

MINUTES OF THE MEETING OF WIGGINTON AND HOPWAS PARISH COUNCIL

held on Thursday 2nd March 2023 at 7.15pm at St Leonard's C of E School, Wigginton.

Present: Cllr. C. Croft (Chair), Cllr. H. Loxton, Cllr. D. Shirtliff.

Guests in Attendance: District Cllr. D. Leytham from item 22/100.

Public in Attendance: 2

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

22/091. Apologies: Cllr. A. Moore had sent his apologies due to work commitments. Cllr K Stevens.

22/092. Public Participation: Resident requested the Parish Council consider the purchase of some weed killer, seed and fertiliser treatment to improve the condition of the grass triangle in Wigginton surrounding the war memorial under general maintenance. Resident also mentioned his disappointment that the Parcel Locker application had been approved by Lichfield District Council, he was advised that the Parish Council had raised objections to its location regarding highway safety and to protect the visual amenity of the street scene in the conservation area and had requested the parcel lockers were relocated towards the rear of the building however the Parish Council are only a consultee and the District make the final decision as the Local Planning Authority. A member of the public asked about the Parish Council, how to understand the responsibilities of the various tiers of local government and the types of queries he could raise in the public participation session. He was advised that the best time to approach the Council with a query is whenever the query occurs, Councillor contact information is on the noticeboards in the Parish and on our website www.wiggintonandhopwas-pc.gov.uk alongside the Clerks contact information. A guide to the various councils responsibilities are displayed in the noticeboard and the Councillor and Clerk will signpost queries as required and if residents are having issues with the County or District Council in tackling a local issue that has been raised with them, the Parish Council are able to lobby these authorities on behalf of the Community.

22/093. Declarations of Interest and Dispensations: None

22/094. Co-option: Cllr's Croft & Loxton had spent some time in Hopwas speaking with residents about the Parish Council and the casual vacancies. A prospective candidate had contacted the Clerk and was keen to apply but unfortunately had needed to send apologies this evening. Clerk will contact candidate with further details regarding the nomination and election process in due course.

22/095. Minutes: It was RESOLVED that the Minutes of the Parish Council meeting held on Thursday 12th January 2023, having been circulated, be confirmed, and signed as a correct record.

22/096. Reports from County and District Councillors (for information only) if present: District Cllr Harry Warburton sent apologies and a written update as follows:

- The Birmingham Road site is progressing, but I don't expect to see anything until the Autumn. If there are any consultations, I will let you know.
- The cinema project is under way.
- There is a proposal to change the centre of Lichfield to a pedestrian zone for a trial period. There is ongoing consultation regarding blue badge holders / disabled as these people will be affected most.
- We all need to publicise the new requirement for ID to vote.
- I notice the new estate at Arkall farm is shooting up. If you hear of any complaints, please let us know.

District Cllr. David Leytham had advised he was hoping to attend this evenings meeting but would be late due to a clash with a meeting at LDC, he attended from item 22/100 and said goodbye to the Parish as this would be the last of our meetings he would attend as District Councillor. The Parish Council thanked District Cllr Leytham for his contributions over the years. District Cllr Leytham advised the Parish Council to continue to follow the planning application for Browns Lane ([18/00840/OUTME1](#)) as the refusal initially recommended had now been deferred by the planning committee at LDC 88-.

22/097. Reports from Chairman and Councillors (for information only): Cllr Loxton reported the issue with the defacement of the 30mph sign in Wigginton back in July 2022 and had received an update in February 2023 to say they were still waiting for the resources to look at this. Cllr Loxton spoke to a representative from Fareham Borough Council in Hampshire regarding their

Communication Board and they had advised they had this custom made by Kompan. Cllr Loxton had also seen there was a potential change of venue for polling stations in Wigginton and Hopwas which we may wish to highlight to residents as and when this is confirmed. Cllr Croft and Cllr Loxton have spoken to a number of residents in Hopwas on Hints Road / Two Trees Close and School Lane regarding co-option / standing for election. The engagement had been generally well received and some interest had been shown however a subsequent trip had been quite disheartening but they will continue to engage with local residents to try and raise the profile of the Council and encourage people to step forward for the upcoming elections. Cllr Croft had spoken to a resident who advised Highways had put up signage underneath the SIDs advice stating SLOW and this had been taken. The sign then reappeared but has since been removed after reporting to Highways who had not installed this sign or defaced the 30mph sign Staffordshire Police and Staffordshire County Council are aware of this issue. Cllr Croft and the Clerk had not been able to get the Chromebook to work to download data from the SID to report to police and so it was felt that the Clerk should now order the tablet from Traffic Technology as previously agreed by the Council. Members were in agreement to do this.

22/098. Planning:

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

Reference	Address	Details	W&H comment	LDC decision
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	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).	Consultee Comments for Planning Application 18/00840/OUTMEI (lichfielddc.gov.uk) Amended plans 24.11.22 – Planning Committee Report – Officers recommended refusal 06.02.23 Planning Committee met and as further information has been provided have recommended a deferral due to needing further time to consider additional objections and LDC may require further legal advice.	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	Pending Consideration
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
Reference	Address	Details	W&H comment	LDC decision
22/01694/FUH	Woodside Lichfield Road Hopwas Tamworth Staffordshire B78 3AN	Erection of front and rear ground floor extensions	None	

22/099. Clerk Report:

- a) **Mobile Phone** – It was RESOLVED to purchase a sim card from 1p mobile for £10 (comes with £10 of credit) and to transfer the Parish Council mobile number to this provider.
- b) **Elections May 2023** – Advice and information for prospective candidates has been given by the Clerk, further details will be provided as and when received. Cllr Croft and Cllr Loxton will continue to speak with residents to encourage more candidates as only 1 (potentially) 2 of the existing Councillors planned to re-stand due to personal circumstances. The Parish Council require 3 Councillors as a bare minimum to have a quorum for decision making. If there are not enough representatives from the Parish, Lichfield District Council will need to appoint District Councillors onto the Parish Council so the Council can continue to operate. Residents are strongly encouraged to consider standing for election to represent their community, there are 7 seats on the Council, no experience is required and full training will

be provided. Time commitment can be as little as a few hours per month (reading for info & responding to emails) and a couple of hours every other month to attend meetings. There is scope to increase this commitment should there be a desire to and the Council have a wide range of powers they are able to use and with a CiLCA qualified clerk can obtain the General Power of Competence should at least 2/3 of our total seats be held by elected members.

- c) **General Maintenance** - To discuss small items of general maintenance
- i. The spring rocker has now been repaired by Greyhound Leisure.
 - ii. Bench Maintenance – A. Robey has been requested to sand and stain the bench near the roundabout at HPF.
 - iii. Sign Technology Quote – Stop, Look, Listen sign for telegraph pole £90.00+ VAT – it was RESOLVED to purchase.
 - iv. Gate Latch – Cllr Croft & Loxton reported the gate to the playing field had dropped on its hinges. A Robey & Clerk independently inspected the gate and no issues were identified. The latch holder is able to move up and down on the gate post and need to be in the correct position for the latch to catch. It may be that someone passing had already managed to repair this. Clerk noticed that the vehicle gate at HPF, Nursery Lane had been tampered with and one half of the bottom rail had been deliberately sawn off. There was evidence of wear to the ground underneath the gate indicating that this was now being used as an access point, potentially for dogs and/or small children. The Clerk recommended that this be left as it is but will continue to inspect the gate for structural integrity, any repair to this gate is likely to sustain similar deliberate damage. In addition to this the signage at the playing field had been updated with the gov.uk email address but unfortunately the sign from the play area rather than the playing field had been used, this meant that the playing field now stated no dogs allowed but this is incorrect, Clerk to contact sign technology to arrange a replacement of the correct signage.
 - v. Road Signage damage / SIDs Device – as discussed under Councillor reports above.
 - vi. Dunstall Lane litter bin – The Clerk had not heard from SCC as to whether permission has been sought from Highways regarding the placement of the bin on their signage. LDC were aware of the bin and advised they did not have this bin on their schedule for emptying and confirmed they would not be making any charge to the Parish Council.
 - vii. Request from resident would the council consider funding the weed treatment, seed, and fertilization of the grass area of Wigginton village memorial at a total cost of approximately £40. Historically the resident has voluntarily helped to maintain the War Memorial Triangle in Wigginton, and the weed issue had been exacerbated due to a period of time when the resident had been unable to tend the site for personal reasons. The Parish Council thanked the resident for the time and care he gives this area of land and felt that the purchase of necessary treatment was acceptable to be met by the Council. It was RESOLVED to allow the resident to purchase suitable treatments at a cost in the region of £40 and it was requested that receipts were submitted to the Clerk in order to reimburse the resident.
- d) **Correspondence** – All general correspondence had been communicated to Councillors and added to the website / social media where applicable and as time allowed.
- e) **Parish Online** – Clerk is in the process of adding the Asset Register to Parish Online and is making good progress. HM Land Registry Cadastral Parcels can be seen on the mapping system and so Clerk will use this to identify potential sites for a community project in Wigginton. It was RESOLVED for Clerk to discuss potential sites with the Chair of the Council and purchase title deeds / deeds registry at a cost of £3 each for land the Council would be interested in acquiring. Any local landowners with land close to the main residential areas of Wigginton (Main Road / Syerscote Lane / top end of Comberford Lane) should contact the Clerk if they have any land they would be willing to sell or provide on a long lease to the Parish Council to be used by the Community of Wigginton in perpetuity. Any residents interested in discussing potential community projects should contact the Chair of the Council Cllr Croft or the Clerk for information on joining the working group.

22/100. Hopwas Playing Field Maintenance

- a) Play area repairs – Quotes had been received from Kompan and Greyhound Leisure, Clerk was waiting to hear from Sovereign regarding their first operational inspection and their quotation for repairs. It was RESOLVED to delegate authority to the Clerk in conjunction with agreement from the majority of Councillors via email to agree the necessary work and choose a contractor. It was RESOLVED to use CIL Funding for any repairs to the playground as maintenance to infrastructure.
- b) Grounds Maintenance contract – A quote had been received from A. Cox, Clerk awaiting quote from existing provider M&BG for costs from May 2023. It was RESOLVED to delegate authority to the Clerk in conjunction with agreement

from the majority of Councillors via email to agree the new grounds maintenance contract or defer to the meeting in May 2023 if the existing contractors are able to roll our existing contract forward until the Councils next meeting.

- c) Picnic bench – It was RESOLVED to purchase a recycled plastic picnic bench commemorating the Kings Coronation for the play area at Hopwas Playing Field from NBB Recycled Plastics. Clerk would request A. Robey to install with root fixings / postcrete as appropriate. It was RESOLVED to use CIL Funding for this item of infrastructure.
- d) Communication Board – It was RESOLVED to purchase a communication board to improve the inclusivity of Hopwas Playing Field in particular for non-verbal children or adults. A budget quote had been sought from Sign Technology of £160 for an A1 board plus £400 for posts and concrete if required. Council would need to purchase or design suitable graphics to be used. Clerk to ask for a comparative quote from Kompan who produced the board for Fareham Borough Council and enquire about purchasing the graphics used for this custom panel. It was RESOLVED to use CIL Funding for this item of infrastructure.

22/101. Pole Attachment – It was RESOLVED to accept the terms and conditions set by Openreach regarding attaching equipment to their telegraph pole.

22/102. Policies:

- a) It was RESOLVED to adopt the amendments to the Financial Regulations.
- b) The Grant Awarding Policy was reviewed, it was RESOLVED to set a review date of March 2026.

22/103. Financial matters:

- a) It was RESOLVED to approve the payment schedule for February & March and an internal transfer of £3,000 to the current account. Cllr Croft & Cllr Loxton to authorise payments on Unity Trust.

February PAID						
Staffing Costs	February	Salaries, PAYE & Pension	BACS			£ 813.20
Expenses		Homeworking Allowance & Travel	BACS			£ 32.75
HP Instant Ink - Clerk		Stationery	BACS	£ 3.74	£ 0.75	£ 4.49
Microsoft 365 - Clerk	E0700LZIC1/K9F	IT	BACS	£ 36.40	£ 7.28	£ 43.68
LDC	Garden Waste	HPF Repairs	BACS	£ 36.00		£ 36.00
Mutts Butts	Dog Waste Bags		BACS	£ 63.35	£ 12.67	£ 76.02
Staffordshire County Council	1000099471	Room Hire	BACS	£ 30.00	£ 6.00	£ 36.00
A. Robey	January	HPF Inspections	BACS	£ 50.00	£ -	£ 50.00
M&BG	90896	HPF Grass Cutting	BACS	£ 120.83	£ 24.17	£ 145.00
						£ 1,237.14
March TO PAY						
Staffing Costs	March	Salaries, PAYE & Pension	BACS			£ 813.20
Expenses		Homeworking Allowance & Travel	BACS			£ 41.08
HP Instant Ink - Clerk		Stationery	BACS	£ 3.74	£ 0.75	£ 4.49
Microsoft 365 - Clerk		IT	BACS	£ 36.40	£ 7.28	£ 35.84
						£ 894.61

- b) It was RESOLVED to approve the accounts and bank reconciliation to 23rd February 2023.

22/104. Items for next meeting.

22/105. Date, time & venue of future meetings.

Thursday 11th May 2023, 7:15pm, Thomas Barnes County Primary School, Hopwas.

22/106. Date, time & venue for the Annual Assembly of the Parish Meeting.

It was RESOLVED to defer this item.

There being no further business the Chairman declared the meeting closed at 20:26.

..... Signed Date