

Hammerwich Parish Council Minutes

19 June 2024

Date: 19th June 2024 (Wednesday)

Time: 7:00pm

Venue: WI Hall, Hammerwich

In attendance:

Councillors Greenway (Chair), King (Vice-chair), Grundy, Mears, Smith, Taylor, Wasdell

Also in attendance:

Councillor David Smith from Staffordshire County Council (SCC)

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 Leung of LDC, and Cllr Preece, Cllr Thomas and Cllr Ubhie.

Noted and accepted.

2. Declarations of Interest

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 transfer as her husband does ground maintenance job for the church.

Noted

3. Approval of the minutes of 15 May 2024 and note the minutes of Annual Parish Meeting held on 15 May 2024

The Council has noted the minutes of Annual Parish Meeting held on 15 May 2024.

After a series of discussion whether the complaint about a councillor should be included, the draft minutes of the Parish Council Meeting held on 15 May 2024 was approved as true record after resolution.

Vote Outcome: For: 3

Against: 0

Abstentions: 4

Noted.

4. Matters Arising

Cllr Mears proposed the Council to adopt a Complaints Policy for any case towards council services and against Councillors. With standing order removed Cllr D Smith commented that it is the Monitoring Officer that has the statutory power to handle complaints against councillors, not the Parish Council. Councillors then voted on the motion with Chair putting in a casting vote:

Vote Outcome: For: 3 Against: 4 (=3+1) Abstentions: 1

The Council resolved not to adopt a complaint policy.

Noted

5. Chairman's Announcements

Chair reported that Cllr Taylor and herself attended a meeting held by Staffordshire Playing Field Association.

Noted

6. County/District/Police Reports

Councillor D Smith (SCC)

Cllr Smith advised that SCC will not put a depth gauge on Hall Lane as the bridge is owned by Network Rail. While Network Rail advised the other way round, Cllr Smith suggested HPC to install one without involving Network Rail or SCC.

He also shared that Wharf Lane is illegally blocked and the issue has become a legal matter. There is work underway to remove the blockage.

Cllr Smith updated that the recommendation by Boundary Commission to split Hammerwich between Lichfield Rural South and Burntwood South has been submitted to the Parliament, implying that Hammerwich will be represented by two councillors at County level after the next election.

Cllr Smith said that it is now an opportunity for HPC to review its Neighbourhood Plan to match with the District Plan, and he is very happy to help.

Councillor J Silvester-Hall (LDC)

Cllr Silvester-Hall updated that the access points to Leisure Greenway is still in discussion. She said risk assessment has been done by LDC officers and mitigation is needed in some areas.

She also encouraged residents to share with police their concerns about the car racing on Burntwood Bypass.

(Cllr D Smith left the meeting at 7.53pm)

Noted.

7. Receipt of Internal Auditors Report 2023/24

The Clerk updated that the internal audit report was received with no significant concern. The Council thanked the Clerk for all the good work involved.

8. Approval of the Annual Governance Statement 2023/24

Councillors approved the Annual Governance Statements 2023/24

9. Approval of the Annual Accounting Statement 2023/24

Councillors approved the Annual Accounting Statements 2023/24

10. Approval of Financial Regulations 2024/25

Councillors discussed about the Financial Regulations and agreed to amend clause 1.7 to allow Council to authorise any grant or single commitment in excess of £1,000.

Resolved to approve the financial regulations with the amendment to clause 1.7.

11. Planning Applications

The Council is in support of the following applications:

- 24/00548/FUH – 3 Stockhay Lane, Hammerwich
- 24/00493/FUH – Lavender House, Station Road, Hammerwich

24/00650/FUH – 152 Overton Lane, Hammerwich: A letter of objection from neighbourhood was submitted to the Council prior to meeting. Standing Order removed to allow the members of the public to speak to the Council about their concerns. Cllr King had also reminded the residents to submit input to the LDC planning portal.

The Council discussed and agreed to request call-in for this application based on the following grounds. The Clerk to share details to Cllr Silvester-Hall for the call-in request.

- The proposed building design is out of character
- Various concerns received from the neighbourhood regarding drains and parking. It was said that the existing drains are frequently blocked, and the proposed extension will make the situation worse. And the neighbours also complained that the occupiers at 152 Overton Lane owned multiple vehicles and often parked on the road. Parking will be an issue if the planning permission were granted.

Noted

(Cllr J Silvester-Hall left the meeting at 8.20pm)
(3 Member of the Public left the meeting at 8.20pm)

12. Speedwatch

30mph repeater at Hospital Road: SCC replied that they are awaiting cost estimate from project team.

SID damage: Cllr King reported that LDC will put the SID up after receiving parts from supplier.

SID batteries: **The Council resolved to purchase 2x replacement SID batteries from the SID supplier at a cost of £185.94 (ex-VAT).**

Noted

13. Highways and Footpaths

Depth gauge at the bridge on Hall Lane: **The Council to ask LDC to quote for sourcing and installing a depth gauge. The Clerk will then write to Cllr Pullen at LDC for funding support from the Greenway Project as the bridge is part of it.**

Clearance of drains: **The Council has appointed Cllr Wasdell to map out the drains that needing prioritised clearance.** Cllr Wasdell will propose to the Council at the next meeting with relevant cost estimate.

Anti-social bike on Paviers Road: Cllr Taylor reported that she will follow-up with LDC on the quotation of putting a kissing gate at the entrance.

Noted

14. Parks and Open Spaces

Grass cut: The Council has agreed for Cllr Grundy to keep track on the frequency of grass cutting by LDC throughout the year.

Oakfield Park new equipment

The Council agreed to mark out a football pitch at the park, and to review the usage and effectiveness next year for consideration of next steps. Chair will reach out to Burntwood Dragons to seek help with pitch marking. Otherwise, the Council will get a quote from LDC.

(Meeting reached 2 hours and the Council has resolved to extend the meeting to 9.10pm.)

Disclaimer to footpath near Ridgeway School: LDC had done the signs at a cost of £250 + VAT.

Entry gate at Oakfield Park: The Council last resolved to ask LDC GM team to top up the soil at the entrance, however, LDC has proposed installing a compact hogging surface due to safety concern. £450 + VAT is the cost quoted. **Cllr Mears said a concrete surface is preferred if it is achievable at the same cost. The Clerk to check with LDC.**

Flooding on Meerash Lane: A notice was put up on the green seeking for the owner of the green verge as the company was hoping to work on the sewage pipe nearby on behalf of STW. However, they later replied that STW had cancelled the plan. **Chair to request a map of the sewage pipes.**

Transfer of Hammerwich Green: To be discussed at later meetings

Noted

(Cllr King left the meeting at 9.09pm)

15. Moving Council related emails and website to Gov.uk domain and website update

The vendor has responded to the Council's question and advised that they have their own IMAP mail server. E-mails can be accessed using their basic webmail portal, or by connecting the mailbox to individual's phone and computer mail apps.

The Council resolved to move emails and websites to Gov.uk domain using the Parish Online at a cost of £390 per year (ex-VAT).

Vote Outcome: For: 5 Against: 0 Abstentions: 1

The Council agreed to adopt the domain name hammerwich-pc.gov.uk. However, a no hyphen version is preferred if allowed. The Clerk to re-confirm with the vendor.

Noted

16. Best Kept Village Competition (BKVC)

Cllr Taylor reported that there will be a meeting held on 5th July. A draft flyer will be shared to Council for review prior to distribution.

Noted.

(Meeting reached 9.10pm and the Council has resolved to extend the meeting to 9.30pm.)

17. Correspondence Report

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

- Notification received from ROSPA advising the play area inspection is scheduled to take place during August. The total cost of inspection will be £156 + VAT.
- Trainings booked for Exploring Chairmanship and Councillor Fundamentals.

Noted

18. Accounts for payment

The statements for the Business Current Account and Savings Account as at 31/05/2024 were £47,905.94 and £8,470.31 respectively.

Councillors are asked to approve the following accounts for payment:

	Cost	VAT	Invoice No	BACS Ref# / Cheque Number
Clerks Wages – June	£592.81	-	-	BACS # 431145007
Clerk's expense (printer toner & stationery)	£75.06	£12.51	GB43AU6CXAEUI (Toner) 5XFV-16YS-Y03H- 6CED (stationery)	BACS #946180612
WCAVA – payroll fee June	£6.60	£1.10	4725	BACS #999200303
Hammerwich WI Hall - venue hire for May	£38.50	-	440	BACS # 569914988
Black Rose Solutions Limited – Internal Audit	173.16	£28.86	210792	BACS #86249179
Staffordshire Parish Council Association	£521.69	-	SI-1545	BACS #48866789

– annual subscription for SPCA and NALC affiliation				
---	--	--	--	--

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

Nil.

Meeting closed at 9.21pm