**Hammerwich Parish Council Minutes**

**15 November 2023**

**Date: 15th November 2023 (Wednesday)**

**Time: 7:00pm**

**Venue: WI Hall, Hammerwich**

**In attendance:**

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

**Also in attendance:**

Councillor David Smith from Staffordshire County Council (SCC)

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

1 Member of the Public

**Clerk:**

Vivien Wang

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| **1.** | **Apologies for Absence** | |
|  | Apologies was received and accepted from Councillor Taylor and Councillor L. Leung of LDC.  **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. She also declared an interest relating to the renewal of ground maintenance service as she knew someone who has submitted a tender.  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 18 October 2023**  **The minutes of the Parish Council Meeting held on 18 October 2023 was approved.** | |
| **4.** | **Matters Arising** | |
|  | There were no matters arising.  **Noted** | |
| **5.** | **Chairman’s Announcements** | |
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|  | Chair reported that Cllr Grundy and herself had attended the Remembrance Day Service.  Chair also reported that children have moved into the once controversial care home at Redwing Close. Children settled in well and no complaints has been received so far.  **Noted** | |
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| **6.** | **County/District/Police Reports** | |
|  | Councillor D Smith (SCC)  Cllr Smith reminded the Parish Council that all complaints concerning highway issues should be reported by the resident(s) adjacent to where the issue appeared, so that Highways can reach the complainant(s) for necessary updates.  Cllr Smith stated that SCC had invested in Hammerwich through the M6 Toll, Hospital Road and Hall Lane projects.  Cllr Smith also commented that the existing Victorian drainage system was not designed for the recent unprecedented exceptional rainfall, so it takes time to drain away the water.  Regarding the Meerash Lane flooding, Cllr Smith said the land is not owned by anybody, but since HPC has been maintaining it so he assumed HPC has the potential ownership.  (Cllr D Smith left the meeting at 7:35pm)  Councillor J Silvester-Hall (LDC)  Cllr Silvester-Hall reported that the Police is working with Community Safety Partnership to combat the racing at Burntwood Bypass.  She also updated that enforcement has started for Lichfield City Centre pedestrianization.  Cllr Silvester-Hall reported that Leisure Greenway project is now aiming to launch in July 2024. She is aware to include a representative from HPC at relevant meetings.  (Cllr J Silvester-Hall left the meeting at 7:48pm)  **Noted.** | |
| **7.** | **Planning Applications** | |
|  | The Council has no objection regarding 23/01183/FUH - 12 Burntwood Road.  The Council has no comment regarding the following applications:   * 23/01239/FUH - Pear Tree Farm, Hall Lane: The Council voted “no comment” for this case, while Cllr Mears had remarked that it was a retrospective application of barn conversion that comes with a condition. * 23/01257/FUH - 6 Pool Road   **Noted** | |
| **8.** | **Speedwatch**  Speedwatch: Cllr Taylor had submitted a written update on Speedwatch which noted various speeding cases. The Council agreed that more pressure on “enforcement van” is needed and would like Cllr Taylor to raise the request in next meeting with the Police.  SID: Cllr King updated that SID #5 is in situ but not working now. He will follow up on fixing it.  20’s Plenty: Cllr Taylor mentioned in her written report that she has invited Mr. Phil Jones from 20’s Plenty to attend the next HPC meeting. The Clerk will check with Cllr Taylor on what time and how long he would need.  30mph repeater at Hospital Road: Chair, Cllr King and Cllr Taylor will be meeting SCC on site for the 30mph repeater on 28th November.  **Noted** | |
| **9.** | **Highways and Footpaths**  Flooding: A sub-committee will be formed to follow-up on flooding.  Fingerpost damage: 2 fingerposts were damaged by vandalism and farmer work respectively. The Council has approved £80 + VAT for lifting and re-stating the posts.  Dog bin: The Council has agreed to produce 10 pcs of signs for dog bin at cost of £65 + VAT.  **Noted** | |
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| **10.** | **Parks and Open Spaces** | |
|  | Renewal of grass cutting service: The Clerk reported that 3 tenders were received, details have been shared to the full council. **Cllr King and the Clerk will meet LDC for contract review and will update the Council at the next meeting.**  Scannable QR code and website: Cllr Mears shared a website structure and will send the draft of each page for councillors’ input.  Play equipment inspection: Chair reported that Burntwood Dragon has repaired the damaged equipment.  Oakfield Park new equipment: No update.  Disclaimer notice to Ridgeway/Oakfield Park: The Clerk is awaiting reply from Land Registry regarding the ownership of the footpath.  **Noted** | |
| **11.** | **Learnings from St. George’s Day event** | |
|  | According to Cllr Mears, Lichfield Enterprises admitted in their conversation that travellers were hired for the event and paid in cash. **The Council agreed to have Cllr Ubhie to liaise with Hammerwich Cricket Club to grant 50% of event cost as a gesture of goodwill.** The Council agreed this can be treated as a special case and doesn’t require a grant form to be filled in.  **Noted.** | |
| **12.** | **Approval of Grant Policy** | |
|  | The Council had voted to approve the grant policy.   |  |  |  | | --- | --- | --- | | **Vote Outcome: For: 6** | **Against: 0** | **Abstentions: 0** | | |
| **13.** | **Approval of Asset Register 2023/24**  Asset Register has been updated in response to internal auditor’s requirement and to include the value of SID #5. The Council had voted to approve Asset Register 2023/24:  **Vote Outcome: For 6 Against: 0 Abstentions: 0** | |
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| **14.** | **2024/25 Precept preparation** | |
|  | Councillors reviewed the projected spending of 2023/24 and noted there will be roughly £27K reserve by end of 2023/24 if no special costs to be incurred in between. The Council also reviewed the proposed spending of 2024/25 and noted potential expenditures may be needed to resolve the flooding issues in the parish.  **The draft Precept of 2024/25 was then reviewed and approved at £30,500, with a 13% (i.e. £3,500) increase from previous year.**   |  |  |  | | --- | --- | --- | | Vote Outcome: For: 6 | Against: 0 | Abstentions: 0 | | |
| **15.** | **Correspondence Report** | |
|  | The Clerk had reported on correspondence received and sent since the last meeting:   * 7 complaints were received from residents regarding the flooding at Meerash Lane / Hall Lane. The Clerk had advised the residents also to report to SCC. * Complaint received regarding the drainage in Overton Lane. Case resolved under the lead of Cllr King. * The flower bed at Burntwood Road junction Farewell Lane was damaged by motorist. The Council had asked LDC to repair. * Internal audit for HPC is pencil marked on 4th June 2024. * Annual CIL report for 2022/23 had been submitted to LDC. * New pay scale updated by NALC dating back to April 2023. The back pay of clerk wages will take place in December.   **Noted** | |
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| **16.** | **Accounts for payment**  The statements for the Business Current Account and Savings Account as at 31/10/2023 were £41,162.97 and £8,357.15 respectively.  Councillors are asked to approve the following accounts for payment:   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **Cost** | **VAT** | **Invoice No** | **BACS Ref# / Cheque Number** | | Clerks Wages – November | £562.52 | - | - | BACS  # 22948859 | | WCAVA – payroll (November) | £6.6 | £1.10 | 4349 | BACS  # 345037156 | | LDC – lease of land | £1.00 | - | M0075954589 | BACS  # 144836385 | | Hammerwich WI Hall (venue hire for October) | £38.50 | - | 384 | BACS  # 251102510 | | Zurich Municipal (Insurance) | £1,187.26 | - | 528347818 | BACS  # 604164585 | | Morgan & Bond Ltd  (SID #5 installation) | £1,497.60 | £249.60 | 55666 | BACS  # 536125934 |   The Parish Council are asked to note the following income:   |  |  |  | | --- | --- | --- | | Source | Amount | Reference | | HMRC – VAT reclaim | £1,484.39 | XDV126000101290 | | |
|  | **The accounts for payment were approved.**  A detailed budget monitor file has been shared by the Clerk.  **Noted** | |
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| **17.** | **Public Participation**  Nil |
|  | **Noted** |
| **18.** | **Items for consideration at future meetings**   * St. George Day payment * Meerash Lane flooding * Footpath at Oakfield park |
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Meeting closed at 8.55pm