

# Hammerwich Parish Council Minutes

## 15 May 2024

**Date:** 15<sup>th</sup> May 2024 (Wednesday)

**Time:** 7:00pm

**Venue:** WI Hall, Hammerwich

**In attendance:**

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

**Also in attendance:**

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

0 Members of the Public

**Clerk:**

Vivien Wang

**1. Apologies for Absence**

Apologies were received and accepted from Cllr Leung of LDC, and Cllr Preece and Cllr J Smith.

**Noted and accepted.**

**2. Declarations of Interest**

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

**Noted**

**3. Appointment of Chair**

Cllr Greenway was nominated by Cllr King and seconded by Councillor Ubhie for Chairman for 2024/25. She accepted the nomination.

**The council resolved to appoint Cllr Greenway as Chairman for 2024/25.**

**4. Appointment of Vice Chair**

Cllr King was nominated by Cllr Greenway (Chair) and seconded by Cllr Taylor for Vice Chairman for 2024/25. He accepted the nomination.

**The council resolved to appoint Cllr King as Vice Chairman for 2024/25.**

**5. Appointment to Outside Bodies**

Councillors discussed the appointments to outside bodies for 2024/25.

**The following appointments were made:**

**Ridgeway School Governor – Cllr Greenway  
Youth and Community Centre – Cllr Grundy  
Staffordshire Playing Field Association – Cllr Taylor**

**Chair suggested the Council to engage with more outside bodies.**

**Noted.**

**6. Approval of the minutes of 17 April 2024**

**The minutes of the Parish Council Meeting held on 17 April 2024 was approved as true record.**

**Noted.**

**7. Matters Arising**

Cllr Taylor reported that she has been in touch with PSCO Deryn regarding the anti-social bike riding along Paviers Road. **Chair suggested this to be an agenda item for next meeting.**

**Noted**

**8. Chairman's Announcements**

Nil.

**Noted**

**9. County/District/Police Reports**

Councillor J Silvester-Hall (LDC)

Cllr Silvester-Hall advised that the Planning Officer for 24/00359/COU has confirmed to put forward an objection.

Cllr Silvester-Hall updated that the meeting date for Leisure Greenway has been confirmed and representatives from HPC are informed.

She also shared that Cllr Mike Wilcox (Cabinet Member for Climate Change at LDC) is working on a habitat haven project and asks if HPC would be interested in nominating a plot of land for no-mow. HPC shall indicate the interest to Cllr Silvester-Hall.

Cllr Silvester-Hall updated that they are seeking community to voice out their comments towards the racing on Burntwood Bypass.

She also updated that the Debenhams MSCP at Lichfield will be closed from 28<sup>th</sup> May onwards.

(Cllr J Silvester-Hall left the meeting at 7.30pm)

**Noted.**

## **10. Planning Applications**

No discussion as there was no planning application pending Council's input.

**Noted**

## **11. Speedwatch**

30mph repeater at Hospital Road: No update as per Cllr Taylor. Chair said she will email SCC to follow up.

SID damage: Since there is still no reply from the contractor for free installation, **the Council has reached out to LDC for a quotation as per agreement from the last meeting.**

SID batteries: Three quotations were presented to the Council for 2x replacement SID batteries. The Council first resolved to purchase batteries from online (total £102.85 include VAT and carriage), but then was doubtful if fitting in batteries from online will invalidate the remaining warranty (approx. 1-2 years) of the SID. **The Council then resolved again to have Cllr King to check with the SID supplier on warranty terms and conditions.**

**Noted**

## **12. Highways and Footpaths**

Depth gauge at the bridge on Hall Lane: A ticket has been raised to SCC but was told they are looking at how to fund the installation. **Cllr Taylor and Cllr King will bring this request up at the Leisure Greenway Project meeting.**

Meerash Lane Flooding: Dye test done by STW and confirmed that the drains beneath the green doesn't belong to STW.

Request to put resident's sign on Council's fingerpost: A mock-up was presented to the Council. **The Council has no objection towards the request, except taking out the "little man" (footpath icon) from the sign.**

**Noted**

### **13. Parks and Open Spaces**

#### Oakfield Park new equipment

Councillors discussed about funding while Cllr King suggested the Council to work out a plan first before looking at funding. **Chair requested Cllr Taylor and Cllr King to meet separately. On the other hand, the Council is awaiting a quotation from LDC regarding installing goal posts.**

Disclaimer to footpath near Ridgeway School: Chair will further amend the draft and pass to LDC for next step.

Entry gate at Oakfield Park: A resident reported that the soil dip at the wide-open gate has resulted in his mobility scooter impassable. **The Council resolved to ask LDC to top up the soil on the concerned entrance.**

Brick wall on Warren Road: The representative from the property next to the brick wall has agreed to repair the wall if they can place the wall on the property deed. The Council regarded the brick wall as a "fence" of the property, so has no objection for the property owner to place the wall on their deed if it hasn't already been on.

**Noted**

### **14. To approve Standing Orders**

**The Council resolved to approve the Standing Orders for 2024/25.**

### **15. To approve Financial Regulations**

NALC has released a new model template of Financial Regulations just a week before the meeting. **The Council decided to postpone the approval to June to allow time to study the new document.**

### **16. To approve Risk Register**

**The Council resolved to approve the Risk Register for 2024/25.**

### **17. Moving Council related emails and website to Gov.uk domain and website update**

The Council had approved the move at the cost of £200.00 per year at the last meeting. The Clerk reported that she was told the quotation was indeed not for Gov.uk domain package when she tried to confirm the service. The vendor has apologised for the confusion and had offer discount to the new quote. The Clerk presented the new discounted quotations (£290.00 first year with rebate from CDDO, then 390.00 per subsequent year).

Cllr Mears commented that the new quotation is quite costly and questioned what platform the emails will be on. **The Clerk to check with the vendor and report at the next meeting.**

**Noted**

#### **18. Best Kept Village Competition (BKVC)**

Cllr Taylor and Cllr Grundy reported on the first meeting of BKVC and was praised well done by councillors. **The meeting identified engaging residents and community as the priority, so they have decided to deliver flyers to the community with the support from Jack and Donna. The Clerk has reminded the flyer must be reviewed by the Council before finalizing.**

The committee will next meet on 5<sup>th</sup> July and a village boundary will be concluded by then.

**Noted.**

#### **19. Correspondence Report**

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

- P.C.C. has been in touch to update that their representatives will submit the churchyard transfer documents to HPC at June meeting instead of May.
- WCAVA advised the charge per payslip will increase from £5.50 to £6.00 from 1<sup>st</sup> June 2024.
- A letter was received from Royal British Legion thanking the Council's donation of £30.00 last month.
- The King's Portrait was received and passed on to Hammerwich WI for display at the hall.
- Request to strim footpath #16 received. Council agreed to put in request to the farmer.
- The owner of Brooklyn Farm has replied that they will contact contractors to cut the hedges on Highfields Road and Wharf Lane after the nesting time.
- Request received from a resident to cut footpath #18 where junction with footpaths #19 & #20. Cllr King suggested the Clerk to ask for photo to know exactly where the resident is referring to.
- Cllr L Leung from LDC shared a Councillor £300.00 Funding information available for community to apply. Councillors asked the Clerk to forward the information

to various organisations within the parish (Gardening Guild, WI, Scouts, Bowling Club, BW Dragons).

- Latest training courses released by SPCA. The Council resolved to fund the following training:
  - o Councillors Fundamentals (£30.00 each): for new councillors Cllr Ubhie, Cllr Preece and Cllr Thomas
  - o Explore Chairmanship (£75.00 each): Cllr Greenway, Cllr King and Cllr Taylor
  - o Clerk’s Knowledge (£75.00 each): The Clerk
  
- The final recommendation regarding future electoral arrangements for SCC has been published.
- A complaint letter regarding Cllr Mears was received from a Hammerwich resident and read out at the meeting. The Clerk was asked to forward the email to full council. Chair said the information has been shared to Monitoring Officer at LDC and it is up to him to decide if any further action or investigation. Cllr Taylor said she objected to the complaint as she regarded Cllr Mears a vey good asset to the council.

**Noted**

(Meeting reached 2 hours and the Council has resolved to extend the meeting to 9.20pm.)

**20. Accounts for payment**

The statements for the Business Current Account and Savings Account as at 30/04/2024 were £51,818.74 and £8,470.31 respectively.

Councillors are asked to approve the following accounts for payment:

	<b>Cost</b>	<b>VAT</b>	<b>Invoice No</b>	<b>BACS Ref# / Cheque Number</b>
Clerks Wages – May	£661.21	-	-	BACS #296467522
Clerk’s expense (phone top-up)	£10.00	£1.67	FLX 92180	BACS #191677408
WCAVA – payroll fee May	£5.50	£1.10	4640	BACS #196306555
Hammerwich WI Hall - venue hire for April	£38.50	-	428	BACS #840887873
LDC – Bins emptying	£2,966.49	£494.41	M0075977304	BACS

				#774400311
Grant to Hammerwich Gardening Guild	£200.00	-	-	BACS #671792966

The Parish Council are asked to note the following income:

Source	Amount	Reference
HMRC VAT reclaim	£2,371.28	Claim for November to March 2023/24 (XDV126000101290)

**The accounts for payment were approved.**

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

**Noted**

## **21. Public Participation**

Nil.

**Noted**

## **22. Items for consideration at future meetings**

- Churchyard transfer
- Explore transfer of Hammerwich Green to Meerash Lane
- Drain clearance

Meeting closed at 9.24pm