**Hammerwich Parish Council Minutes**

**19 July 2023**

**Date: 19th July 2023 (Wednesday)**

**Time: 7:00pm**

**Venue: WI Hall, Hammerwich**

**In attendance:**

Councillors Greenway (Chair), King (Vice-Chair), Grundy, Taylor, Smith, Mears and Ubhie

**Also in attendance:**

Councillor David Smith from Staffordshire County Council (SCC)

Councillor Janice Silvester-Hall from Lichfield District Council (LDC)

4 Members of the Public

**Clerk:**

Vivien Wang

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| **1.** | **Apologies for Absence** | |
|  | Apologies was received and accepted from Councillor Leona Leung of LDC.  **Noted and accepted.** | |
| **2.** | **Declarations of Interest** | |
|  | Chairman declared an interest relating to planning application 23/00631/FUL with her being the Governor of The Ridgeway School.  Cllr Grundy declared an interest relating to LDC, husband’s business asked to do work on behalf of the Council. She also declared an interest relating to the Churchyard as her husband used to work for it.  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 21 June 2023**  **The minutes of the Parish Council Meeting held on 21 June 2023 was approved.**  Cllr Mears had questioned why the Council had agreed to support the re-submitted planning application 23/00662/COU at the June meeting even though the case was last rejected by LDC due to inappropriate development in greenbelt. According to Cllr Mears a new building was involved in the case, whereas other Councillors thought it was a simple Change of Use case. **The Council agreed to have the Clerk to check and confirm whether new building was involved.** | |
| **4.** | **Matters Arising** | |
|  | There were no matters arising.  **Noted** | |
| **5.** | **Chairman’s Announcements** | |
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|  | Chair reported that she had the flag up on the Armed Forces Day on behalf of the Council.  Standing order removed to allow two members from the public to present their plans on an inclusive children care home at Redwing Close. The Council was told that a welcome meeting will be held on 21st July 2023 for everyone to attend and understand more about the care home.  **Noted** | |
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| **6.** | **County/District/Police Reports** | |
|  | Councillor J Silvester-Hall (LDC)  Cllr Silvester-Hall updated that collaboration process is on-going for the planning case from Erasmus Academy. Residents, Highways and planning officer were involved aiming to work out a solution for the case.  Regarding the Leisure Greenway from Lichfield to Chasetown, Cllr Silvester-Hall reassured that HPC will be involved in the meetings that she is going to organize. Cllr Taylor will be the representative from HPC.  Cllr Silvester-Hall encouraged responses to the consultation for Pedestrianization of Lichfield City Centre. She also reported that: i) good response had been received from the display of Knife Angel; and ii) an animation is available to showcase the redevelopment plan of the Birmingham Road site.  Cllr Taylor asked about LDC’s view on the closure of Barclays bank branch, which Cllr Silvester-Hall responded it as a business decision that out of LDC’s scope.  Councillor D Smith (SCC)  Cllr Smith responded to the development of Leisure Greenway and reminded that protections are required to avoid bricks being thrown from the disused railway line to the M6 toll and Highways.  Cllr Smith also updated that the Highway Strategy briefing meeting on 5th September is now opened to all parish councillors to attend.  Agenda item #10 (Highways flooding – Meerash Lane) was brought forward by the Chair to discuss here. Chair presented a document showing SCC had once claimed owning the flooding concerned green verge, hence requested the cost (£2,460.00) paid by HPC regarding the drainage cleansing of Meerash Lane to be borne by SCC. **Cllr Smith agreed on the cost re-charge to SCC and requested HPC to provide the case numbers for follow-up. The Clerk will provide two case numbers, one for flooding at Ashmall/Meerash Lane, and one for the collapsed drain at Middleton Close.**  (Cllr J Silvester-Hall and Cllr D Smith left the meeting at 7.40pm)  **Noted.** | |
| **7.** | **Planning Applications** | |
|  | The Council has no comment regarding the following applications:   * 23/00631/FUL – Ridgeway School * 23/00807/FUH – 9 Pool Road   23/00726/FUL – Meerash House Farmhouse, Meerash Lane: One neighbour submitted objection to this case, while Cllr Mears questioned about the significant increase in building footprint is against the greenbelt policy which extension of footprint should not exceed 30%. **The Council agreed to submit an objection due to the enlarged footprint.**  There was discussion regarding the bollards near Meerash House Farmhouse at the last meeting. Cllr Taylor reported that she had a visit there with Speedwatch and was advised that it was legal, and the police had no concern.  **Noted** | |
| **8.** | **St George’s Day Celebration** | |
|  | Chair contacted Hammerwich Cricket Club for invoices of individual services but was told none is available. She was given the contact of Lichfield Enterprise Services (the 3rd party service provider of the event) to follow-up and has been awaiting reply from the company.  **Councillors were sure that HPC had only agreed to bear half of the event cost, so the Council will only reimburse 50% of the expenses. If no sub-item invoices could be provided, the Council will reimburse 50% based on market prices. Cllr Mears shared that the event team at LDC may be able to point the direction for market price benchmarking. She will pass on the contact to Chair.**    **Noted.** | |
| **9.** | **Speedwatch**  Speedwatch: Cllr Taylor reported that she had been out with PCSO to monitor the speeding at Norton Lane with the speeding device of HPC, a 48mph was noted on a restricted 30mph road.  SID: Cllr King updated that the cheque for S50 application has been posted, now awaiting further steps from SCC.  **Noted** | |
| **10.** | **Highways and Footpaths**  Footpath  Cllr King updated that soon after the strimming by the contractor some footpaths have overgrown again. The Council has received resident complaints on footpath #20.  **Due to budget constraint, the Council has decided to let SCC handle the on-going maintenance instead of hiring contractor to strim repeatedly. Cllr King will contact SCC accordingly.** **Cllr Taylor will report the overgrown of footpath #20 to SCC and send the case # to Cllr King for follow up.**  Hedgerow  A resident has complained about the overgrowing of hedgerow on Coppy Nook Lane. The Council understood that the hedgerow was cut twice a year as per guidance from DEFAL, so will get back to the resident accordingly.  Flooding issues on Meerash Lane  The topic had been moved up and discussed in agenda #6.  **Noted** | |
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| **11.** | **Parks and Open Spaces** | |
|  | Scannable QR code and website  *QR code*: It was reported that the QR code at Coppy Nook Lane has come off. Cllr King will follow up.    *Website*: Cllr Mears to update later.  Oakfield Park  Chair and Cllr Taylor will meet during council recess to look into the direction of this project. Cllr Mears will also provide input.  Grants for daffodils planting  Hammerwich Environment Group had submitted a grant application for £200 to support the planting of daffodils bulbs in late September within Hammerwich. The Council has resolved to approve the grant of £200.   |  |  |  | | --- | --- | --- | | Vote Outcome: For: 7 | Against: 0 | Abstentions: 0 |   **Noted** | |
| **12.** | **Churchyard Transfer** | |
|  | The churchyard of the Hammerwich St. John Baptist Church had been full since 2008. It had been handed back to LDC but not yet passed down to HPC.  **To better prepare for the foreseeable transfer, Chair and the Clerk had signed up for a zoom training in October. Will share details afterwards.**  **Noted** | |
| **13.** | **Correspondence Report** | |
|  | The Clerk had reported on correspondence received and sent since the last meeting:   * The Council’s AGAR had been submitted to Mazars before end of June 2023. * Order had been placed to LDC for 2 new dog bins at Hospital Road and Norton Lane. Will take 4-6 weeks from order to install. * HPC’s Unity Trust Bank accounts are open. Signatories will receive online banking details soon. The accounts switch from current to new banks will take place after all July cheques are cleared. * Introduction from SPCA’s new Chief Executive and Health & Wellbeing Officer were shared to all Councillors. * The Council had received an invitation from a PhD student at the University of Manchester regarding Neighbourhood Planning in England. Details have been shared to all Councillors. * Lichfield Talking Newspaper had sent a thank you letter as an appreciation to HPC’s donation. * The Clerk has informed that Council that she will be taking up a temporary administrator role from August in another Parish Council within LDC.   Cllr King updated that Mr Painter from SCC who was in charge of M6 Toll resurfacing work had thanked HPC for our compliments, and he was told that our appreciation had been shared up to the assistant director level.  Cllr Taylor reported that HPC had been praised at the latest Crime Prevention Panel for being the only Council that had come forward to provide continuous support with actions. The Panel would like to pass on the appreciation to the full Council.  **Noted** | |
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| **16.** | **Accounts for payment**  The statements for the Business Current Account and Savings Account as at 07/07/2023 were £48,933.80 and £8,325.05 respectively.  Councillors are asked to approve the following accounts for payment:   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | Cost | VAT | Invoice No | Cheque Number | | Clerks Wages – July | £501.92 | - | - | 352 | | Clerk’s expense (mobile, postage and stationeries) | £24.10 | £2.35 | FLX 84369 | 353 | | WCAVA (payroll) – Year-end fee and July | £70.50 | £1.65 | 1436 (Year-end)  1521 (July) | 354 | | Hammerwich WI Hall (venue hire for June) | £38.50 | - | 352 | 355 | | LDC – Bins empty | £2,482.27 | £413.71 | M0075943466 | 356 | | Burntwood Road Sweepers – drain clear at Meerash Lane | £2,460 | £410 | 228078 | 357 | | Staffordshire Signs & Graphics – signages for post and QR codes | £422.40 | £70.40 | 53467 | 358 | | Cllr M Greenway – St. George’s Day | £437.04 | £72.84 | - | 359 | | Hammerwich Hall Care Home | £190.00 | - | Donation of money raised from St. George’s Day celebration | 360 |   The Parish Council are asked to note the following income:   |  |  |  | | --- | --- | --- | | Source | Amount | Reference | | Nil | - | - | | |
|  | **The accounts for payment were approved.**  **The latest bank reconciliation (June 2023) had been presented to the full council and was approved.**  A detailed budget monitor file has been shared by the Clerk together with details of the ground maintenance service by LDC since 2013.  The Council reviewed the service agreement and agreed to put the service out for tender again. **The Council has instructed the Clerk to notify LDC that HPC is reviewing the service agreement, and to also post notice on website as tender invitation.**  **A sub-committee had been set-up for Ground Maintenance Service review, members consist of Cllr Mears, Cllr Grundy and Cllr Taylor. They will investigate which services to keep and at what optimal frequency. The Clerk to include the topic in next meeting agenda.**  **Noted** | |
| **15.** | **Executive power during Council in recess** |
|  | **In absence of August meeting, executive powers were approved to the Chair and Vice Chair with consultation with the Clerk, during council recess.** |
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| **17.** | **Public Participation**  Public participation were captured in minutes #5 (Care home owner of Redwing Close) and #11 (grant for daffodils planting). |
|  | **Noted** |
| **18.** | **Items for consideration at future meetings**   * Expense of St. George’s Day Celebration * Oakfield Park equipment * Tender for ground maintenance * Bank account transfer |
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Meeting closed at 8.52pm