

# Hammerwich Parish Council Minutes

## 21 February 2024

**Date:** 21<sup>st</sup> February 2024 (Wednesday)

**Time:** 7:00pm

**Venue:** WI Hall, Hammerwich

**In attendance:**

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

**Also in attendance:**

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

3 Members of the Public

**Clerk:**

Vivien Wang

**1. Apologies for Absence**

Apologies were received and accepted from Cllr Taylor, Cllr D Smith of SCC, and Cllr L Leung of LDC.

**Noted and accepted.**

**2. Declarations of Interest**

Chair declared an interest relating to planning application 24/00034/FUH for she lives close-by.

Cllr Ubhie declared an interest that he is the owner of the property that affected by the flooding on Ashmall/Meerash Lane.

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 on churchyard discussion because her husband once worked on the church maintenance jobs.

**Noted**

**3. Approval of the minutes of 17 January and 13 February 2024 (Extraordinary)**

The minutes of the Parish Council Meeting held on 17 January 2024 was approved. The minutes of Extraordinary Meeting held on 13 February 2024 was approved with amendment which changed "appoint a SCC approved contractor to work on

all relevant permit/licences and paperwork" to "get 3 quotations from SCC approved contractor" in the resolution regarding flooding on Meerash Lane.

**4. Matters Arising**

There were no matters arising.

**Noted**

**5. Chairman's Announcements**

Chair said it had come to her attention that the Clerk had been overloaded in the past 6 months due to the increased works related to flooding and other matters. &

Chair said she had consulted LDC (via Monitoring Officer), Alrewas and Fradley Parish Councils for their ways of working towards recording meetings. She was told that it was not a common practice to record meetings in Parish Councils, and if recording did take place, it will be soon deleted once the minutes was approved.

Chair also questioned why Cllr Mears started an Outlook group for HPC without the consensus from the Council. Cllr Mears agreed to remove the group as it was intended to be a personal use grouping only. Chair also reminded Councillors to avoid sending multiple late-night emails.

**Noted**

**6. County/District/Police Reports**

Councillor J Silvester-Hall (LDC)

Cllr Silvester-Hall updated that she had received a comprehensive reply from Planning Department of Walsall Council regarding the Industrial Development near Barracks Lane. She will forward the details to Chair.

Progress of putting Public Space Protection Order on Burntwood Bypass was also shared.

**Noted.**

**7. Planning Applications**

The council has no comment towards the following planning applications:

23/00087/FUL – Muckley Corner Service Station, Walsall Road  
23/00034/FUH – Harbeth Glen, 7 Coppy Nook Lane

Noted

#### 8. Speedwatch

30mph repeater at Hospital Road: Update at the next meeting due to absence of Cllr Taylor.

SID damage: The solar panel of the SID on Hospital Road had been blown away by storm. A quotation of £600 (ex-VAT) was received for the supply of a new solar panel. **The Clerk will follow-up on the insurance claim, while the council resolved to approve the quotation and the Clerk will raise PO.**

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

Noted

#### 9. Highways and Footpaths

Flooding on Meerash Lane / Hall Lane: A parishioner suggested to install a depth gauge. **Chair has received approval from the Council to contact Cllr Smith to investigate the installation of a depth gauge at the bridge on Hall Lane, so that drivers will be able to judge the depth of flood water.**

Fingerpost damage: no update

Hedge on Hanny Hay Road: A resident requested to further cut back the hedge adjacent to the bus shelter on Hanny Hay Road because it blocks out the view on bus approaching from the bend. The hedge is part of the ground maintenance contract by LDC, so **the Council will contact LDC to see how much the hedge could be further cut.**

Footpath: Cllr King reported that he has noticed some residents initiated to clear the footpaths, same as what he has been doing. **The Council has voted and agreed on offering him unanimous support to continue working on the upkeep of the footpath.**

Noted

#### 10. Parks and Open Spaces

Scannable QR code and website: no update

Oakfield Park new equipment: no update as Cllr Taylor is absent. Cllr King proposed to hold a site meeting at the park before the Council makes any decision. He suggested the Council to set up a sub-committee, inviting Gary Brownridge from LDC and anyone who wanted to be involved.

Disclaimer to footpath near Ridgeway School: Chair said she is still waiting for reply from Gary Brownridge from LDC.

**Noted**

#### **11. Council response to the petition received and adaptation of Petition Policy**

The Council has asked the Clerk to thank the petitioner(s) and advise them that their petition will be used by the Council to facilitate the actions that to be taken by SCC.

The Clerk had researched online a few example of petition policy for HPC to consider. It is suggested the Council to set-up a sub-committee to look into the adoption of policy.

**Noted**

#### **12. Churchyard transfer request**

As the churchyard has been full for a long time and is due for transfer, Chair proposed HPC to tag along LDC for a health and safety check of the churchyard at a cost of £250 (ex-VAT). Another quotation Chair obtained from her contact is £300 (ex-VAT). **The Council agreed to have LDC to conduct the health and safety check of the churchyard.**

Standing order was then removed to allow the representative from church to speak. The Council was told that the paperwork for churchyard closure application will be sent off to Ministry of Justice this week.

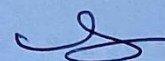
**Noted.**

#### **13. Discussion of sub-committee set-up**

Cllr King proposed setting up a few sub-committees and suggested to advertise them aiming to involve volunteers from the community. Each committee will be led by a councillor who will report back to the full council. Cllr J Smith supported the idea and agreed this can avoid high volume of unnecessary emails being sent to full council.

When asked by Cllr Mears, Chair regarded 8.00am to 9.00pm the normal time frame for e-mailing and expected to reply within 2 days.

Cllr Silvester-Hall suggested HPC to move to gov.uk e-mail addresses for enhanced security. She will share the experience from Wall Parish Council for HPC to study.



14. Discussion of whether to join BKVC and Chasewater Friends Subscription

Best Kept Village & Community Competition (BKVC): The Council has appointed Cllr Grundy to study more details for the Council to decide whether to prepare for the competition next year.

Chasewater Friends subscription: The Council will discuss next month when Cllr Taylor is present.

15. Approval of Clerk's extra working hours & Mileage claim

The Council has approved the reimbursement request from the Clerk for the extra 9 hours work in January and the mileage claim for attending the Extraordinary Meeting on 13<sup>th</sup> February 2024 (£0.65 per mile x 8.2 miles = £5.33).

Noted

16. Response to Lichfield ward boundaries change consultation

Cllr Silvester-Hall will response on behalf of HPC at next week's LDC full council meeting that HPC would like to stay as it is on the original proposal, i.e. The Triangle to be remained in Lichfield Rural South.

Noted

17. Correspondence Report

The Clerk had reported on correspondences received and sent since the last meeting:

- HPC has informed LDC about the intended change of service scope from April 2024 onwards. Gary Brownridge from LDC will share the rate for 2024/25 after RPI% variation is available.
- New 24/7 advice line available to access hospice care
- Dog related Public Space Protection Orders consultation updated. **The Council agreed that no area from Hammerwich needs to be included in the PSPO.**
- Amount of S137 has risen for 2024/25, from £9.93 to £10.81.

Noted

18. Accounts for payment

The statements for the Business Current Account and Savings Account as at 31/01/2024 were £21,887.20 and £8,412.63 respectively.

Councillors are asked to approve the following accounts for payment:

	Cost	VAT	Invoice No	BACS Ref# / Cheque Number
Clerks Wages – February	£586.81	-	-	BACS #388228937
Clerk expense – stationery and postage	£14.76	1.31	-	BACS #480273183
Hammerwich WI Hall - venue hire for January	£38.50	-	406	BACS #849168067
Information Commissioner's Office	£40.00	-	-	BACS #362583498

The Parish Council are asked to note the following income:

Source	Amount	Reference
Nil	-	-

**The accounts for payment were approved.**

A detailed budget monitor file has been shared by the Clerk.

**Noted**

**19. Public Participation**

Nil

**Noted**

**20. Items for consideration at future meetings**

- Co-option of Councillors
- To discuss whether to record council meetings

Meeting closed at 8.49pm

