

MINUTES OF THE MEETING OF WIGGINTON AND HOPWAS PARISH COUNCIL

held on Thursday 17th May 2023 at 7.15pm at Thomas Barnes School, Hopwas.

Present: Cllr. R. Pritchard (chair from item 23/002), Cllr. C. Croft (chair for item 23/001), Cllr. J. Harper, Cllr. D. Maycock, Cllr. G. Moore, Cllr. J. Nicholson-Roberts.

Guests in Attendance: 0

Public in Attendance: 2

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

23/001. Election of Chair for the ensuing year: Cllr. Pritchard was nominated by Cllr. Moore, seconded by Cllr Harper, and appointed as Chair for the forthcoming year. The declaration of acceptance of office of chair was signed before the Clerk.

23/002. Appointment of Vice Chair for the ensuing year: Cllr. Croft was nominated by Cllr. Harper and seconded by Cllr. Moore and was appointed as vice-chair.

23/003. Declaration of Acceptance of Office: All Councillors present signed their declaration of acceptance of office before the Clerk. It was RESOLVED to allow George Calcott to sign their declaration of acceptance of office at a later date.

23/004. Apologies: George Calcott.

23/005. Public Participation: None

23/006. Declarations of Interest and Dispensations: None

23/007. Minutes: It was RESOLVED that the Minutes of the Parish Council meeting held on Thursday 2nd March 2023, having been circulated, be confirmed, and signed as a correct record.

23/008. Reports from County and District Councillors (for information only) if present: District Cllr Booker sent her apologies.

23/009. Reports from Chairman and Councillors (for information only): None. Cllr Croft wished to say thank you to the retiring Councillors, Cllr Keith Stevens, Cllr D Shirtliff, Cllr Moore and Cllr Loxton for their dedicated years of service. Cllr Croft advised that the SID Device in Wigginton is showing more than 80% of cars speeding past at a level that would be prosecutable. Cllr Croft would look to download a further dataset shortly and it was agreed that this data should be sent to County Councillor White to see whether the county would consider conducting a speed survey in Wigginton.

23/010. Clerk Report (for information only): The Clerk report was noted.

23/011. Planning:

a) To consider new application/s:

Reference	Address	Details	W&H comment	LDC decision
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	None	
23/00467/FUH	23 Arkall Avenue Tamworth Staffordshire B79 0GA	Conversion of garage to form habitable space	None	
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		

It was RESOLVED to file comments for application 23/00348/FULMEI based on highway concerns due to potential increase in traffic through Wigginton, delegated authority given to Clerk to submit comments. Clerk will circulate draft comments for feedback. No comments required for applications 23/00468/LBC and 23/00467/FUH.

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

Cllr Pritchard had spoken to the new portfolio holder for housing at LDC and they have advised they are moving away from the policy of placing the majority of housing on the borders of the District and will be reviewing the local plan.

23/012. Playing Field – It was RESOLVED to allow Thomas Barnes County Primary School to use Hopwas Playing Field for their sports day event/s, Clerk to advise school of this permission, subject to their acceptance of responsibility for risk assessments and public liability insurance for the event.

23/013. Website Hosting: It was RESOLVED to approve Parish Council Websites to host the council’s website.

23/014. General Maintenance

- a) To consider quotations for play area repairs – Clerk had continued to chase Sovereign for play area repair quotation, as they currently hold an inspection and maintenance contract for the play area. A further site visit would be required which they have agreed to arrange asap. Updated quotations requested from the two other suppliers for comparison as some time has passed since these were obtained – It was RESOLVED to delegate authority to the Clerk to arrange repairs based on best value and timescale, to a budget of £2,500.
- b) To consider quotations for Grounds Maintenance contract. It was RESOLVED to continue the contract with M&BG for the ground maintenance of Hopwas Playing Field.

23/015. Committees, Working Groups and Representation:

- a) The Parish Council have one sub-committee, the CIL Working Party
- b) No new committees were appointed.
- c) It was noted that the Working Party Terms of Reference & the CIL Working Party Terms of Reference have been reviewed and no amendments were necessary.
- d) It was RESOLVED to appoint Cllr Pritchard, Cllr Croft, Cllr Moore and Cllr Nicholson-Roberts as the representatives to the Community Infrastructure Levy Fund Working Group, all Councillors would be invited to any working group meetings and meeting notes would be taken and circulated to all members and the Clerk.
- e) The decision to appoint a Parish Council representative for the Hints Quarry Liaison Group was deferred. Clerk to ascertain frequency of meetings and the aims / objectives of this group.

23/016. Policies:

- a) It was RESOLVED to adopt the updated Standing Orders
- b) It was RESOLVED to accept the Financial Regulations reviewed and adopted in March 2023.

- c) It was RESOLVED to accept the Code of Conduct reviewed and adopted in January 2023
- d) It was RESOLVED to adopt the Scheme of Delegation to the Clerk
- e) It was RESOLVED to adopt the amended Training Policy.
- f) It was noted that all Council policies have been reviewed within the relevant review period and that the Council are satisfied with current review arrangements for all items under Standing Order 5 (j) The Council are satisfied with the frequency that policies and procedures are to be reviewed.

23/017. General Power of Competence: It was RESOLVED that 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.

23/018. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

- a) It was RESOLVED to continue the contract with LDC for bin emptying
- b) As per minute 23/014b) it was RESOLVED to continue the contract with M&BG for grass cutting at Hopwas Playing Field
- c) It was RESOLVED to continue the contract with Andy Cox for grass cutting at St John’s Churchyard, Hopwas and in Wigginton.
- d) It was RESOLVED to continue the contract with Alan Robey for handyman services
- e) It was RESOLVED to continue the subscriptions paid to:
 - i. Staffordshire Parish Council Association (including National Association of Local Councils)
 - ii. Society of Local Council Clerks

23/019. Financial matters:

- a) It was RESOLVED to approve the payment schedule for March / April & May and an internal transfer of £6000 to the Current Account. It was RESOLVED for Cllr Croft to authorise these payments on Unity Trust and to allow the second authorisation of transactions to be done by previous councillors on the existing Unity Trust bank mandate until this can be updated.

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

Additional payments to be authorised discovered after publication of the agenda:

- Npower IN06692085 Church Drive Street Lighting BACs NET £10.38, VAT £0.52, TOTAL £10.90.
- Dave Dudley receipt War Memorial compost and weed control NET £30.82, VAT £6.17, TOTAL £36.99
- Sign Technology 4575 Stop, Look, Listen signage BACs NET £90.00, VAT £18.00, TOTAL £108.00

It was RESOLVED to authorise the payment of these transactions by the Clerk (and dual authorisation from Cllr Croft & a previous councillor as above) these payments will be shown as paid on the payment schedule for the next meeting.

- It was RESOLVED to approve the 2022-23 accounts and bank reconciliation to 31st March 2023
- It was RESOLVED to approve the 2023-24 accounts and bank reconciliation to 12th May 2023
- It was RESOLVED to approve the inventory of land and other assets including buildings and office equipment
- The receipt of CIL Funds totalling £37,092.44 was noted and it was RESOLVED to hold these funds in the CIL Fund Earmarked Reserves.
- It was RESOLVED to approve the CIL Annual Statement for 2022/23
- It was RESOLVED to approve the regular payment list for 2023/24

23/020. Update Bank Mandate: It was RESOLVED 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.

23/021. Internal Auditors report for year ending 31st March 2023 and appoint the Internal Auditor for 2023/24: It was RESOLVED to approve the Internal Auditors Report for 2022/23 and appoint Kim Squires Internal Audit Services for 2023/24.

23/022. Annual Governance Statement for the year ending 31st March 2023: It was RESOLVED to answer the following questions (yes, no or n/a) as stated below and to approve the governance statement for 2022/23

*'Yes' means that this authority

- 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. **YES**
- 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. **YES**
- 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. **YES**
- 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. **YES**

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.* **YES**
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.* **YES**
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.* **YES**
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.* **YES**
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* **YES.**

23/023. Accounting Statements for the year ending 31st March 2023: It was RESOLVED to approve the Accounting Statements for 2022/23.

23/024. Details of the arrangements for the exercise of public rights: It was noted that the date of announcement set by the Clerk / RFO would be 4th June and the period of public rights 5th June – 14th July 2023.

23/025. Insurance:

- a) It was confirmed to continue with the current arrangements for insurance cover in respect of all insurable risks;
- b) It was RESOLVED to delegate the authorisation of the Insurance Policy renewal from 1st June 2023 to the Parish Clerk (in consultation with members via email)

23/026. Items for next meeting:

23/027. Date, time & venue of Parish Council meetings for 2023/24. Cllr Pritchard requested that consideration be given to using the meeting room at Hopwas Methodist Church (Hints Road) for some of the Parish Council Meetings as they were looking for additional hirers at this venue. It was agreed to explore alternative meeting venues in Hopwas and to defer the decision on the location / venue for the Hopwas meetings.

It was RESOLVED to set the meeting dates for 2023/24 as follows:

- Thursday 6th July 2023, 7:15 pm, St Leonard’s C of E School, Wigginton
- Thursday 7th September 2023, 7:15 pm, Hopwas
- Thursday 2nd November 2023, 7:15 pm, St Leonard’s C of E School, Wigginton
- Thursday 11th January 2024, 7:15 pm, Hopwas
- Thursday 7th March 2024, 7:15pm, St Leonard’s C of E School, Wigginton
- Thursday 9th May 2024, 7:15pm, Hopwas

23/028. Date, time & venue for the Annual Assembly of the Parish Meeting. Section 15-16 of the LGA 1972 states that the Annual Assembly of the Parish Meeting must be held between 1st March and 1st June each year. This meeting is separate from the Parish Council, who are not responsible for whether the meeting is held. The Annual Assembly of the Parish Meeting may be called by the Chair of the Parish Council, any two members of the Parish Council or any six electors of the Parish should they wish to do so.

There being no further business the Chairman declared the meeting closed at 20:05.

..... Signed Date