**Hammerwich Parish Council Minutes**

**20 September 2023**

**Date: 20th September 2023 (Wednesday)**

**Time: 7:00pm**

**Venue: WI Hall, Hammerwich**

**In attendance:**

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

**Also in attendance:**

Councillor David Smith from Staffordshire County Council (SCC)

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

6 Members of the Public

**Clerk:**

Vivien Wang

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| **1.** | **Apologies for Absence** | |
|  | Apologies was received and accepted from Councillor Mears, Councillor Leona Leung of LDC, and Laurence Danan of Burntwood Dragon.  **Noted and accepted.** | |
| **2.** | **Declarations of Interest** | |
|  | Chairman declared an interest relating to the renewal of ground maintenance service for she knew someone who is interested in submitting tender.  Cllr 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 19 July 2023**  **The minutes of the Parish Council Meeting held on 19 July 2023 was approved.** | |
| **4.** | **Matters Arising** | |
|  | There were no matters arising.  **Noted** | |
| **5.** | **Chairman’s Announcements** | |
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|  | There were no announcements.  **Noted** | |
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| **6.** | **County/District/Police Reports** | |
|  | Councillor D Pullen (LDC)  Cllr Pullen presented the survey of Lichfield District 2050 Strategy and encouraged individuals and HPC to submit inputs. He also clarified that the 2050 plan is a high-level plan not to replace the established local plan, and boundary changes and greenbelt topics are not within the scope of this plan.  Cllr Pullen shared that Leisure Greenway is aimed to launch in spring 2024. Chair was concerned about any safety measures to avoid damages by youngster, while Cllr King had asked how Hammerwich footpath can cross with the greenway. Cllr Pullen and Silvester-Hall said that the access points have yet to be decided and welcome local community inputs.    Councillor J Silvester-Hall (LDC)  Cllr Silvester-Hall updated that collaboration process is going on well for the planning case from Erasmus Darwin Academy (EDA). The kerb of the concerned area will be raised to prevent flooding.  Chair raised the parent parking issue at EDA and was concluded for **the Clerk to set-up a meeting between school and Parish Council for discussion.**  Councillor D Smith (SCC)  Cllr Smith requested the Council to notify him prior in writing shall there be anything requires his attention at meeting.  Cllr Smith reported that the Highways Meeting held on 5th September was successful with all parishes participating.  Regarding Boundary Change, Cllr Smith suggested alternative solution to bring in Drayton Bassett instead of taking in the new housing development into Lichfield Rural South.  Cllr Smith insisted that he did not recognise receiving any document from HPC at the July Parish Meeting regarding the flooding claim to SCC at Meerash Lane. **The Council concluded to have the Clerk to email Cllr Smith the scanned document that indicates SCC ownership of the green verge, and also to forward him the feedback from SCC Highway stating the pipe on Middleton Close was on an “unadopted land”.**  Cllr Smith said 20’s Plenty initiative is not enforceable by the Police, and SCC will not be pursuing too.  (Cllr D Smith left the meeting at 8.00pm)  **Noted.** | |
| **7.** | **Follow-up of Elgin Energy Consultation**  Chair reported that majority of the inputs received were in opposition, so HPC will be against this proposal shall there be a planning application being submitted. The inputs will be kept in record.  **The Clerk will issue a statement on the website and noticeboard announcing that the Parish Council would object the case if an application were submitted one day.** | |
|  | Cllr Pullen updated that the Planning Officer at LDC also shared the same concerns as showed in the consultation. Cllr Silvester-Hall said she might consider pushing for a district-wide response to this type of application.  **Noted**  (Cllr J Silvester-Hall left the meeting at 8.04pm) | |
| **8.** | **Planning Applications** | |
|  | The Council has no objection regarding the following applications:   * 23/00499/FUL – The Old Post Office, 15 Hall Lane * 23/00981/FUH – 58 Park Road, Burntwood * 23/00357/FUH – Tollage Cottage, Walsall Road * 23/00813/FUH – 15 Stockhay Lane * SCC/23/0111/FULL-MAJ – Burntwood Sewage Treatment Works   **Noted** | |
| **9.** | **St George’s Day Celebration** | |
|  | Two representatives from Hammerwich Cricket Club (HCC) and one representative from Lichfield Enterprise Services (LES, the third-party service provider that run the St. George’s Day event) attended the meeting as members of the public.  Chair reiterated that HPC’s support to the event was supposed to be 50% but HCC had submitted a full amount claim to HPC.  Brain Fisher from HCC insisted that HCC had never agreed to pay half even 4 Councillors said they witnessed the discussion and recalled it was a 50% support. No written meeting record can be presented to support the 50/50 conclusion.  Mr Fisher continued to say that HCC would have had charged a fee for entrance and activities if they were to hold the event on their own. He said there may be miscommunications between HCC and Councillors, but HCC has no budget for a 50/50 event without charging fees.  The Councillors challenged the invoices submitted was very brief, items were over-priced without solid supporting to each of the items. Mr Fisher agreed some items might be over-priced while some might be under, so overall he insisted it was a balanced one. He said he welcomed HPC to check directly with LES for supporting documents.  Chair said she did approach LES for supporting documents but in vain. The representative from LES claimed that he didn’t possess any invoice from sub-contractors. He said he had the amounts in book but not invoices.  The Council then proceeded to vote whether to pay for full amount (£4,432.00) for St. George’s Day celebration:     |  |  |  | | --- | --- | --- | | Vote Outcome: For: 3 | Against: 2 | Abstentions: 1 |   **The Chair then exercised the casting vote and the Council had resolved to settle full amount (£4,432.00) for St. George’s Day celebration.**   |  |  |  | | --- | --- | --- | | **Vote Outcome: For: 4** | **Against: 2** | **Abstentions: 1** |       **Noted.**  (3 Members of the Public from HCC and LES left the meeting at 8.36pm)  (Cllr D. Pullen left the meeting at 8.37pm) | |
| **10.** | **Speedwatch**  20’s Plenty: Cllr Taylor will attend the 20’s Plenty meeting on behalf of HPC.  SID: Cllr King updated that all certifications had been done, and the installation is scheduled next week.  **Noted** | |
| **11.** | **Highways and Footpaths**  Flooding  **The Clerk to follow-up with SCC involving Cllr Smith regarding the drain clearance cost claim from Meerash Lane and the repair of broken pipe at Middleton Close.**  Fingerpost damage  **Cllr King will get contractor to quote on the cost of repairing.**  Footpath  Cllr King updated that #20 is still overgrown and blocked. Now awaiting SCC Highways to clear it.  Dog bins  Cllr King reported that 2 new dog bins are installed without signs. As the Council has run out of sign, he suggested to produce 10 extra signs (each £6.50) to cover all high activity areas.  Path in Oakfield Park  Cllr Grundy reported that a resident was concerned about the path condition at Oakfield Park and has written to her to ask for improvement. **Cllr Grundy asked whether an “own risk” sign could be put up there, which the Clerk will check if it is part of the Highways.**  **Noted** | |
|  | The meeting reached 2 hours, and the Council has resolved to extend the meeting for 10 minutes. | |
| **12.** | **Parks and Open Spaces** | |
|  | Renewal of ground maintenance service  The Council will proceed to put forward a tender notice after the sub-committee has completed reviewing the scope of service.  Scannable QR code and website  To be updated in the next meeting.  Play equipment inspection  Certain risks/damages were identified in the annual inspection. **Chair had approached LDC to quote on filling the rotten logs and will also look into what repairs are needed.**  Chasewater Friends subscription  The Council had a discussion whether to subscribe. Since HPC didn’t subscribe last year and nothing much had been done for HPC by the organization, the Council has decided not to subscribe given the current tight financial situation.  **Noted** | |
| **13.** | **Input to 2nd round of boundary change consultation** | |
|  | **The Councillor decided to have the Clerk to submit again the comments from the 1st round.**  **Noted.** | |
| **14.** | **Correspondence Report** | |
|  | The Clerk had reported on correspondence received and sent since the last meeting:   * The Council has received the completion notice from external auditor Mazars. * The internal auditor has requested HPC to confirm whether the Council will continue to use their service in 2024. **The Council agreed to continue with this internal auditor.**   **Noted** | |
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| **15.** | **Accounts for payment**  The statements for the Business Current Account and Savings Account as at 08/09/2023 were £41,794.87 and £8,347.36 respectively.  Councillors are asked to approve the following accounts for payment:   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | Cost | VAT | Invoice No | BACS Ref# / Cheque Number | | Clerks Wages –August (with PAYE refund) | £804.52 | - | - | BACS  #74502280 | | Clerks Wages – September | £562.52 | - | - | BACS  #54512517 | | Clerk’s expense (postage and stationeries) | £16.14 | £1.415 | - | BACS  #4757247 | | Hammerwich WI Hall (venue hire for July) | £38.50 | - | 360 | BACS  #866983612 | | ROSPA – play inspection | £230.40 | £38.4 | 74259 | BACS  #599876554 | | Cllr Greenway – leaflet printing for Elgin Energy consultation | £95.00 | - | 000097 | BACS | | Hammerwich Environment Group – grant for Daffodil bulb planting | £200 | - | - | BACS  #418420345 |   The Parish Council are asked to note the following income:   |  |  |  | | --- | --- | --- | | Source | Amount | Reference | | Nil | - | - | | |
|  | **The accounts for payment were approved.**  The Clerk reported that the Unity Trust Bank accounts of HPC are up and running. Payments will be made via BACS from October onwards. Cllr King and Cllr Taylor will be the approvers this month.  A detailed budget monitor file has been shared by the Clerk.  **Noted** | |
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| **16.** | **Public Participation**  A member of the public raised concern over the flooding and wearing of a path near to 67 Burntwood Road. **Cllr Taylor will take picture on that footpath for The Clerk to report to SCC.**  A member from Hammerwich Environment Group was present to invite the Council to the daffodil planting event on 7th October. |
|  | **Noted** |
| **17.** | **Items for consideration at future meetings**   * QR code * Play inspection report * Tender for ground maintenance * Drainage issue on Highways |
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Meeting closed at 9.25pm