**Hammerwich Parish Council Minutes**

**20 June 2018**

**In attendance:**

Councillors Wasdell, Mrs Greenway, Campbell, Ho, Mrs Gittings, Mrs Smith, King and Place

**Also in attendance:**

6 Members of the Public

Ellen Bird – Parish Clerk

|  |  |
| --- | --- |
| **1.** | **Apologies for Absence** |
|  | Apologies for absence were received from Councillors Pullen, Mrs Taylor and Mrs Kirkham. |
| **2.** | **Declarations of Interest** |
|  | There were none. |
| **3.** | **Approval of Parish Council Minutes and Annual Meeting Minutes held on 16 May 2018** |
|  | **Resolved to approve the minutes of the Parish Council and Annual Meeting held on 16 May 2018 as a correct record. These were signed by the Chair.** |
| **4.** | **Matters Arising** |
|  |  |
| **5.** | **Chairman’s Announcements** |
|  | There were none. |
| **6.** | **Internal Auditor’s Report** |
|  | Councillors noted the Internal Auditors Report.  **Resolved to address the issues raised over the forthcoming Municipal Year.** |
| **7.** | **Approval of the Annual Governance Statement 2017/18** |
|  | Councillors received the Annual Governance Statement 2017/18.  **Resolved to approve the Annual Governance Statement 2017/18.** |
| **8.** | **Approval of the Accounting Statements for 2017/18** |
|  | Councillors received the Accounting Statements for 2017/18 and discussed the reasons for the variance between years.  **Resolved to approve the Accounting Statements for 2017/18.** |
| **9.** | **GDPR** |
|  | Councillors felt that as this area was new, and there were significant financial risks to the Council if mistakes were made, that they wished to purchase the most comprehensive package from Staffordshire County Council for GDPR work.  **Resolver to purchase the Gap analysis package at £140 and the ‘Tier 3’ Package at £450 from Staffordshire County Council.** |
| **10.** | **Neighbourhood Plan** |
|  | It was noted that the plan had now been updated to address Lichfield District Council’s (LDC) requirements and that a steering group meeting was now needed.  **Resolved to ask Councillor Greenway to arrange a NHP Steering Group Meeting.** |
| **11.** | **Hammerwich Post WI Car Park** |
|  | Arrangements were now in place with LDC to replace the post as it was thought to be rotten. LDC had reported this was scheduled to be done by the end of the month.  **Noted.** |
| **12.** | **Speedwatch** |
|  | A Speedwatch session had been conducted on Highfields Road with over 30 drivers breaking the speed limit.  Councillor Campbell was still waiting for confirmation from the police authority regarding permanent signs.  **Noted.** |
| **13.** | **Public Footpath Working Party** |
|  | The majority of the planned works on local walks had now been completed by the working party. Staffordshire County Council (SCC) had sent the requested signs (eg regarding dog walking etc). The request for steps by the railway bridge was with SCC.  Walsall Ramblers had now completed all work they had committed to help with. Councillors were extremely appreciative of all the time and effort that they had given to the Parish.  Local residents and other interested volunteers had agreed to conduct further work in June.  Mr Coulson had requested a grant of £50 towards a battery powered hedge trimmer to carry out further work on footpaths.  **Resolved to**   1. **Ask the Clerk to write to the MP and Walsall Ramblers to thank them for supporting Hammerwich in the work on the local footpaths.** 2. **Give a £50 grant to Mr Coulson for the purchase of a battery powered hedge trimmer.** |
| **14.** | **Parks and Open Spaces** |
|  | Collis &Sons Ltd – Oakfield Park  As requested at the last meeting the Chairman had agreed to meet with a representative from Collis & Sons Ltd regarding building a fence between their property and Oakfield Park. Councillor Wasdell reported the area strewn with rubbish and that there was evidence of fires being lit and the use of illegal drugs.  He had been contacted again by the representative after the visit to say that the business would be interested in purchasing some of the land on the park to create a buffer between the park and their property.  Councillors noted the land belonged to LDC and that negotiations for any sale would have to be done through them.  Councillor Place reported that a grant could be applied for from the Police and Crime Commissioner to assist with the antisocial behaviour at the back of the property.  **Resolved to ask the Clerk to discuss the proposal with officers at LDC and to add the item to the next agenda.**  Oakfield Park Sign  A local resident had written to request a sign for Oakfield Park as local residents were not aware of its name.  Additionally, Councillors agreed with the local resident that an additional litter bin would be useful in the area.  **Resolved to**   1. **ask the Clerk to obtain a quote from LDC for a name sign for the Park, and;** 2. **to ask the Clerk to request a quote for a litter bin adjacent to Crown Highways, next to the Methodist Church on the junction between Queen Street/Lawnswood Avenue** |
| **15.** | **Highways and Footpaths**  Mill Lane/Ashmole hedge cutting  It was noted that this area had been cleared by Crown highways.  **Resolved to ask the Clerk to write to Crown Highways thanking them for their work.**  Coppice Lane  Councillor Greenway reported she and Councillor Taylor, had met with Councillor Smith (SCC) on Coppice Lane. He had arranged for the hedges top be cut back and was trying to establish the land owners for the overhanging trees. He was also contacting the Aboriculturalist at LDC to establish which trees had tree protection orders.  **Noted** |
|  | Speed Signs  Councillor Greenway had discussed the proposals put forward about Speed Signs with Councillor Smith (SCC).  It was noted that at this stage it was just an expression of interest.  **Resolved to ask the Clerk to express an interest in the speed sign proposal from Councillor Smith but to stress the Council would not be in a position to make a financial contribution without further information.** |
| **16.** | **Planning Applications** |
|  | 18/00791/FUL – 8 Pool Road  Councillors had no comments  17/01709/COU – Industrial Units, Lions Den, Hammerwich  Councillors felt that Hall Lane/Lions Den were totally unsuitable for Heavy Goods Vehicles and for this reason opposed this application.  18/00898/FUL – 25 Stockhay Lane  Overlooking was a concern to Parish Councillors on this application.  **Resolved to ask the Clerk to forward comments to LDC Planning Officers.** |
| **17.** | **Public Participation**  Standing Orders were suspended |
|  | A local resident reported her family had been very upset to learn that Hammerwich residents were not entitled to be buried at St Matthew’s Church in Burntwood. She said this issue related to a decision by the Parish Council 12 years ago not to contribute financially to the burial grounds at this site.  Councillors explained that the decision had been taken because there were, at that time 2 burial grounds in the Parish with a significant number of vacant plots. Councillors sympathised with the distress this had caused the family and Councillor Greenway agreed to work with the resident and Burntwood Council to explore if there was a way to resolve the anomaly.  **Resolved for Councillor Greenway to work with the resident and Burntwood Town Council to address this matter.**  Standing Orders were reinstated. |
| **18.** | **Correspondence Received and Sent** |
|  | The Clerk reported the correspondence that had been received and sent since the last meeting.  **Noted** |
| **19.** | **Accounts for Payment** |
|  | The statements for the Business Current Account and Savings Account as at 08 June 2018 were £59,638.18 and £8,257.36 respectively.  The Parish Council were asked to approve the following payments at their meeting on 20 June 2018:   |  |  |  |  | | --- | --- | --- | --- | |  | Cost | Invoice No | Cheque Number | | Black Rose Solutions Ltd (Internal Audit) | £101.52 | HPC002 | 101047 | | Clerk Wages June | £471.99 | EB05/18/19 | 101048 | | Clerk Back Pay (April/May) | £175.10 | EB06/18/19 | 101049 |   The Parish Council were asked to note the following income:   |  |  |  | | --- | --- | --- | | Source | Amount | Reference | | Insurance payment (Galleon) | £21,030.20 | 27170000607 |   **Resolved to approve the Accounts for Payment and note the income.** |
| **20.** | **Items For Discussion at Future Meetings** |
|  | **There were none.** |

Meeting closed at 9.15pm