

Hammerwich Parish Council Minutes

18 September 2024

Date: 18th September 2024 (Wednesday)

Time: 7:00pm

Venue: WI Hall, Hammerwich

In attendance:

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

Also in attendance:

Councillor David Smith from Staffordshire County Council (SCC)

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

4 Members of the Public

Clerk:

Vivien Wang

1. Apologies for Absence

Apologies were received from Cllr Mears.

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.

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

Noted

3. Approval of Minutes of Meetings held on 17 July 2024

The minutes of the Parish Council Meeting held on 17 July 2024 was approved unanimously as true record after resolution.

Noted.

4. Matters Arising

Nil

Noted

5. Chairman's Announcements

Chair reported that Cllr Taylor and herself had attended the funeral of Mr. Brian Adshead, the Secretary of Staffordshire Playing Field Association, who had sadly passed away in summer.

Noted

6. County/District/Police Reports

Councillor D Smith (SCC)

1. Cllr Smith reported that LDC has been deployed a house building target which may pose impacts to the village and greenbelt lands. He suggested HPC to renew its neighbourhood plan (NP) with conformity to LDC Local Plan, so that the updated NP of HPC can be taken into consideration in planning applications.

Chair asked whether the buffer greenbelt between Lichfield District and Black Country from year 2018 still exists. Cllr Smith replied that it still exists as per his understanding, however, it may be subject to change now.

In response to the NPPF consultation, Cllr Silvester-Hall suggested residents to put in a collective response to LDC to reflect their views.

2. Cllr Smith commented that planning application 24/00360/ADV (Starbucks project) was approved without a traffic plan, hence Cllr Silvester-Hall and himself are pushing for a traffic plan requesting Starbucks to pay for or contribute to the improvement of traffic management.
3. Cllr Smith also apologised on behalf of SCC Highways, for they have been unable to deliver a promised investigation report on Meerash Lane flooding after many months due to staffing problem.

(Cllr D Smith left the meeting at 7.34pm)

Cllr J Silvester-Hall (LDC)

1. Cllr Silvester-Hall updated that a Public Space Protection Order has been proceeded to tackle the racing on Burntwood Bypass.

2. She also shared there was a review of polling station location but there's no proposed change for Hammerwich.
3. Updates on fly tipping prosecution and Recycling for Good campaign have been shared.
4. Cllr Silvester-Hall said she will encourage Police to share report with Parish Councils.

Noted.

(Cllr J Silvester-Hall left the meeting at 7.40pm)

7. Planning Applications

24/00818/CLE - The Nursery Bungalow, Overton Lane: Councillors don't think sufficient evidence has been supplied, so the Council will request a site meeting with the Planning Officer.

24/00885/FUH – The Council has no objection.

Noted

8. Speedwatch

SID damage & batteries: Cllr King and a volunteer with Electric Mechanical Engineer background (who is also the partner to Cllr Taylor) have repaired the faulty SIDs and all SIDs now are working normally. **Councillors agreed to put numbering stickers on each SIDs for easy identification in the future. The Clerk will provide numbering details to Cllr King.**

Noted

9. Highways and Footpaths

Depth gauge at the bridge on Hall Lane: Job completed. **Cllr Thomas and Cllr Preece to send pictures to Clerk for record.**

Clearance of drains: Cllr Wasdell had a site meeting with Burntwood Roadsweepers and concluded it's more appropriate to use a jet vac gully emptier to clear the drains from the junction of Meerash Lane/Overton Lane towards Hall Lane, Burntwood Road, Copsy Nook Lane, Hall Lane.

This machine will be on a full day hire plus tipping cost; the job amounts to £1,000.00 ex-VAT. The contractor suggests clearing the drains only after the leave-fall finish in end November. **The Council resolved unanimously to hire the drain clearance services at a cost of £1,000.00 and asked the Clerk to book a date with the contractor.**

Flooding on Meerash Lane: Cllr Ubhie declared an interest on this earlier and did not participate in the discussion. **Other Councillors discussed the quotations obtained over half a year ago and resolved unanimously to hire Burntwood Roadsweepers to clear the blockages and re-line the pipes, provided that 2 years warranty is provided. The approved cost is £9,825.00 (ex-VAT). The Council had asked the Clerk to place the order.**

Noted

10. Parks and Open Spaces

Oakfield Park new equipment

- 1) **Football pitch**: Councillors discussed about marking a 5x5 football pitch. The Clerk updated that the insurance company had confirmed the football pitch is covered in the public liability of the existing policy. Cllr King updated that local business Collis is willing to sponsor the goal post.

Standing Order was then removed to allow Mr. Danan, the representative from Burntwood Dragons Football Club, to speak. Mr. Danan said that the Club is willing to re-mark the pitch for HPC in the future.

Councillors then discussed and resolved to ask LDC to mark the pitch for the first time at a cost of £180.00 ex-VAT (future remarking supported by Burntwood Dragon FC), and to install the free goal post supplied by Collis at cost £250.00 ex-VAT.

Vote Outcome: For: 8

Against: 0

Abstentions: 1

- 2) **Play/Gym equipment**: Cllr Taylor updated that a few equipment options have been explored, and she will seek advice from LDC and then apply for funding. Cllr Grundy asked if there is any equipment for small kids. Cllr King and Cllr Taylor said they will submit a full presentation to full council at later stage.

Fence and trees at Mansion Drive

Two trees need felling at the park at Mansion Drive, but the cost quoted from LDC was quite significant. A second quotation on tree removal has been presented to the Council but the prices are as high as the first quotation. Councillors agreed to postpone the topic to next meeting while Cllr Ubhie takes time to approach residents for voluntary help.

Transfer of The Green

The Clerk reported that she has approached LDC for guidance on adoption of the piece of land on Meerash Lane.

Complaints from residents on hedge/ivy overgrown

- 1) Ivy on Gorseway: Councillors agreed to ask LDC to quote for the removal of the ivy.
- 2) Lawnswood Ave/Crane Drive: Cllr King will have a site visit and report the outcome to Council.

ROSPA play area inspection report

The Council has received ROSPA reports; follow-up repairs are needed for the Hospital Road play area. Standing Order was removed, and Mr. Danan from Burntwood Dragons FC reported to the Council that all repairs are actioned and completed by the Club, and he will share report to HPC. Regarding Council's financial support to the repair, Chair will send the HPC grant application form to Mr. Danan after meeting.

Dog exercise equipment at The Triangle

Cllr King proposed to install a dog exercise course at The Triangle which is heavily used by dog walkers. The material cost is £41.00 and can be installed by volunteers. No insurance is deemed needed for the exercise course material due to the minimal cost involved.

Chair raised an amendment to include checking with insurance company on public liability coverage before project go-ahead. **The Council then voted and resolved to purchase the equipment at £41.00 provided that the public liability is covered in existing insurance policy.**

Vote Outcome: For: 7

Against: 1

Abstentions: 1

Noted

11. Best Kept Village Competition (BKVC)

Noticeboard: The Council discussed about setting up a Council owned noticeboard but then dropped the idea because the Council doesn't own any property to put the board. **Councillors agreed to continue using the boards at WI Hall and Community Centre for necessary communications.**

Island at Hall Lane: The island has been out of maintenance due to its location at a sharp bend of a road. **Chair reported that she has approached SCC Highways to concrete the island but was told that there is electric cable on the island. She is waiting for the engineering department of SCC Highways to further advise.** She also updated that LDC GM team will move the bin to the church carpark.

Boundary of BKVC: Councillors asked where the boundary of the BKVC is. **Cllr Taylor agreed to map out the boundary and submit to full council before they next meet for BKVC on 27th September.**

Visit of head judge from BKVC: Cllr Taylor said the head judge from BKVC would like to visit HPC in October and will invite someone to share experience to HPC.

Noted.

(Meeting reached 9.00pm and the Council has resolved to extend the meeting to 9.10pm.)

12. Set-up of Employment Committee

The Council agreed to set-up an Employment Committee to handle the pay increase, appraisal and other staff related matters. **After discussion, the Council decided to have Cllr J Smith, Cllr Wasdell and Cllr Grundy in the committee, and Cllr Smith will chair the team.**

Noted

13. Correspondence Report

(Meeting reached 9.10pm and the Council has resolved again to extend the meeting to 9.20pm.)

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

- 1) A response from Burntwood Action Group (BAG) regarding National Planning Policy Framework (NPPF) has been received. **The response also covers Hammerwich, which Councillors reviewed and resolved to agree on including Hammerwich in their response.**

Vote Outcome: For: 6

Against: 1

Abstentions: 2

- 2) Chair and Cllr King have also drafted up an official HPC response for NPPF and a copy has been distributed to each of the attending councillors. **Councillors are asked to read carefully and feedback to the Clerk by Monday 23rd September. The Clerk will then submit HPC response on behalf.**
- 3) Draft Neighbourhood Plan (NP) from Shenstone PC has been presented to full council, the Council will discuss at the October meeting if any comments. Meanwhile, **Chair said she will check with the former consultant, who helped formulated the existing HPC NP, whether he can handle the NP renewal. The Clerk will also ask Shenstone PC on their contacts of NP update.**

- 4) The Council has received a changing room alternation request from Burntwood Dragon FC. Further discussion of this was postponed to agenda #15 to involve the representative from the Club.
- 5) The Council has received a freedom of information request from Stirling Holmes through LDC in August, checking on how many call-in requests did HPC raise for household planning applications in the past 5 years. The information has been provided to LDC accordingly.
- 6) A resident is interested in co-opting as HPC Councillor, and she is present at this meeting as a member of the public.
- 7) The resurface work has been completed at the entrance of the Oakfield Park, which is now safe and easy for mobility scooters to gain access.
- 8) The Unity Trust Bank has informed the Council that the service fee will now be charged monthly instead of quarterly. The Bank also advised that the interest rate for HPC's savings account will be reduced by 0.15% from November onwards.

Noted

14. Accounts for payment

The statements for the Business Current Account and Savings Account as at 31/08/2024 were £44,714.86 and £8,528.38 respectively.

Councillors are asked to approve the following accounts for payment:

	Cost	VAT	Invoice No	BACS Ref# / Cheque Number
Clerks Wages – September	£592.81	-	-	BACS # 604840735
WCAVA – payroll fee August and September	£14.40	£2.40	4825 (Aug, £7.20) 4887 (Sep, £7.20)	BACS # 729025173
Hammerwich WI Hall - venue hire for July	£38.50	-	455	BACS # 528146600
Playsafety Limited – ROSPA inspection	£244.80	£40.80	82454	BACS # 615916578
Staffordshire Parish Council Association (SPCA)	£576.00	£96.00	SI-1608 (£90.00) SI-1614 (£270.00)	BACS # 795731678

– various training fees			SI-1640 (£216.00)	
Shelley Signs – depth gauge	£288.00	£48.00	26478	BACS #616579976
Mr. D Hiley – footpath clearance	£250.00	-	100	Cheque #300003

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

15. Public Participation

- 1) The Council discussed about the changing room alternation proposal while the representative from Burntwood Dragon FC is present. The proposal intended to convert part of the changing area to a meeting area, food preparation area and kitchen, from which some internal structural alternations will be involved; and external structural works will involve new door and window openings. **Councillors resolved unanimously in support of the alternation. The Clerk will inform the Club to work out a detailed plan and CAD drawings for next step discussion.**

Further to that, Chair has raised her concern on parking on Copsy Nook Lane during match days. Cars are parked along the road and sometimes extended really close to the residents' properties. Mr. Danan promised to pass on the message to the Club for improvement.

- 2) A representative from St. John the Baptist Church was present to submit an extract of churchyard inspection report to HPC. The church was advised the correspondence address of HPC and said they will submit the completed form to HPC shortly.

Noted

16. Items for consideration at future meetings

Nil

Meeting closed at 9.28pm