

MINUTES OF THE MEETING OF WIGGINTON AND HOPWAS PARISH COUNCIL

held on Thursday 5th May 2022 at 7.15pm at Thomas Barnes School, Hopwas.

Present: Cllr C. Croft, Cllr. H. Loxton, Cllr. A Moore, Cllr. D Shirtliff (Cllr C. Booker from item 22/008)

Guests in Attendance: 0

Public in Attendance: 1

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

22/001. Election of Chair for the ensuing year (& declaration of acceptance of office as chair) Cllr. C. Croft was nominated by Cllr. D. Shirtliff, seconded by Cllr. A. Moore, and unanimously appointed as Chair for the forthcoming year. The declaration of office was signed before the Clerk.

22/002. Appointment of Vice Chair for the ensuing year Cllr. A. Moore was nominated by Cllr. C. Croft and seconded by Cllr. D. Shirtliff and was unanimously appointed as vice-chair

22/003. Apologies: Cllr. J. Shirtliff, Cllr. K. Stevens.

22/004. Public participation: None

22/005. Declarations of Interest and Dispensations: None

22/006. Prospective Councillor presentation/s: Claire Booker introduced herself to the Council and would like to make a positive contribution to the Community.

22/007. Co-option: It was proposed by Cllr C. Croft and seconded by Cllr A. Moore to co-opt Claire Booker to the Parish Council, this was RESOLVED unanimously.

22/008. Declaration of acceptance: Cllr C. Booker signed the declaration of acceptance of office before the Clerk.

22/009. Minutes: Cllr Loxton proposed an amendment under item 21/093 to remove the word blue (before bin) it was RESOLVED that with this amendment the Minutes of the Parish Council meeting held on Thursday 3rd March 2022 having been circulated, be confirmed, and signed as a correct record.

22/010. Reports from County and District Councillors (for information only) if present: District Cllr D Leytham had sent his apologies due to a conflicting meeting at LDC this evening.

22/011. Reports from the Chair, Councillors and Clerk (for information only): Cllr Loxton's report was noted (Appendix 2a), Cllr Moore advised that for the last few weeks residents were not having bin collections from LDC on the usual day, Clerk to contact LDC / District Cllr Leytham to see whether any route changes may have contributed to this. SCC have not repaired the pavement on Tollgate Lane, Clerk to chase. The Clerk's report was noted (Appendix 2b) further updates provided to the report, A51/Red Lion Footpath – SCC have now cleared the debris and re-opened path – kissing gate is still in need of repair or to be removed by SCC. Clerk fed back a resident's views on keeping the gate against the accessibility of HPF. Parish Council felt gate could be removed by SCC for accessibility reasons and the path made good, this could be re-visited in the future should issues occur. CIL funding confirmed LDC, CIL Annual Reporting Form completed for 2021/22 signed by Chair. Parking letters for Wigginton discussed under 21/076 produced and Chair will arrange deliver of these.

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
22/00513/FUL	The Old Crown 120 Main Road Wigginton Tamworth Staffordshire B79 9DW	Retention of existing outdoor bar to rear	None	Pending Consideration
22/00477/FUH	The Sharratts School Lane Hopwas Tamworth Staffordshire B78 3AD	Conversion of garage to create additional living space	Consultee Comments for Planning Application 22/00477/FUH (lichfielddc.gov.uk)	Pending Consideration
22/00286/FUH	Wigginton Fields Farm Main Road Wigginton	Erection of detached garage and stores	None	Pending Consideration

	Tamworth Staffordshire B79 9LH			
22/00370/FUL	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	22_00370_FUL- WIGGINTON_AND_HOPWAS_PARISH_COUNCIL-770797.pdf (lichfielddc.gov.uk)	Pending Consideration
22/00150/ADV	Arkall Farm Ashby Road Tamworth Staffordshire	Installation of 2No advertising boards	None	Decided - Approve
22/00023/FUH	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
21/01277/FUL	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
20/00629/OUT	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. Consultee Comments for Planning Application 20/00629/OUT (lichfielddc.gov.uk)	Pending Consideration
18/00840/OUTMEI	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. Consultee Comments for Planning Application 18/00840/OUTMEI (lichfielddc.gov.uk)	Pending Consideration

22/013. Dog Waste Bin Petition – Dunstall Lane – This matter was considered previously in April 2021 and during monitoring no evidence of excessive dog waste was found. The small number of signatories from the parish suggest that a lack of waste disposal at this site is not of concern to residents. Parish Council will continue regular monitoring of this area.

22/014. Boundary Fence Damage – Hopwas Playing Field – Complaint received regarding trespassing and damage to boundary fence due to footballers. Goalposts were removed from HPF at the end of April which may alleviate this issue, no further action to be taken at this time. Clerk to advise resident to contact police to report any criminal damage or anti-social behaviour occurs.

22/015. Tree Protection Orders – Tree Protection Orders (TPO's) are the responsibility of LDC, any residents who wish to seek specific TPO's in the Parish should contact LDC directly. The Neighbourhood Plan policy WHC2 states we will aim to retain trees and hedges where possible, Cllr Croft & Cllr Booker would like to give further thought to how this may be achieved. It was RESOLVED for the Clerk to suspend any further action on TPO's until the Parish Council can discuss this matter further.

22/016. Grant Application – It was RESOLVED to award a £220 grant donation to Hopwas Gardening Club. The Council expressed thanks and gratitude to the Club's volunteers and their significant contribution to the village of Hopwas.

22/017. General Maintenance:

- a) SBT Landscapes have removed the goalposts at HPF and have started repairs to HPF. Cllr Croft would help Clerk with monitoring the progress of this work. Alan Robey has spread the new bark at HPF and replaced bird deterrent spikes with cable ties as per the annual inspection report. Clerk to ask A. Robey to add more cable ties and cut shorter to increase the effectiveness. Traffic Technology are still to quote for the repair of the Speed Indicator Device, LDC have confirmed that CIL Funds can be used for the repair costs. Defibrillator pads fitted and new spare pads in Hopwas Defib.
- b) Combination padlock for HPF Field Gate has seized. Clerk to purchase a replacement.

22/017. Committees, Working Groups and Representation

- a) It was noted that the Parish Council do not have any Committees or Sub-Committees
- b) It was RESOLVED that Cllr Huw Loxton is the nominated Council representative for the Hints Quarry Liaison Group
- c) It was RESOLVED that Cllr Croft be appointed to the Community Infrastructure Levy Fund Working Group
- d) It was noted that the Working Party Terms of Reference & the CIL Working Party Terms of Reference had been reviewed and no amendments were necessary.

22/018. GOV.UK Domain & centralised email – It was RESOLVED to purchase a gov.uk domain and Microsoft 365 Business Basics for Councillors to provide centralised email addresses for Councillors.

22/019. Policies:

- a) It was RESOLVED to adopt the amended Standing Orders and the Scheme of Delegation to the Clerk
- b) It was RESOLVED to adopt the amended Training Policy.
- c) It was noted 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) The Council will re-assess the frequency that policies and procedures are to be reviewed.

22/020. Correspondence: The Correspondence from Appendix 5 was noted. Since the agenda the following had been received: 2nd May - SPCA Bulletin 2nd May, 3rd May - SCC – Get set for Ironman 70.3 Staffordshire 2022 – My Staffordshire Monthly Newsletter – May, 5th May - Cloudy IT – Free webinars for Councils in May, Rural Services Network Rural Funding Digest – May 2022, Public Sector Executive – Building a data driven culture webinar. A resident had emailed Clerk requesting Council consider additional hedging in CMG & tree planting in Comberford.

21/021. Financial matters:

- a) It was noted that the 2021/22 NJC National Salary award was implemented with effect from 1st April 2021.
- b) It was RESOLVED 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 th 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 4 months (plus ad-hoc meetings if required)
St Leonards	Room Hire	£30.00	-		Every 4 months (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) It was RESOLVED to continue subscriptions to SLCC, SPCA & ICO
- d) It was RESOLVED to approve the asset register to 31st March 2022 including land assets
- e) It was RESOLVED to accept the insurance renewal documents and quotation from 1st June 2022.
- f) It was RESOLVED to approve the revised payment schedule for March and payment schedules for Late March/April/May Cllr Croft & Cllr D Shirliff to authorise payments on Unity Trust. It was RESOLVED to approve the accounts and bank reconciliations to 31st March 2022 and 25th April 2022.

3rd March Payment Schedule	REVISED PAYMENTS 2021/22 PAY AWARD		PAID			
Ms K Clover	February	Salary / Expenses		£ 683.89	£ 2.46	£ 686.35
HMRC	February	PAYE		£ 164.38		£ 164.38
NEST	February	Pensions	DD	£ 120.18	£ -	£ 120.18
						£ 970.91
Late March Payment Schedule	PAID					
CMG Trust		Donation - Refurbishment		£ 2,750.00	£ -	£ 2,750.00
A. Robey	March	HPF Inspections		£ 50.00	£ -	£ 50.00
A. Cox	2074	St John's Churchyard		£ 30.00	£ -	£ 30.00

SCC	1000082420	Room Hire		£ 60.00	£ 12.00	£ 72.00
A. Cox	2102	Wigginton Grass Cutting		£ 100.00	£ -	£ 100.00
Playbark	45758	HPF Repairs		£ 165.83	£ 33.17	£ 199.00
SPCA	SI-766	Subscriptions		£ 299.72	£ -	£ 299.72
SPCA	SI-811	Training		£ 30.00	£ -	£ 30.00
MB&G	83916	HPF grass cutting		£ 120.83	£ 24.17	£ 145.00
Unity Trust	March	Bank Charges		£ 18.00	£ -	£ 18.00
						£ 3,693.72
April Payment Schedule	PAID					
Staffing Costs	March	Salaries, PAYE & Pensions		£ 757.04		£ 757.04
Expenses	March	Homeworking Allowance & Travel		£ 41.30		£ 41.30
HP Instant Ink	21.03.22	Stationery, Stamps, Toner		£ 2.91	£ 0.58	£ 3.49
Microsoft 365		IT		£ 9.40	£ 1.88	£ 11.28
Co-op	Stamps	Stationery, Stamps, Toner		£ 7.92		£ 7.92
						£ 821.03
May Payment Schedule	To Pay					
A. Cox	2108	St John's Churchyard		£ 30.00		£ 30.00
A. Cox	2134	St John's Churchyard		£ 30.00		£ 30.00
A. Cox	2143	Wigginton Grass Cutting		£ 100.00		£ 100.00
Traffic Technology Ltd	DT6510	CIL Funds		£ 312.50	£ 62.50	£ 375.00
A. Robey	April	HPF Inspection				£ -
MB&G	84616	HPF Grass Cutting		£ 120.83	£ 24.17	£ 145.00
Staffing Costs	April	Salaries, PAYE & Pensions		£ 757.04		£ 757.04
Expenses	April	Homeworking Allowance & Travel		£ 34.55		£ 34.55
HP Instant Ink - Clerk	21.04.22	Stationery		£ 3.74	£ 0.75	£ 4.49
Microsoft 365 - Clerk		IT		£ 9.40	£ 1.88	£ 11.28
123 Reg - Clerk		Domain Renewal		£ 11.99	£ 2.40	£ 14.39
WEL Medical - Clerk	20425	Defib Spares		£ 39.95	£ 7.99	£ 47.94
Gallagher	496624829	Insurance		£ 1,281.39	£ -	£ 1,281.39
						£ 2,831.08

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

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

a) **Parish Assembly**

- b) **Parish Council -** Thursday 26th May 2022, 7:15pm & Thomas Barnes County Primary School, Hopwas (Extraordinary Meeting to approve the AGAR before 30th June)
Thursday 7th July 2022, 7:15 pm, St Leonard's C of E School, Wigginton
Thursday 8th September 2022, 7:15 pm, Thomas Barnes County Primary School, Hopwas
Thursday 3rd November 2022, 7:15 pm, St Leonard's C of E School, Wigginton
Thursday 12th January 2023, 7:15 pm, Thomas Barnes County Primary School, Hopwas
Thursday 2nd March 2023, 7:15pm, St Leonard's C of E School, Wigginton
Thursday 11th May 2023, 7:15pm, Thomas Barnes County Primary School, Hopwas

There being no further business the Chairman declared the meeting closed at 21:15

..... Signed Date