**Hammerwich Parish Council Minutes**

**21 June 2023**

**Date: 21st June 2023 (Wednesday)**

**Time: 7:00pm**

**Venue: WI Hall, Hammerwich**

**In attendance:**

Councillors Greenway, King, Grundy, Taylor, Smith and Ubhie

**Also in attendance:**

Councillor David Smith from Staffordshire County Council (SCC)

Councillor Leona Leung from Lichfield District Council (LDC)

4 Members of the Public

**Clerk:**

Vivien Wang

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| **1.** | **Apologies for Absence** |
|  | Apologies were received and accepted from Councillors Mears and Cllr Silvester-Hall.**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.Cllr Ubhie declared an interest that he is the owner of the property that affected by the flooding on Ashmall/Meerash Lane.**Noted** |
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| **3.** | **Approval of the minutes of 24 May 2023****The minutes of the Parish Council Meeting held on 24 May 2023 was approved, and the minutes of Annual Meeting held on 24 May 2023 was noted.** |
| **4.** | **Matters Arising** |
|  | There were no matters arising.**Noted** |
| **5.** | **Chairman’s Announcements** |
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|  | Chairman greeted ex-Chairman Mr Wasdell for attending the Council meeting in person.**Noted** |
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| **6.** | **County/District/Police Reports** |
|  | Councillor L Leung (LDC)Cllr Silvester-Hall had sent an apology for absence. Cllr Leung updated the Hello Velo Cycling event will take place on 24th and 25th June at Lichfield City and Burntwood respectively. Cllr Leung shared that the Knife Angel sculpture will come to Lichfield in July in Frog Lane. Different speakers will be invited to raise awareness in the district of the dangers of knife crime. She also called for World War hero (and their families) from Lichfield district to get in touch with LDC as they are working on relevant initiatives.Cllr Leung updated that consultation sessions are to be held for Pedestrianization of Lichfield City centre, and the demolished multi-storey carpark is offering opportunities for temporary activities such as pop-up stalls. Interested parties can approach LDC for further information.Councillor D Smith (SCC)Cllr D Smith updated the M6 Toll has been resurfaced. He will pass on the compliment of work from HPC. He also shared that a combined meeting for parish councils is scheduled in early September to discuss the traffic flow within the area.Cllr D Smith updated that 20 EV charging units will be installed at Lichfield South (edge of Wall) by early 2024 to cater for the set-up of a major service station. Certain regional headquarter of companies are expected to move into Lichfield South bringing job opportunities. (Cllr L Leung and Cllr D Smith left the meeting at 7.20pm)**Noted.** |
| **7.** | **Receipt of the Internal Auditors Report** |
|  | The Clerk updated that the internal audit report was received with no significant concern. Advice was noted to ensure signatories are also signing on cheque stubs and bank reconciliations. The consolidated items on the asset registry were also advised to be itemized.**Councillors received the Internal Auditors report produced for the 2022/23 annual audit return.****Noted** |
| **8.** | **Approval of the Annual Governance Statements 2022/23** |
|  | **Councillors approved the Annual Governance Statements 2022/23** |
| **9.** | **Approval of the Annual Accounting Statements 2022/23** |
|  | **Councillors approved the Annual Accounting Statements 2022/23** |
| **10.** | **Planning Applications** |
|  | The Council has no comment regarding the following applications:* 23/00579/FUH – 62 Highfields Road
* 23/00681/FUH – 53 Burntwood Road

23/00662/COU – Land Adj High Ash Grange, Meerash Lane: This is the re-submission of 22/01691/FUL which the Council was in supported. The Council remained in support to this application.23/00438/COU – Springhill Methodist Church: The Clerk to re-iterate the previous comment. **Noted** |
| **11.** | **St George’s Day Celebration** |
|  | Hammerwich Cricket Club sent an invoice with very weak supporting documents to claim HPC the full cost (£4,432) of running the St. George’s Day celebration, which the councillors recalled only 50% support was agreed at the first place. Councillors said it was an event owned by Hammerwich Cricket Club, HPC was in a supporting position that shouldn’t bear full cost, and it was never agreed to.**Since only brief supporting paper was given, the Council agreed to request for copies of receipts from Hammerwich Cricket Club while deferring the payment.** **Noted.** |
| **12.** | **Speedwatch**Cllr Taylor reported that she had attended speedwatch training with Cllr Ubhie. Both councillors had volunteered a speedwatch session at Hospital Road and High Street, in which good driving behaviour was observed. |
| **13.** | **Highways and Footpaths**Flooding issues on Meerash LaneChairman reported that the concerned drainage was a storm drain and was suspected to be filled by tree roots given the conditions noted from the residents-funded drain cleansing between 2 Ashmall and Hall Lane. She has obtained a drainage cleansing quotation from Burntwood Roadsweeper to investigate the situation.**The Council has resolved to appoint Burntwood Roadsweeper to clean the drain at £2,050 + VAT (one day job).**

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| Vote Outcome: For: 5 | Against: 0 | Abstentions: 1 |

Regarding the land/drain ownership, Chairman reported that a resident from Middleton Close said his planning application was once rejected by SCC for they claimed they owned the Green. **Chairman will follow-up on the ownership.**Drain cleansingInformation from SCC showed that most of the drains are cleaned every 3 years, except upon special request/need.Footpath ClearanceSeveral footpaths are overgrown, and reports were received from footpath users. Cllr King suggested workforce shall be hired to clear the paths.**The Council resolved to hire Mr. Hilley for one day at £250 to clear several footpaths.**

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| Vote Outcome: For: 6 | Against: 0 | Abstentions: 0 |

**Noted** |
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| **16.** | **Parks and Open Spaces** |
|  | Scannable QR code and website*QR code*: HPC signages and QR codes are ready to be put up. The stickers for 4 of the SID posts will be fitted by this week, while the last one is pending the SID installation.*Website*: No update as Cllr Mears was absent.Biodiversity and Wildlife ConservationCllr Grundy reported that notices of less mowing for biodiversity were up on-site and on website, and no complaint has been received so far.Cllr King updated 46 acres of wildflowers had been planted by the farmers. The Council agreed for Cllr King and Cllr Grundy to prepare relevant press release. However, school involvement was pending due to strikes and SATs at the time of planting. Oakfield ParkCllr Taylor will continue to obtain quote for 4 gym equipment and children play equipment (swing, slide and roundabout). Some contractors currently came back with over-budget proposals, and Cllr Taylor will on check community funding. **Noted** |
| **15.** | **Correspondence Report** |
|  | Chairman reported that she received a call from a former councillor regarding the planning 23/00105/CLP (2 Redwing Close Hammerwich). It was said that neighbours to this case were not notified. **The Clerk will check with planning officer to understand why no notification was given and if procedure was followed.** The Clerk also reported on correspondence received and sent since the last meeting:Barclays informed HPC that their Lichfield branch will be closed in September, while the Clerk updated the switch to Unity Bank is in progress.The Clerk also updated the inspection of play areas on Hospital Road and Mansion Drive are scheduled in August at cost of £75+VAT each.**Noted** |
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| **16.** | **Accounts for payment**The statements for the Business Current Account and Savings Account as at 09/06/2023 were £49,840.87 and £8,325.05 respectively. Councillors are asked to approve the following accounts for payment:

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|  | Cost | VAT | Invoice No | Cheque Number |
| Clerks Wages – June | £502.12 | - | - | 344 |
| WCAVA (payroll)– June | £67.00 | £1.10 | 1454 | 345 |
| Hammerwich WI Hall (venue hire for May) | £38.50 | - | 345 | 346 |
| Black Rose Solutions Ltd (Internal Audit) | £142.20 | £23.70  | 210542 | 347 |
| Three Spires Morris | £25.00 | - | Donation of money raised from St. George’s Day celebration | 348 |
| Lichfield Talking Newspaper  | £190.00 | - | 349 |
| Clerk’s expense (stamp and stationeries) | £9.25 | - | - | 350 |
| Staffordshire County Council (S50 for SIDs) | £378 | - | 1000108405 | 351 |

The Parish Council are asked to note the following income:

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| Source | Amount | Reference |
| Money raised from St. George’s Day celebration | £405.00 | - |
| Interest (4 Mar to 4 Jun) | £17.32 | - |

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|  | **The accounts for payment were approved.** **A detailed budget monitor file has been shared by the Clerk.** Councillors commented that the grass cutting is very costly and questioned whether the job should be put on tender bid. **The Clerk to check with LDC on service details for Council to discuss on cost reduction feasibility.** Cllr King updated that extra £378 was required for S50 in order to install the 5th SID. **Council resolved to go ahead with the cost and add this additional item to the Accounts for Payment in June, aiming to speed up the installation before school holiday begins.**

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| Vote Outcome: For: 6 | Against: 0 | Abstentions: 0 |

**Noted.** |

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| **17.** | **Public Participation**Mrs. BailyeMrs. Donna Bailye thanked HPC’s support to publicise the farm open day for charity, and thanked Cllr Silvester-Hall for officially visiting the event.Mrs. Bailye also reported on the potential risk at Meerash Hill Farm which the block bollards erected by residents (believed to be non-permitted) are causing road safety concern and requested Council to investigate. **Chairman asked Cllr Taylor to report this case to the Crime Prevention Panel.**Mrs. Bailye commented that the condition at Meerash Farm has been deteriorating rapidly in the past 4 years. With full service mobile home and sheds set-up but no plan to renovate, Mrs Bailye is concerned about the increase in accommodation within the greenbelt area. Chairman feedback that no planning permission was needed for mobile home, and it was out of HPC’s scope to handle. **The Clerk to check with LDC if there is any restricted timeframe for mobile homes in the view of electricity and sewage concern.**  |
|  | Road building on Norton LaneMr. Gary Hendon was concerned about the road building work done by a landownder without planning permission on the Norton Lane. Chairman will contact LDC to arrange a site visit, while Mr. Gary Hendon will share pictures of the concerned road works to Chairman.Grant for daffodils plantingMr. Taylor from a Hammerwich environment group was present to ask for support from HPC for their plan to plant daffodils around Hammerwich. Mrs. Bailye agreed at the meeting to support 2 members of staff to assist one full day planting. And Mr. Taylor will submit grant application form for Council discussion at the next meeting.**Noted** |
| **18.** | **Items for consideration at future meetings*** Expense of St. George’s Day Celebration
* Churchyard transferral
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Meeting closed at 8.40pm