



Parish Clerk - Kate Clover
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NOTICE OF THE ANNUAL MEETING OF WIGGINTON & HOPWAS PARISH COUNCIL

To be held at Thomas Barnes County Primary School, Hopwas, at 7:15pm on Wednesday 17th May 2023

Member of the public and the press are welcome to attend

12th May 2023

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 **Wednesday 17th May 2023** 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

- 1. Election of Chair for the ensuing year:** including Declaration of Acceptance of the Office of Chair
- 2. Appointment of Vice Chair for the ensuing year:**
- 3. Declaration of Acceptance of Office:** Declaration of Acceptance of Office forms to be signed before the Clerk for all Councillors
- 4. Apologies:** To receive and approve reasons for absence.
- 5. 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.*
- 6. Declarations of Interest and Dispensations:** To receive Declarations of Interests and consider grant of dispensations of which written notice has been received by the Clerk.
- 7. Minutes:** To approve the minutes of the Parish Council meeting held on 2nd March 2023 (**APPENDIX 1**)
- 8. Reports from County and District Councillors** (for information only) **if present:**
- 9. Reports from Chairman and Councillors** (for information only):
- 10. Clerk Report** (for information only) (**APPENDIX 2**):
- 11. Planning:**
 - a) To consider new application/s:

Reference	Address	Details	W&H comment	LDC decision
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23/00468/LBC	1 Hints Road Hopwas Tamworth Staffordshire B78 3AB	Installation of wall insulation to reception room and reinstatement of cornice and removal of kitchen wall		
23/00467/FUH	23 Arkall Avenue Tamworth Staffordshire B79 0GA	Conversion of garage to form habitable space		
23/00348/FULMEI	Dunnimere Farm, Portway Lane, Harlaston, Tamworth	Erection of a 3no poultry growing and rearing units including silos a rural workers dwelling with detached garage and all associated works		

b) To report decisions on previous applications:

Reference	Address	Details	W&H comment	LDC decision
23/00428/S73	Land Adj To Ashby Road Tamworth Staffordshire B79 0BY	Application under Section 73 of the 1990 Town and Country Planning Act to vary condition 24 of permission 14/00516/OUTMEI relating to Monitor and Manage Mitigation Strategy		
23/00384/FUH	Beechcroft Lichfield Road Hopwas Tamworth Staffordshire B78 3AG	Erection of rear extension, external balconies and loft conversion with internal remodelling to suit.	None	Pending Consideration
23/00058/FUH	Shepherds Standing Lichfield Road Hopwas Tamworth Staffordshire B78 3AN	Two storey rear extension and conversion of attic space and associated works	None	Decided - Approved
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).	Consultee Comments for Planning Application 18/00840/OUTMEI (lichfielddc.gov.uk)	Pending Consideration
22/00998/FULM	Arkall Farm, Ashby Road, Tamworth, Staffordshire	Erection of a 66 bedroom care home for older people (Use Class C2) with associated access, parking and landscaping.	None	Pending Consideration
22/00885/FULM	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	Decided - Approved
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

12. Playing Field – To consider approving a request from Thomas Barnes County Primary School to use Hopwas Playing Field for their sports day event/s, school to be responsible for risk assessments and public liability insurance for any event/s.

13. Website Hosting: To approve a provider to host the Parish Council website (**APPENDIX 3**)

14. General Maintenance

- a) To consider quotations for play area repairs
- b) To consider quotations for Grounds Maintenance contract

15. Committees, Working Groups and Representation:

- a) To confirm the Parish Council do not currently have any Committees or Sub-Committees
- b) To consider the appointment of any new committee (in accordance with Standing Order 4) if applicable
- c) To confirm the Working Party Terms of Reference & the CIL Working Party Terms of Reference have been reviewed as appropriate (**APPENDIX 4a & 4b**)
- d) To appoint a representative/s to the Community Infrastructure Levy Fund Working Group

- e) To appoint a Council representative to the Hints Quarry Liaison Group and arrangements for reporting back to the Council

16. Policies:

- a) To review and adopt Standing Orders (**APPENDIX 5a**)
 b) To ratify the Financial Regulations reviewed in March 2023 (**APPENDIX 5b**)
 c) To ratify the Code of Conduct reviewed in January 2023 (**APPENDIX 5c**)
 d) To review and adopt the Scheme of Delegation to the Clerk (**APPENDIX 5d**)
 e) To review the Training Policy (**APPENDIX 5e**)
 f) To ratify remaining policies which have all been reviewed within the past twelve months and approve the review dates set for these in accordance with the document review tracker (**APPENDIX 5f**)

17. General Power of Competence: To consider whether the Council meet the eligibility criteria set out in the (General Power of Competence) (Prescribed Conditions) Order 2012 to exercise the General Power of Competence in accordance with the Localism Act 2011.

18. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

- a) To review the contract with LDC for bin emptying
 b) To review the contract with M&BG for grass cutting
 c) To review the contract with Andy Cox for grass cutting
 d) To review the contract with Alan Robey for handyman services
 e) To review the subscriptions paid to:
 i. Staffordshire Parish Council Association (including National Association of Local Councils)
 ii. Society of Local Council Clerks

19. Financial matters:

- a) To approve the payment schedule for March / April & May and an internal transfer of £6000 to the Current Account (**APPENDIX 6a**)

Late March Payment Schedule PAID						
A. Robey	February	HPF Inspections	BACs	£ 50.00	£ -	£ 50.00
M & BG	91653	HPF Grass Cutting	BACs	£ 120.83	£ 24.17	£ 145.00
A. Cox	2475	St John's Churchyard	BACs	£ 30.00	£ -	£ 30.00
NBB Recycled Furniture	Picnic Bench	CIL Funds	BACs	£ 500.00	£ 100.00	£ 600.00
Earth Anchors	27780	CIL Funds	BACs	£ 101.50	£ 20.30	£ 121.80
A. Cox	2480	Wigginton Grass Cutting	BACs	£ 100.00	£ -	£ 100.00
SPCA	SI 1126	Subscriptions	BACs	£ 321.12	£ -	£ 321.12
Sovereign	Feb/Mar	HPF Inspections	DD	£ 40.34	£ 8.06	£ 48.40
Sovereign	Feb/Mar	CMG Inspections	DD	£ 40.34	£ 8.06	£ 48.40
Unity Trust	Q4	Bank Charges	DD	£ 18.00	£ -	£ 18.00
		Subtotal - late March		£ 1,322.13	£ 160.59	£ 1,482.72
April / May Payment Schedule PAID						
Staffing Costs	CONFIDENTIAL CASHBOOK	Staffing Costs	BACS	£ 984.87	£ -	£ 984.87
Expenses		Homeworking Allowance & Travel	BACS	£ 26.00	£ -	£ 26.00
Microsoft 365 - Clerk	E0700MSEPW/BWL	IT	BACS	£ 31.90	£ 6.38	£ 38.28
St Leonards	0072	Room Hire	BACS	£ 30.00	£ -	£ 30.00
A. Robey	March	HPF Inspections	BACS	£ 50.00	£ -	£ 50.00
Traffic Technology	DT6888	CIL Funding		£ 363.00	£ 72.60	£ 435.60
Staffing Costs	CONFIDENTIAL CASHBOOK	Staffing Costs		£ 879.46		£ 879.46
Expenses		Homeworking Allowance & Travel	BACS	£ 26.00	£ -	£ 26.00
Home Bargains - Clerk	Paper Ream	Stationery	BACS	£ 6.00	£ -	£ 6.00

Microsoft 365 - Clerk	E0700N6M3F/SGY	IT	BACS	£ 31.90	£ 6.38	£ 38.28
		Subtotal April/May		£ 2,429.13	£ 85.36	£ 2,514.49
May / June Payment Schedule TO PAY						
A. Cox	2512	St Johns Grass Cutting	BACS	£ 30.00	£ -	£ 30.00
A. Cox	2542	Wigginton Grass Cutting	BACS	£ 100.00	£ -	£ 100.00
A. Cox	2560	St Johns Grass Cutting	BACS	£ 30.00	£ -	£ 30.00
A. Robey	April	HPF Inspections	BACS	£ 62.50	£ -	£ 62.50
Kim Squires Internal Audit Services	23/14	Audit Fees	BACS	£ 146.75	£ -	£ 146.75
Staffing Costs	CONFIDENTIAL CASHBOOK	Staffing Costs	BACS	£ 662.60	£ -	£ 662.60
M&BG	92374	HPF Grass Cutting	BACS	£120.83	£ 24.17	£ 145.00
M&BG	93052	HPF Grass Cutting	BACS	£120.83	£ 24.17	£ 145.00
		Subtotal May / June		£ 1,273.51	£ 48.34	£ 1,321.85
						£ 5,319.06

- b) To approve the 2022-23 accounts and bank reconciliation to 31st March 2023 (**APPENDIX 6b**)
- c) To approve the 2023-24 accounts and bank reconciliation to 12th May 2023 (**APPENDIX 6c**)
- d) To review the inventory of land and other assets including buildings and office equipment (**APPENDIX 6d**)
- e) To note the receipt of CIL Funds totalling £37,092.44 and confirm this is to be held in the CIL Fund Earmarked Reserves.
- f) To approve the CIL Annual Statement for 2022/23 (**APPENDIX 6e**)
- g) To approve the regular payment list for 2023/24 (**APPENDIX 6f**)

20. Update Bank Mandate: To approve the removal of Huw Loxton, Alan Moore, David Shirtliff and Keith Stevens from the bank mandate and the addition of George Calcott, John Harper, Daniel Maycock, Gordon Moore, James Nicholson-Roberts and Robert Pritchard to the Unity Trust Bank Mandate.

21. Internal Auditors report for year ending 31st March 2023 and appoint the Internal Auditor for 2023/24: To approve the Internal Auditors Report for 2022/23 and appoint an Internal Auditor for 2023/24. (**APPENDIX 7**)

22. Annual Governance Statement for the year ending 31st March 2023: To answer the following questions (yes, no or n/a) and to approve the governance statement for 2022/23 (**APPENDIX 8**)

*'Yes' means that this authority

1. **We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.** **Prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. **We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.** **Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. **We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.** **Has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. **We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.** **During the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. **We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.** ** Considered and documented the financial and other risks it faces and dealt with them properly.*

6. **We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.** ** Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. **We took appropriate action on all matters raised in reports from internal and external audit.** ** Responded to matters brought to its attention by internal and external audit.*
8. **We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.** ** Disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
9. **Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.** ** Has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts*

23. Accounting Statements for the year ending 31st March 2023: To approve the Accounting Statements for 2022/23.
(APPENDIX 9)

24. Details of the arrangements for the exercise of public rights: To note the date of announcement and the period of public rights set by the Clerk / RFO (APPENDIX 10)

25. Insurance:

- a) Confirmation of arrangements for insurance cover in respect of all insurable risks;
- b) To approve insurance policy and associated costs from 1st June 2023

26. Items for next meeting.

27. Date, time & venue of Parish Council meetings for 2023/24.

Thursday 6th July 2023, 7:15 pm, St Leonard's C of E School, Wigginton

Thursday 7th September 2023, 7:15 pm, Thomas Barnes County Primary School, Hopwas

Thursday 2nd November 2023, 7:15 pm, St Leonard's C of E School, Wigginton

Thursday 11th January 2024, 7:15 pm, Thomas Barnes County Primary School, Hopwas

Thursday 7th March 2024, 7:15pm, St Leonard's C of E School, Wigginton

Thursday 2nd May 2024, 7:15pm, Thomas Barnes County Primary School, Hopwas

28. Date, time & venue for the Annual Assembly of the Parish Meeting.

To consider a date, time and venue for the Annual Assembly of the Parish Meeting (before 1st June)