

# MINUTES OF THE ANNUAL MEETING OF WIGGINTON AND HOPWAS PARISH COUNCIL

held on Thursday 6<sup>th</sup> May 2021 at 7.15pm virtually via Zoom.

**Present:** Cllr. D. Shirtliff (Chair), Cllr. C. Croft, Cllr. A. Moore, Cllr. J. Shirtliff, Cllr. K. Stevens.

**Guests in Attendance:** District Councillor David Leytham

**Public in Attendance:** 1

**Minute Taker & Clerk:** Kate Clover, clerk@wiggintonandhopwas.co.uk

**21/001. Election of Chairman for the ensuing year** Cllr. D. Shirtliff was nominated by Cllr. Moore, seconded by Cllr. Croft, and appointed as Chair for the forthcoming year. The declaration of office to be signed at the next available opportunity.

**21/002. Appointment of Vice Chairman for the ensuing year** Cllr. C. Croft was nominated by Cllr. Moore and seconded by Cllr. D. Shirtliff and was appointed as vice-chair.

**21/003. Apologies:** None

**21/004. Public Participation:** Resident shared a screen of part of the document called 'A biodiversity audit of the Tame and Trent river valleys in Staffordshire' which referenced Comberford within the document and spoke about raising the water levels. The Parish Council were not aware of this document, the resident would forward to the Clerk and the Council would consider the document and if necessary, put on a future agenda.

**21/005. Declarations of Interest and Dispensations:** None

**21/006. Minutes:** It was RESOLVED that the Minutes of the Parish Council meeting held on Thursday 1<sup>st</sup> April 2021 be confirmed as a correct record – physical signature to be collected at the next available opportunity.

**21/007. Reports from County and District Councillors if present:** LDC have approximately £1 million in strategic CIL funds, if spending is not allocated to projects the County Council may look to claim this money back. Any infrastructure suggestions the council may want to consider with the Parish CIL funds it may be worth approaching LDC if they are interested in a joint project.

**21/008. Reports from Chairman, Councillors and Clerk:**

- a) Cllr. J. Shirtliff attended training yesterday which she found interesting, the concluding session next week should go into more depth.
- b) Cllr. Moore reported an assault that occurred between pupils at Rawletts School that appeared on social media, he had approached the school for comment, but felt the response was not satisfactory. Clerk to write to the academy trust / governing body on behalf of the Parish Council to see that protocols are in place for incidents like this and seek reassurance that these have been followed. Clerk added that reports on social media indicate some youths in Hopwas had set fire to some sheds in another incident and police had dealt with the matter.
- c) JPAG guidance updated to include details on the importance of secure emails and GOV.UK domains. Clerk will clarify with auditor and other Parish Councils whether this is mandatory or good practice.

**21/009. Planning:**

a) To consider new application/s:

Reference	Address	Details	W&H comment	LDC decision
<a href="#">21/00351/FUL</a>	Land Adjacent Ayrshire Barn Arkall Farm Ashby Road Tamworth Staffordshire B79 0AA	Erection of a detached dwelling and garage and associated works	Objection based upon WHC3 of Neighbourhood Plan – full comment to be drafted by Clerk for email approval by Council by 15 <sup>th</sup> May	

b) To report decisions on previous applications:

Reference	Address	Details	W&H comment	LDC decision
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<a href="#">21/00618/FUH</a>	17 Two Trees Close Hopwas Tamworth Staffordshire B78 3BG	Erection of a single storey rear kitchen & dining extension	No objections	Pending Consideration
<a href="#">21/00441/FUH</a>	Camellia Cottage 15 Nursery Lane Hopwas Tamworth Staffordshire B78 3AS	Erection of single storey side and front extension	No objections	Pending Consideration
<a href="#">21/00473/FUH</a>	New Brookside Cottage Manor Lane Comberford Tamworth Staffordshire B79 9BQ	Single storey extensions to side and two storey extension to side, conversion of garage and installation of 4no roof lights	No objections	Pending Consideration
<a href="#">21/00380/FUL</a>	Post Office Farm House Syerscote Lane Wigginton Tamworth Staffordshire B79 9DX	Section 73: Variation of condition 8 (Occupation) of application 19/01024/FUH relating to the use of accommodation as ancillary only	Recommend refusal: Condition remains valid due to parking and highway issues outlined in the Neighbourhood Plan (policy W4) and the Local Plan Strategy (policy BE1 & ST1 & core policies 3&5) the site plan regarding parking is not workable & the bus service in Wigginton ceased in 2017/18. Full comments available on the LDC website.	Pending Consideration
<a href="#">21/00440/TRCA</a>	71 Hints Road Hopwas Tamworth Staffordshire B78 3AB	Removal of 1 No. Holly (T1)	None	Decided – Conservation Area Works Notice Issued
<a href="#">21/00370/FUH</a>	Long Mynd Lichfield Road Hopwas Tamworth Staffordshire B78 3AG	Erection of rear first floor bedroom extension.	None	Pending Consideration
<a href="#">L.19/12 M/D MOU1</a>	Rawlett Community Sports College Comberford Road Tamworth Staffordshire B79 9AA	Modification to Memorandum of Understanding (MoU) in connection with planning permission L.19/12 relating to off-site highway works	None	Pending Consideration
<a href="#">21/00398/TRCA</a>	Waterside Bungalow Lichfield Road Hopwas Tamworth Staffordshire B78 3AE	4 Metre crown lift to 2no Lombardy Poplar (T1 and T2) and 3 metre crown lift to 4no Sycamores (T3 - T6 inclusive)	None	Decided - Conservation Area Works Notice Issued
<a href="#">14/00516/DSCH16</a>	Arkall Farm Ashby Road Tamworth Staffordshire	Discharge of Condition 44 (Housing Mix) of permission 14/00516/OUTMEI.	None	Decided - Approve
<a href="#">21/00396/PNC</a>	Rawlett Community Sports College Comberford Road Tamworth Staffordshire B79 9AA	Prior Notification: Installation of roof mounted solar PV panels with a system capacity of 189kwp, including all associated ancillary infrastructure	None	No longer on planning portal – Decision Unknown
<a href="#">14/00516/DSCH13</a>	Arkall Farm Ashby Road Tamworth Staffordshire	Approval of details under a S106 planning obligation relating to paragraphs 2 and 3 of Schedule 3	None	Pending Consideration
<a href="#">21/00335/FUL</a>	Comberford Lodge Farm Manor Lane Comberford Tamworth Staffordshire B79 9BQ	Erection of a wall and gates	None	Decided - Approve
<a href="#">20/00908/REMM</a>	Arkall Farm (Phase 1B) Ashby Road Tamworth Staffordshire	Application for approval of Reserved Matters for appearance, layout, scale and landscaping of 120 plots and associated works	None	Decided - Approve
<a href="#">20/01649/FUH</a>	Oak Tree Manor 34 Nursery Lane Hopwas Tamworth Staffordshire B78 3AS	Conversion of existing garage and extension forming a new garage with accommodation above	Consideration to be given to Highway restrictions for construction access	Pending Consideration
<a href="#">20/00772/REMM</a>	Arkall Farm Ashby Road Tamworth Staffordshire	Reserved Matters application relating to application 14/00516/OUTMEI for the provision of public open space for Phase 2 in the central area of the site including details of access, appearance, scale, layout and landscaping		Pending Consideration
<a href="#">20/00629/OUT</a>	Silver Birches Syerscote Lane Wigginton Tamworth Staffordshire B79 9ER	Outline application for the erection of up to 9no dwellings (all matters reserved)	The Parish Council consider the highway unsafe for construction traffic to safely manoeuvre and a strong likelihood of obstruction and difficulties to local residents especially during school drop off / pick up times construction work should ideally be mindful of the proximity to the school and plan accordingly. Longer term the exit from silver birches onto Syerscote lane is on a right-hand bend and could be hazardous for the residents, given the proximity to the Arkall Farm development could access through Arkall Farm be considered / negotiated for this estate and entrance to Syerscote Lane be closed off to protect Syerscote	Pending Consideration

			Lane from additional pressures the two developments will bring to the village.	
<a href="#">20/00339/REMM</a>	Arkall Farm (Phase 1) Ashby Road Tamworth Staffordshire	Application for approval of Reserved Matters for appearance, layout, scale and landscaping of 15 plots and associated works		Pending Consideration
<a href="#">20/00338/REMM</a>	Arkall Farm (Phase 1) Ashby Road Tamworth Staffordshire	Application for approval of Reserved Matters for appearance, layout, scale and landscaping of 180 plots and associated works		Decided - Approve
<a href="#">18/00840/OUTMEI</a>	Land North Of Browns Lane Tamworth Staffordshire	Outline application for up to 210 dwellings, public open space, landscaping, sustainable urban drainage, access, and associated infrastructure. (All matters reserved except access).	This land is not on the SLA for either the existing LDC plan or the new emerging review for 2018-2040. The site is not within the policies of the Wigginton and Hopwas Neighbourhood plan despite their report suggesting that it create no coalescence with Tamworth. The land shows evidence of Medieval farming which would be lost. The Planning enquiry into the Arkle Farm site came to the conclusion that the that development of 1000 houses would put undue and unacceptable pressure on the local infrastructure and required a measured development. This proposed development would simply add to the problems. If accepted it would look like a way of bypassing the conditions laid out the inspector's report. It is obvious to residents that there is already extreme pressure on schools' medical facilities and highways. This will only be increased with the developments already approved despite the improvements proposed.	Pending Consideration

**21/010. General Maintenance:** Dog Waste Bags arrived, Defib pads ordered, Clerk has chased for delivery. A. Robey will endeavour to repair bus shelters this month, another contractor will give an insurance valuation and an estimate for repairs if A. Robey is unable to repair. Noticeboard in Hopwas cleaned and holly trimmed back, Bird Repellent Spikes have been taken from the top of swings at HPF, Clerk to order replacements (plastic as metal ones had been assessed as a risk on play area report, Cllr Moore suggested affixing with metal cable ties to deter theft)

**21/011. Syerscote Lane litter:** Littering issues and the addition of a bin at the railway bridge on Syerscote Lane were discussed. The consensus was that littering was caused via car users hanging around at the bridge and that the addition of a litter bin was unlikely to solve the issue. Instances of littering, drug use (including Nitrous Oxide canisters) were to be reported via 101 once discovered to enable police to see a pattern of when they could likely catch perpetrators. The bench is a much-appreciated rest stop for walkers and it was agreed that these users took their litter home. Thanks were expressed to local volunteers who have been clearing this site.

**21/012. Newsletter:** Thanks were expressed to the Clerk for her time compiling the newsletter. Some minor editing and an additional article regarding a local public footpath application were needed. It was agreed that these edits would be carried out by the Clerk in conjunction with Cllr. Croft and RESOLVED for the printing and distribution to be arranged as soon as practicable based upon the costs previously minuted. Seeking volunteers for distribution and donations for local advertisements towards production costs would be considered for future editions, the frequency of which will depend on public demand and relevant news items.

**21/013. Policies:** A minor drafting amendment to the Scheme of Delegation to the Clerk to add a review date was proposed by Cllr. Stevens, Cllr. D Shirtliff proposed the adoption of this policy with the amendment, and this was APPROVED nem con.

**21/014. Asset Register:** The amendments to the asset register, including insurance valuations were APPROVED

**21/015. Insurance:** The revised sums insured and the insurance renewal for 1<sup>st</sup> June 2021 were APPROVED

**21/016. Correspondence:** Cllr. White had e-mailed with an update regarding Wigginton Cottage, a bin store was being constructed to remove bins from the pavement but it was recognised that this may not solve the issue of overflowing bins, the residents parking problems were also noted however no immediate solution is available to resolve this; SCC legal dept. had contacted the council to see if we have any documentary evidence to support or refute an application for an alleged public footpath between A51 Lichfield Rd and the B5404 Plantation Lane starting along our border but based in Swinfen and Packington Parish. Clerk will include article within newsletter and post to website and social media to see if residents hold any information regarding this, historical records belonging to the PC are archived at Staffordshire County Records Office. This application can be viewed on the Modification Application Register on the SCC website (Application LH629G); LDC have advised £2,063.65 in CIL money is due to the parish council now, an indication had been given of the significant CIL monies due to the Parish Council from the Arkall Farm development upon site commencement works, Councillors to speak with residents to form project ideas and further discussion will be on the agenda in future meetings.

**21/017. Internal Auditors report for year ending 31<sup>st</sup> March 2021 and appoint the Internal Auditor:** The Internal Auditors Report for 2020/21 was APPROVED and it was agreed to appoint Alan Toplis Associates as the Internal Auditors for 2021/22

**21/018. Annual Governance Statement for the year ending 31<sup>st</sup> March 2021:** The Annual Governance Statement for 2020/21 was APPROVED

**21/019. Accounting Statements for the year ending 31<sup>st</sup> March 2021:** The Accounting Statements for 2020/21 were APPROVED

**21/020. Accounts for Payment:** RESOLVED to approve the bank reconciliation to the end of April, internal transfer of £3,000 and in principal approve payment of the accounts overleaf, due to an oversight invoices had not been sent to Councillors prior to the meeting, Councillors responsible for approving payments on Unity Trust will check these figures against the invoices and in case of any amendments these will be corrected by the clerk under the delegation scheme and noted at the next meeting :-

<b>Payment Schedule</b>	<b>April - PAID</b>					
EON	H19AB3F407	Lighting		£ 9.59	£ 0.48	<b>£ 10.07</b>
						<i>£ 10.07</i>
<b>Payment Schedule</b>	<b>May - to pay</b>					
Ms K Clover	April	Salary / Expenses		£ 709.36	£ 28.34	<b>£ 737.70</b>
HMRC	April	PAYE		£ 114.40		<b>£ 114.40</b>
NEST	April	Pensions	DD	£ 97.20		<b>£ 97.20</b>
A.Robey	April	HPF Repairs		£ 50.00		<b>£ 50.00</b>
M&BG	75850	HPF grass		£ 120.83	£ 24.17	<b>£ 145.00</b>
A.Cox	1724	Wigginton		£ 90.00		<b>£ 90.00</b>
						<i>£ 1,234.30</i>

**21/021. Items for next meeting.** Updates to Code of Conduct (awaiting LDC adoption / model code); Working Parties

**21/022. Date time & venue of future meetings.**

No June meeting  
 Thursday 1<sup>st</sup> July 2021, 7:15pm, St Leonards School, Wigginton booked provisionally, subject to review mid-June  
 No August meeting  
 Thursday 2<sup>nd</sup> September 2021 7:15pm, venue TBC

There being no further business the Chairman declared the meeting closed at 21:36

..... Signed ..... Date