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## NOTICE OF THE ANNUAL MEETING OF WIGGINTON & HOPWAS PARISH COUNCIL

To be held at Thomas Barnes Primary School, Hopwas, at 7:15pm on Thursday 5<sup>th</sup> May 2022

*Member of the public and the press are welcome to attend*

28<sup>th</sup> April 2022

Dear Councillor,

You are summoned to attend the Annual meeting of Wigginton and Hopwas Parish Council to be held at Thomas Barnes Primary School, Hopwas at **7:15pm on Thursday 5<sup>th</sup> May 2022** at which the following business will be transacted. Any Councillor unable to attend should forward their apologies either to the Clerk or the Chairman.

If you have any queries regarding the above information, please do not hesitate to contact me.

*K Clover*  
Kate Clover  
Parish Clerk

### AGENDA

**22/001. Election of Chair for the ensuing year (& declaration of acceptance of office as chair)**

**22/002. Appointment of Vice Chair for the ensuing year**

**22/003. Apologies:** To receive and approve reasons for absence.

**22/004. Public participation:** The meeting to adjourn for up to 15 minutes to allow for public participation. Residents are invited to give their views and question the Parish Council on issues on this agenda or raise issues for future consideration at the discretion of the Chairman. *Members of the public wishing to raise issues which are not on the agenda should notify the Clerk, members of the Public may not take part in the Council Meeting itself. You are requested to send your comments to the Clerk by midday on the day of the meeting.*

**22/005. Declarations of Interest and Dispensations:** To receive Declarations of Interests and consider any grant of dispensations of which written notice has been received by the Clerk.

**22/006. Prospective Councillor presentation/s:** Prospective Councillor/s to briefly introduce themselves to the Council.

**22/007. Co-option:** To consider application/s for co-option to the Council.

**22/008. Declaration of acceptance:** Successful applicant to sign Declaration of Acceptance of Office form before the Clerk

**22/009. Minutes:** To approve the minutes of the Parish Council meeting held on 3<sup>rd</sup> March 2022 (**APPENDIX 1**)

**22/010. Reports from County and District Councillors** (for information only) **if present:**

**22/011. Reports from the Chair, Councillors and Clerk** (for information only): Cllr Loxton report (**APPENDIX 2a**) Clerk report (**APPENDIX 2b**)

**22/012. Planning:**

- a) To consider new application/s: None received
- b) To report decisions on previous applications:

Reference	Address	Details	W&H comment	LDC decision
<a href="#">22/00513/FUL</a>	The Old Crown 120 Main Road Wigginton Tamworth Staffordshire B79 9DW	Retention of existing outdoor bar to rear		Pending Consideration
<a href="#">22/00477/FUH</a>	The Sharratts School Lane Hopwas Tamworth Staffordshire B78 3AD	Conversion of garage to create additional living space		Pending Consideration
<a href="#">22/00286/FUH</a>	Wigginton Fields Farm Main Road Wigginton Tamworth Staffordshire B79 9LH	Erection of detached garage and stores	None	Pending Consideration
<a href="#">22/00370/FUL</a>	Aviemore 45 Nursery Lane Hopwas Tamworth Staffordshire B78 3AS	Demolition of existing buildings and outbuildings and erection of 7No detached dwellings, with associated garages, access and landscaping	<a href="#">22_00370_FUL-WIGGINTON AND HOPWAS PARISH COUNCIL-770797.pdf (lichfielddc.gov.uk)</a>	Pending Consideration
<a href="#">22/00150/ADV</a>	Arkall Farm Ashby Road Tamworth Staffordshire	Installation of 2No advertising boards	None	Decided - Approve
<a href="#">22/00023/FUH</a>	Rose Cottage Lichfield Road Hopwas Tamworth Staffordshire B78 3AE	Erection of single storey extension to rear and side and detached double garage with car port	None	Decided - Approve
<a href="#">21/01277/FUL</a>	17 Nursery Lane Hopwas Tamworth Staffordshire B78 3AS	Variation of condition 2 (Approved Plans) of permission 20/00313/COU relating to minor alterations to front gable and windows added	None	Decided - Approve
<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 Lane from additional pressures the two developments will bring to the village. <a href="#">Consultee Comments for Planning Application 20/00629/OUT (lichfielddc.gov.uk)</a>	Pending Consideration
<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. <a href="#">Consultee Comments for Planning Application 18/00840/OUTMEI (lichfielddc.gov.uk)</a>	Pending Consideration

**22/013. Dog Waste Bin Petition – Dunstall Lane** – To consider petition received to install a Dog Waste Bin on Dunstall Lane

**22/014. Boundary Fence Damage – Hopwas Playing Field** – To discuss complaint regarding further damage to the boundary fence between Hopwas Playing Field and the complainants garden and consider whether the Parish Council can take any further steps to alleviate this issue.

**22/015. Tree Protection Orders** – To discuss and confirm the Parish Council's remit regarding Tree Protection Orders (TPO's) and consider whether the Parish Council still wish to pursue potential TPO's from LDC first discussed in 2018/19.

**22/016. Grant Application** – To consider a grant application from Hopwas Gardening Club

**22/017. General Maintenance:**

- a) To provide an update on outstanding maintenance items
- b) To consider any other small items of general maintenance (including new combination padlock for HPF Field Gate)

**22/017. Committees, Working Groups and Representation**

- a) To confirm the Parish Council do not currently have any Committees or Sub-Committees
- b) To confirm Cllr Huw Loxton as Council representative for the Hints Quarry Liaison Group

- c) To confirm Cllr Croft as representative on the Community Infrastructure Levy Fund Working Group
- d) To review the Working Party Terms of Reference & the CIL Working Party Terms of Reference

**22/018. GOV.UK Domain & centralised email** – To consider obtaining a gov.uk domain and centralised email addresses for Councillors. (**APPENDIX 3**)

**22/019. Policies:**

- a) To review, consider and approve revisions to the Standing Orders (**APPENDIX 4a**)
- b) To review the Training Policy (**APPENDIX 4b**)
- c) To ratify that all Council policies have been reviewed within the last 12 months and that the Council are satisfied with current review arrangements for all items under Standing Order 5 (j)

**22/020. Correspondence:** Details of any other correspondence to be noted (**APPENDIX 5**)

**21/021. Financial matters:**

- a) To note that the 2021/22 NJC National Salary award was implemented with effect from 1<sup>st</sup> April 2021.
- b) To approve the regular payments for 2022/23 in the table below:

Supplier	Description	Net Amount	Vat	Frequency	Invoiced
Staffing	Salary, PAYE, NI, Pension	*CONFIDENTIAL	*	Monthly	Basic salaries, statutory payments, agreed expenses and pension contributions to be paid by 7 <sup>th</sup> of each month
HP Instant Ink	Printer Ink	£3.74	£0.75	Monthly	Monthly (reimbursed to Clerk)
Microsoft 365	Software	£9.40	£1.88	Monthly	Monthly (reimbursed to Clerk)
M&BG	HPF Grass Cutting	£120.83	£24.17	Monthly	Monthly (12 months)
A. Robey	HPF inspections	£12.50	-	Weekly	Monthly
A. Robey	HPF Repairs	Various	-	Ad-hoc	Additional Repairs as required based upon weekly inspections and discussed / agreed with Clerk
A. Cox	St John's Grass Cutting	£30.00		Fortnightly	Fortnightly (April-Oct)
A. Cox	Wigginton Grass Cutting	£100.00		Monthly	Monthly (April-Oct)
Unity Trust	Bank Charges	£18		Quarterly	End of Quarter
SCC	Room Hire	£30.00	£6.00		Every other month (plus ad-hoc meetings if required)
St Leonards	Room Hire	£30.00	-		Every other month (plus ad-hoc meetings if required)
Npower	Church Lane Lighting	£12.00 approx.	£1 approx.	Quarterly	Npower took over from EON in Dec 2021, small charge for street lighting on Church Lane plus small annual maintenance fee for lamppost.

- c) To review Council / Clerk Subscriptions to outside bodies; SLCC, SPCA, ICO
- d) To approve the current asset register including land assets (**APPENDIX 6a**)
- e) To confirm arrangements for insurance cover in respect of all insurable risks and to approve the insurance quotation received.
- f) To approve the revised payment schedule for March and payment schedules for Late March /April/May and the accounts and bank reconciliations to 31<sup>st</sup> March 2022 and 25<sup>th</sup> April 2022 (**APPENDICES 6b, 6c & 6d**)

**22/022. Items for next meeting.** Community Flood Plan, Newsletter.

**22/023. Date, time & venue of meetings for 2022/23.**

- a) **Parish Assembly** - Date, Time & Venue TBC – Annual Meeting of the Parish Assembly (to be held by 1<sup>st</sup> June)
- b) **Parish Council** - Date, Time & Venue TBC (Extraordinary Meeting to approve the AGAR before 30<sup>th</sup> June)
  - Thursday 7<sup>th</sup> July 2022, 7:15 pm, St Leonard's C of E School, Wigginton
  - Thursday 8<sup>th</sup> September 2022, 7:15 pm, Thomas Barnes County Primary School, Hopwas
  - Thursday 3<sup>rd</sup> November 2022, 7:15 pm, St Leonard's C of E School, Wigginton
  - Thursday 12<sup>th</sup> January 2023, 7:15 pm, Thomas Barnes County Primary School, Hopwas
  - Thursday 2<sup>nd</sup> March 2023, 7:15pm, St Leonard's C of E School, Wigginton
  - Thursday 11<sup>th</sup> May 2023, 7:15pm, Thomas Barnes County Primary School, Hopwas