

# MINUTES OF THE MEETING OF WIGGINTON AND HOPWAS PARISH COUNCIL

held on Thursday 7<sup>th</sup> July 2022 at 7.15pm at St Leonard's C of E School, Wigginton.

**Present:** Cllr. A. Moore (Chair), Cllr. C. Booker, Cllr. H. Loxton, Cllr. D. Shirtliff.

**Guests in Attendance:** District Cllr D. Leytham.

**Public in Attendance:** 0

**Minute Taker & Clerk:** Kate Clover, clerk@wiggintonandhopwas-pc.gov.uk

**22/033. Apologies:** Cllr. C Croft sent her apologies. Cllr. K. Stevens apologised due to ill health, it was RESOLVED unanimously to approve the reason for absence and grant Cllr Stevens a dispensation from attending meetings of the council for a further six-month period.

**22/034. Public Participation:** None

**22/035. Declarations of Interest and Dispensations:** None

**22/036. Minutes:** It was RESOLVED that the Minutes of the Parish Council meeting held on Thursday 5<sup>th</sup> May 2022 and the Minutes of the Extraordinary Parish Council meeting held on Thursday 26<sup>th</sup> May 2022, having been circulated, be confirmed, and signed as a correct record.

**22/037. Reports from County and District Councillors (for information only) if present:** Independent review panel recommends for LDC to increase their member allowances by 10%, this equates to £9 on average. Community Governance Review – Draft proposal is for Wigginton & Hopwas Parish Council to remain unchanged. LDC Planning Department processes and personnel have been reviewed. District Cllr. Leytham enquired as to how the recycling and bin collection service had been. The Council felt things had improved since the last meeting and residents had got used to using the new bags / bins and collection dates had settled in Comberford.

**22/038. Reports from Chairman, Councillors and Clerk (for information only):** The Clerks report (Appendix 2 was noted) A resident had contacted the Clerk prior to the meeting re: missing Speed Indicator Device (advised this will be back from repair on 13<sup>th</sup> July), a request for grass cutting contractor to help maintain flower beds at the War Memorial if the grass has been cut when he arrives. The resident also queried the 'in post' parcel lockers next to the Old Crown Pub, District Cllr Leytham and the Clerk will look into whether this has or needs planning permission given they are within a conservation area. Cllr C. Booker commented on the A513 lay-by Comberford Road and advised she felt this layby was very well used by delivery drivers as a rest stop and by school parents for a drop off point to Rawletts and felt it should not close, however it would benefit from tidying up. Clerk will contact County & District Cllr White with this update. Cllr C. Booker & Cllr H. Loxton went on a tour of Hints Quarry which they found insightful and particular enjoyed the variety of wildlife the quarry is home to. Cllr H. Loxton mentioned the anti-social behaviour at Hopwas Woods which had been brought to the Parish Councils attention and Tarmac were aware of this and taking measures to tackle this issue. Cllr C. Croft & Cllr H. Loxton walked from Wigginton to Comberford to see the play tower repairs at Comberford Millennium Green. The repairs have been done to a high standard. There was disappointed that some of the public footpaths aren't clearly signposted. Cllr H. Loxton has seen that Hammerwich Parish Council have some new timber fingerposts with QR codes which bring up maps of walks in the Parish, he would look into this further to see if a similar project could be proposed here. Cllr J Shirtliff has sadly resigned from the Parish Council, thanks were given by the Council and Clerk for her time serving the community in her role as Parish Councillor.

**22/039. Planning:**

a) To consider new application/s:

Reference	Address	Details	W&H comment	LDC decision
<a href="#">22/00885/FULM</a>	Land Adj Coton Farm Coton Lane Coton Green Tamworth Staffordshire	Variation of condition 2 (Approved Plans) of permission 19/00259/FULM relating to modifications to the apartment blocks (plots 49-78), site layout and location of bike / bin stores (plots 49-56 and 63-70)	None	Pending Consideration

b) To report decisions on previous applications:

Reference	Address	Details	W&H comment	LDC decision
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<a href="#">22/00830/FUH</a>	The Poplars 2 Lichfield Road Hopwas Tamworth Staffordshire B78 3AF	Erection of single storey rear extension	None	Pending Consideration
<a href="#">22/00782/FUH</a>	The Woodfields Main Road Wigginton Tamworth Staffordshire B79 9DN	Erection of ancillary residential annex	None	Pending Consideration
<a href="#">22/00777/FUH</a>	1 Lichfield Crescent Hopwas Tamworth Staffordshire B78 3AJ	Demolition of existing conservatory and erection of single storey rear extension	None	Pending Consideration
<a href="#">22/00726/FUL</a>	Cobwebs Lichfield Road Hopwas Tamworth Staffordshire B78 3AE	Retention of septic tank	None	Decided - Refuse
<a href="#">22/00513/FUL</a>	The Old Crown 120 Main Road Wigginton Tamworth Staffordshire B79 9DW	Retention of existing outdoor bar to rear	None	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	<a href="#">Consultee Comments for Planning Application 22/00477/FUH (lichfielddc.gov.uk)</a>	Decided - Approve
<a href="#">22/00286/FUH</a>	Wigginton Fields Farm Main Road Wigginton Tamworth Staffordshire B79 9LH	Erection of detached garage and stores	None	Decided - Refuse
<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="#">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

- c) **Pre-consultation re: upgrade to existing radio base station, Wigginton** – There was a general consensus that more reliable and capable mobile phone and internet connections would be a positive attribute for a rural village. More people are now working from home and rely on the internet to do so. Clerk had previously been approached by residents at the beginning of the pandemic regarding schemes to improve internet speeds in the area. The location for the base station is away from the existing residential properties and should cause minimal detriment to the character and views of the area.
- d) **Hints Quarry Liaison Committee** – The minutes of the Hints Quarry Liaison Committee Meeting on 6<sup>th</sup> April 2022 were noted.

#### 22/040. General Maintenance:

- SBT Landscapes were due to commence the repair and refurbishment work to Hopwas Playing Field (HPF) on Saturday 16<sup>th</sup> July.
- Traffic Technology due to re-install the vehicle activated sign on Wednesday 13<sup>th</sup> July and will also provide training on data collection which Cllr Croft will attend. Clerk to advise Councillors what time the training will be so they may attend if possible
- Clerk corresponding with Jackson's regarding replacement of latch for play area gate at HPF.
- Contact details on noticeboards, website and play park signage will need to be updated in due course.

**22/041. Policies:**

- The Equality and Diversity Policy has been reviewed and no changes were required. It was RESOLVED to set a review date of July 2025
- It was RESOLVED to update the contact details for the Chair and Clerk within the Complaints Policy, no further changes were required.
- It was RESOLVED to adopt the dealing with abusive, persistent or vexatious, complaints or complainants policy and a review date of July 2025 was set.

**22/042. Correspondence:**

- Yew Tree – Comberford – Comments from Members of the Public were noted. It was agreed an attempt to ‘count the rings’ of the old yew tree would be a good exercise to carry out if possible.
- Pavement Assess – Hints Road / Nursery Lane, Hopwas. No further action to be taken, Clerk to advise resident.
- Public Liability Insurance Certificate 2022/23 for A. Cox - Noted
- The items for Information sent to Councillors via email between meetings (APPENDIX 5) were noted.

**22/043. Financial matters:**

- It was RESOLVED to approve the payment schedule from 5th May, June and July, and the accounts and bank reconciliation to 30th June 2022.

<b>May Payment Schedule</b>	<b>after 5th May</b>	<b>PAID</b>			
A. Robey	April	HPF Inspection	£ 79.24		£ 79.24
Argos (Reimbursement to Clerk)		Shredder	£ 24.99		£ 24.99
Hopwas Garden Club		Grant	£ 220.00		£ 220.00
					£ 324.23
<b>June Payment Schedule</b>	<b>PAID</b>				
Staffing Costs		Salaries, PAYE & Pensions	£ 757.04		£ 757.04
Expenses		Homeworking Allowance & Travel	£ 56.60		£ 56.60
HP Instant Ink		Stationery, Stamps, Toner	£ 3.74	£ 0.75	£ 4.49
Microsoft 365	E0700I4QO	IT	£ 9.40	£ 1.88	£ 11.28
Toplis Associates Ltd	1237	Audit Fees	£ 161.60	£ 32.32	£ 193.92
MB&G	85314	HPF Grass Cutting	£ 120.83	£ 24.17	£ 145.00
A. Robey	May	HPF Inspections	£ 50.00		£ 50.00
A. Cox	2164	St John's Churchyard	£ 30.00		£ 30.00
A. Cox	2196	St John's Churchyard	£ 30.00	£ -	£ 30.00
A. Cox	2198	Wigginton	£ 100.00	£ -	£ 100.00
SBT Landscaping		HPF Repairs	£ 250.00	£ -	£ 250.00
HCI Data Ltd	WEB14641		£ 119.00	£ 23.80	£ 142.80
Lichfield District Council	M0075908519		£ 1,319.76	£ 263.96	£ 1,583.72
A. Cox	2217	St John's Churchyard	£ 30.00	£ -	£ 30.00
					£ 3,384.85
<b>July Payment Schedule</b>	<b>To Pay</b>				
Staffs County Council	1000087570	Room Hire	£ 60.00	£ 12.00	£ 72.00
A. Robey	June	HPF Inspections	£ 56.25		£ 56.25
A. Cox	2243	St John's Churchyard	£ 30.00	£ -	£ 30.00
A. Cox	2255	Wigginton Grass Cutting	£ 100.00	£ -	£ 100.00
M&BG	85983	HPF Grass Cutting	£ 120.83	£24.17	£ 145.00
Staffing Costs		Salaries, PAYE & Pensions	£ 757.04		£ 757.04
Expenses		Homeworking Allowance & Travel	£ 43.10		£ 43.10
HP Instant Ink - Clerk		Stationery	£ 3.74	£ 0.75	£ 4.49
Microsoft 365 - Clerk		IT	£ 40.90	£ 8.18	£ 49.08
					£ 1256.96

- To consider the following transfers to & from earmarked reserves
  - It was RESOLVED to ringfence the CIL income of £11,083.80 into the CIL Fund
  - It was RESOLVED to move £5,000 into the Asset Replacement fund
  - It was RESOLVED to confirm the payment of £312.50 to Traffic Technology on 10<sup>th</sup> May be taken from the CIL Fund
  - It was RESOLVED to confirm the payment of £250 to SBT Landscaping on 31<sup>st</sup> May be taken from the HPF Repairs Fund
- The Q1 Budget Monitoring Report was noted.

**22/044. Items for next meeting.** Community Engagement Policy

**22/045. Date, time & venue of future meetings.**

- 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

**22/046. Closed Session:** It was RESOLVED to move into a closed session and exclude the public and press, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, due to the commercial or sensitive nature of business to be discussed for item 22/047.

**22/047. Operation London Bridge:** The draft protocol for Operation London Bridge was updated, the Clerk will continue to liaise with LDC and local schools and churches to finalise the document.

There being no further business the Chairman declared the meeting closed at 20:34

..... Signed

..... Date