no matters arising.  **Noted** |
| **9.** | **Chairman’s Announcements** |
|  | Chairman greeted the Council with a warm welcome back to new council. She said the Council will do their best possible to serve the Hammerwich community.  **Noted** |
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| **10.** | **County/District/Police Reports** |
|  | Councillor D Smith (SCC)  Cllr D Smith first wished the new council the very best at the new term and he will do all he can to support. He also shared that Cllr J Silvester-Hall and Cllr L Leung were elected at LDC to represent Hammerwich with Wall.  Discussion of highway floodings in agenda item #14 was brought forward here as SCC involvement is needed. And Cllr Ubhie declared an interest that he is the owner of the property that affected by the flooding on Ashmall/Meerash Lane.  Chairman updated that the green verge on Meerash Lane was not adopted by anybody as revealed by Land Registry. And she is now in touch with Senior Executive at SCC (Mr Henderson) by a referral through MP Michael Fabricant’s office to investigate the land ownership of the green verge. Cllr D Smith agreed to talk to him for HPC. However, he disagreed with Chairman’s view that the land belongs to SCC Highways, and he suggested HPC to adopt it and proceed with necessary measures to stop the flooding.  **The Council decided to investigate the land ownership via two channels: i) Cllr Ubhie to check the property deed to identify the developer, then Chaiman will check with the developer of Ashmall on any available information; ii) Cllr Ubhie to file an insurance claim regarding the garage subsidence.**  The Council appreciated Cllr Ubhie for the decent time and patience he had given the Council to sort out the issue.  Pothole  The Council has received various calls requesting an urgent follow-up to the massive pothole on The Ridgeway which has caused severe disturbance to the neighbourhood. **Cllr Smith agreed to bring the case up to SCC Highways if case reference # can be provided. The Clerk will e-mail the reference # details to Cllr Smith.**  Councillor J Silvester-Hall (LDC)  Cllr Silvester-Hall congratulated the start of the new council term. She had also introduced Cllr Leona Leung to the Council. They are co-representing Hammerwich with Wall at LDC.  Cllr Silvester-Hall updated that the case officer of the planning application #23/00227/FUL (Erasmus Darwin Academy) will meet residents next week in her presence for direct conversation.  Cllr Silvester-Hall updated that the planning of Leisure Greenway from Chasewater to Lichfield will involve a strip of land owned by Network Railway that go through HPC area. **Chairman requested HPC to be kept informed on the developments.**  Cllr Silvester-Hall updated that flooding was reported by residents on the Burntwood Way with concerning dirty water. SCC has been involved. **Chairman then brought up the flooding case at the Ridgeway School and requested Cllr Silvester-Hall to monitor the development.**  Cllr Silvester-Hall reported that the consultation is on-going for the pedestrianization of Lichfield City centre. She called for input from all parties.  Cllr Silvester-Hall updated that there are half term activities for kids and youngsters through Getin2it program. She also updated that Hello Velo cycling track will be set-up at Bird Street Car Park at Lichfield City, and she is awaiting reply on how the need of blue badge parking will be balanced at the same time.  Cllr Silvester-Hall reported on the overgrown footpath at Overton Lane. The path was cleared according to Cllr King.  Cllr Silvester-Hall updated that LDC has digitized all their deeds. And **Chairman will send in a map for deed checking.**    (Cllr J Silvester-Hall, Cllr L Leung and Cllr D Smith left the meeting at 7.32pm)  **Noted.**  Police Reports  Cllr Taylor updated that the Police Chief Inspector is on board now, however she was unable to have him to attend the council meeting yet. She said the Crime Prevention Panel has been working with Police to raise the public awareness. |
| **11.** | **Planning Applications** |
|  | 23/00438/COU – Springhill Methodist Church: The Council has no objection but requests a clarification on the parking condition as it is concerning to approve a parking space on the pavement.  23/00579/FUH – 62 Highfields Road: The Council requests the Clerk to extend the deadline as the application reached the Council last minute and Councillors need more time to collect feedback from residents.  **Noted** |
| **12.** | **St George’s Day Celebration** |
|  | Chairman updated that the celebration was taken place on 23rd April and a total of £405 was raised from tombola and raffle of wines and chocolates. **The money in the form of cash was handed over from Chairman to the Clerk at the meeting for her to deposit into HPC bank account after meeting.** With the money raised, the Council agreed to donate £190 each to Hammerwich Nursing Home and Lichfield Talking Newspaper respectively, while the remaining £25 will be donated to the Morris Dances who were present at the event. **Cheques for these organizations will be ready at the next meeting for sign off.**  **Chairman also updated that the discussion of the event expenses will be deferred to next meeting due to the complexity and running out of meeting time.**  Cllr Taylor suggested the Council to send a Thank You letter to the local shop which had generously donated wine and chocolate to the event. **Cllr Taylor will advise details for the Clerk to draft the letter.**  **Noted.** |
| **13.** | **Speedwatch**  Cllr Taylor updated that Speedwatch is struggling with number of volunteers. Cllr Ubhie expressed his interest in volunteering after he is more settled in his role at the council.  New SIDs at Hospital Road  Cllr King updated that the contractor is still waiting for update from SCC.  **Noted.** |
| **14.** | **Highways and Footpaths**  Signages and Dog Bin on Footpath  Cllr King shared and explained the quotation for signages production by Staffordshire Sign. The total cost is £422.4 (incl. VAT). **The Council resolved to approve the order of signages.**   |  |  |  | | --- | --- | --- | | Vote Outcome: For: 7 | Against: 0 | Abstentions: 0 |   The Council then discussed about fitting two dog bins on Hospital Road and Coppy Nook Lane respectively. The cost (with fitting services) involved will be £960 (£400@ x2 + VAT). **The Council resolved to approve the order of two dog bins.**   |  |  |  | | --- | --- | --- | | Vote Outcome: For: 7 | Against: 0 | Abstentions: 0 |   Overgrown of footpath  Cllr King updated the overgrown on numerous footpaths were cleared except foothpath #20.  (Cllr King left the meeting at 8.05pm)  Footpath near Ridgeway Primary  The Council hasn’t received any further feedback/complaint regarding this possibly naturally developed path, so has concluded the council will wait until further complaint arises.  Flooding issues on Highways  Discussion moved up to agenda #10.  **Noted** |
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| **15.** | **Parks and Open Spaces** |
|  | Scannable QR code and website  *QR code*: already covered in agenda #14 under the topic “signages”.    *Website*: Cllr Mears advised no update to be made, so the topic will be covered at the next meeting.  Biodiversity and Wildlife Conservation  The Council agreed to put a notice on the website regarding the no mowing of the grass at the Triangle. **Cllr Grundy will provide information for the Clerk to put up a post.**  Oakfield Park  Cllr Taylor updated that there is possibility that LDC can share part of the gym equipment cost. Chairman reminded Cllr Taylor that two other comparable quotations from different vendors are needed. **The Council will discuss the project at the next meeting together with budget review. Meanwhile, Cllr Taylor to follow-up with views and feedbacks from Collis’s and the neighbouring school.**  **Noted** |
| **16.** | **Correspondence Report** |
|  | The Clerk reported on correspondence received and sent since the last meeting:  VAT reclaim for year 2021/22 and 2022/23 were received with amount £9,202.19. With the reclaim completed, the council is ready for a bank account switch. **The Council has agreed to Cllr Greenway, Cllr King and Cllr Taylor to be the signatories of the bank accounts.**  The Clerk also reminded the Councillors to return the election expenses and declaration by 1st June.  WI Hall President Mrs. Sue Owens had stepped down and Mrs. Wilma Hancox is the successor.  A new administrator has been appointed to take charge of the payroll of HPC, as advised by WCAVA.  Phone calls were received regarding the overgrown of Hammerwich Churchyard which was responsible by the diocese.  Enquiry received regarding the ownership of a grassland on the south side of Forge Close, which the Chairman has site checked it is a back yard to one of the houses.  **Noted** |
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| **17.** | **Accounts for payment**  The statements for the Business Current Account and Savings Account as at 09/05/2023 were £52,076.29 and £8,307.73 respectively.  Councillors are asked to approve the following accounts for payment:   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | Cost | VAT | Invoice No | Cheque Number | | Clerks Wages – May | £501.92 | - | - | 340 | | WCAVA (payroll)– April & May | £134.20 | £2.2 | 1302 (Apr)  1342 (May) | 341 | | LDC – Gorseway tree work | £2,100 | £350 | M0075938552 | 342 | | Hammerwich WI Hall (venue hire for April) | £38.50 | - | 337 | 343 |   The Parish Council are asked to note the following income:   |  |  |  | | --- | --- | --- | | Source | Amount | Reference | | LDC – CIL Levy | £180.75 | 0038366 | | LDC – Precept 2023/24 | £27,000 | 0039110 | | HMRC - VAT reclaim for 2021/22 & 2022/23 | £9,202.19 | Xdv126000101290 | |
|  | **The accounts for payment were approved.**  **A detailed budget monitor file has been shared by the Clerk. The Council agreed to have regular review of the budget at every meeting.**  **Noted.** |

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| **18.** | **Approval of Standing Orders**  Councillors discussed about Standing Orders and agreed to amend clause 1.t/ to allow Chairman’s discretion to decide on the maximum length of discussion of a topic.  **Resolved to approve the Standing Orders for 2023/24 subject to the above amendment.** |
| **19.** | **Approval of Financial Regulations**  **Resolved to approve the financial regulations.** |
| **20.** | **Approval of Risk Register**  **Resolved to approve the Risk Register for 2023/24** |
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| **21.** | **Public Participation**  A member of public (Ms Sarah) was present and enquired about the running of Hammerwich Community Centre. **Chairman shared that Mr. Robert Sharp is the person-in-charge, and she will introduce him to Cllr Grundy via email as Cllr Grundy is now appointed to Youth and Community Centre.** |
|  | **Noted** |
| **22.** | **Items for consideration at future meetings**   * Expense of St. George’s Day Celebration * Budget of HPC |
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Meeting closed at 9.01pm