**Hammerwich Parish Council Minutes**

**18 October 2023**

**Date: 18th October 2023 (Wednesday)**

**Time: 7:00pm**

**Venue: WI Hall, Hammerwich**

**In attendance:**

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

**Also in attendance:**

3 Members of the Public

**Clerk:**

Vivien Wang

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| **1.** | **Apologies for Absence** | |
|  | Apologies was received and accepted from Councillor J Silvester-Hall, L. Leung of LDC, and D. Smith of SCC. Cllr King was absent.  **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 20 September 2023**  **The minutes of the Parish Council Meeting held on 20 September 2023 was approved.** | |
| **4.** | **Matters Arising** | |
|  | Chair reported that she was told the topic of Erasmus Darwin Academy will be on the meeting agenda of Staffordshire Highways.  **Noted** | |
| **5.** | **Chairman’s Announcements** | |
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|  | Chair reported that HPC is invited to present at the Garden Guild next month. Cllr Grundy will attend on behalf if Chair is away.  Cllr Grundy has agreed to represent the Council at Remembrance service if Chair is not available.  Chair requested the full Council to stay after meeting to discuss confidential matters.  Chair mentioned about the plan of getting a wreath for Remembrance Day services at St. John Church. Cllr Mears said she can pick-up a refurbished one from LDC for HPC.  **Noted** | |
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| **6.** | **County/District/Police Reports** | |
|  | Councillor J Silvester-Hall (LDC)  Cllr Silvester-Hall shared her updates in written before the meeting:  Lichfield LPT has confirmed a shorter-term initiative to prevent racing from taking place on Burntwood Bypass.  Cllr Silvester-Hall was reassured that the Police will consider making more direct contribution to Parish Council meetings through Police Reports.  Cllr Silvester-Hall updated that the LDC Planning department will hold a planning enforcement clearance week between Monday 20 – 24 November 2023.  **Noted.** | |
| **7.** | **Planning Applications** | |
|  | The Council has no objection regarding the following applications:   * 23/00671/CLE – Land South Of Bethany Cottage, Barracks Lane * 23/01155/FUL – Robin Hill, Walsall Road, Muckley Corner   23/01061/FUL – 159 Highfields Road, Chasetown: The Council objected this application because of the following concerns:   * Parking needs to be clarified as the submitted plan isn't reflecting the fact. According to Councillors, No. 159 currently has multiple parking spaces but only 1 space is reflected in the planning documents. * The proposed dwelling locates on a fast road which is concerning if a gate entrance with turning was put in place. * The dwelling is too close to next door neighbours and will reduce the privacy and daylight of them. * Per Highway's input, there will be increased risk of flooding after the dwelling was built.   **Noted** | |
| **8.** | **Speedwatch**  SID: Cllr King submitted written update that the post has been put up yesterday and the SID unit will be installed shortly afterwards.  20’s Plenty: Cllr Taylor had attended the 20’s Plenty meeting on behalf of HPC and was asked to do a consultation within the Parish. **Cllr Mears suggested to research the latest policy by central government and have a full council discussion at the next meeting.**  30mph repeated at Hospital Road: **Cllr Taylor to follow-up and update at the next meeting.**  **Noted** | |
| **9.** | **Highways and Footpaths**  Flooding  Cllr Ubhie reported that the flooding on Meerash Lane recurred after the recent heavy rainfall. Chair and Clerk reported that they have filed a claim against SCC and the case was passed on to insurance handler. **Cllr Mears said she can speak to LDC legal team for advice. The Clerk to share all communications to Cllr Mears.**  Fingerpost damage  To be discussed at the next meeting.  **Noted** | |
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| **10.** | **Parks and Open Spaces** | |
|  | Renewal of grass cutting service  The Council has put forwarded a tender notice inviting submission on or before 14th November 2023. **The Clerk to invite LDC for tender submission and contract review.**  Scannable QR code and website  To be updated at the next meeting.  Play equipment inspection  **Mansion Drive**: LDC quoted £80.00 (ex. VAT) for filling resin in the cracked timbers and putting a missing plank on the bench. **The Council has agreed to proceed.**  **Hospital Road**: Chair reported that all the equipment is in the Asset Registry of HPC. While the tenant (Burntwood Dragon) is confirmed to be responsible for the maintenance of the equipment, HPC is responsible for replacement.  LDC has quoted £3,250 (ex-VAT) to repair all the identified risks listed in the inspection report. **Given the high cost, the Council has concluded to prioritise the high risks items. Chair will ask for timeline and revised quotation, then will liaise with Burntwood Dragon for cost sharing.**  The Council also agreed to explore long-term alternatives for replacement. **Cllr Mears said she will share a contact from LDC who possess good knowledge of play equipment.**  Oakfield Park new equipment  No update.  Disclaimer notice to Ridgeway/Oakfield Park  Chair shared that the concerned path is unadopted. Instead of adopting it, **the Council decided to put up 2 disclaimer signs warning the risk of walking on it. The same to be updated on HPC website.**  **Noted** | |
| **11.** | **Learnings from St. George’s Day event** | |
|  | The Clerk said the support to St. George’s Day event should have been treated as a grant at the first place as per her consultation to SPCA. **To avoid similar dispute in the future, the Council agreed to establish a grant policy. The Clerk to prepare a draft for approval at the next meeting.**  Cllr Mears proposed to revoke the decision to pay full amount to Hammerwich Cricket Club, the Council accepted to on hold the payment, and will pay only when all queries are being answered and when the amount is agreed.   |  |  |  | | --- | --- | --- | | **Vote Outcome: For: 5** | **Against: 0** | **Abstentions: 1** |   **Lichfield Enterprises Services (LES, supplier to Hammerwich Cricket Club) claimed that they are a LDC approved supplier. Cllr Mears will check with LDC.**  **Noted.** | |
| **12.** | **Discussion of HPC reserves & 2024/25 Precept preparation** | |
|  | To be discussed at the next meeting. | |
| **13.** | **Correspondence Report** | |
|  | The Clerk had reported on correspondence received and sent since the last meeting:   * A notice of HPC’s response to Elgin Survey has been posted on the HPC website and notice boards. * Reclaim of VAT for last 6 months has been submitted.   **Noted** | |
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| **14.** | **Accounts for payment & bank reconciliation**  The statements for the Business Current Account and Savings Account as at 06/10/2023 were £40,671.40 and £8,424.15 respectively.  The request to pay Hammerwich Cricket Club for St. George’s Day has been put on hold and removed from this month’s approval. Councillors are asked to approve the following accounts for payment.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **Cost** | **VAT** | **Invoice No** | **BACS Ref# / Cheque Number** | | Clerks Wages – October | £562.52 | - | - | BACS  #293481746 | | WCAVA – payroll (August, September and October) | £19.80 | £3.30 | 1552 (August)  4320 (September & October) | BACS  #107989127 | | WCAVA – payroll June 2023 (for lost cheque #345) | £67.00 | £1.10 | 1454 | BACS  #564193073 | | Hammerwich WI Hall (venue hire for September) | £38.50 | - | 373 | BACS  #418438386 | | Mazars LLP – external audit | £300.00 | £50.00 | 2243885 | BACS  #665502879 | | WALC – training of churchyard closure | £72.00 | £12.00 | 474 | BACS  #264018775 | | Unity Bank Service Charge - September | £9.39 | - | Direct Debit | Direct Debit |   The Parish Council are asked to note the following income:   |  |  |  | | --- | --- | --- | | Source | Amount | Reference | | Interest | £22.31 | Period 5 Jun – 3 Sep | | Interest | £9.79 | Period 4 Sep – 4 Oct (account closing) | | CIL fund (LDC) - 16/00328/FUL | £900.00 | NCIL OCT 2023 | | |
|  | **The accounts for payment were approved.**  **The latest bank reconciliation (September 2023) had been presented to the full council and was approved.**  A detailed budget monitor file has been shared by the Clerk.  **Noted** | |
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| **15.** | **Public Participation**  A member from Hammerwich Environment Group (HEG) was present to report that by mid of November a total of 3,300 daffodil bulbs will have been planted among Hammerwich and he thanked HPC Councillors for their time and effort in this campaign. Cllr Smith asked HEG to share photos of daffodil blossom in March for HPC website posting.  This member from HEG also expressed his support for HPC to revoke the decision regarding payment to Hammerwich Cricket Club. |
|  | Ex-Chair of HPC Mr Wasdell was present to update the Council of where he used to collect the poppy wreath from in the past. Chair said she will meet this contact first and will email Cllr Mears if a refurbish one was needed.  **Noted** |
| **16.** | **Items for consideration at future meetings**   * St. George’s Day payment * Precept * Signs for footpath * Play equipment inspection * 20’s Plenty * Drainage issue on Highways |
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Meeting closed at 9.10pm