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NOTICE OF A MEETING OF WIGGINTON & HOPWAS PARISH COUNCIL

To be held at Thomas Barnes School, Hopwas, at 7:15pm on Thursday 14th September 2023

Member of the public and the press are welcome to attend

9th September 2023

Dear Councillor,

You are summoned to attend a meeting of Wigginton and Hopwas Parish Council to be held at Thomas Barnes School, Hopwas at **7:15pm on Thursday 14th September 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. Apologies: To receive and approve reasons for absence.

2. 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.*

3. 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.

4. Minutes: To approve the minutes of the Parish Council meeting held on 6th July 2023 (**APPENDIX 1**)

5. Reports from County and District Councillors (for information only) **if present:**

6. Reports from Chairman and Councillors (for information only):

7. Planning:

a) To consider new application/s:

Reference	Address	Details	W&H comment	LDC decision
23/00428/FULMEI	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	Expires 30 th September 2023	Pending Consideration

b) To report decisions on previous applications:

Reference	Address	Details	W&H comment	LDC decision
23/00622/COU	Arkall Farm, Linnett Barn Ashby Road Tamworth Staffordshire B79 0AA	Change of use from agricultural land to residential amenity (garden) and erection of a replacement single storey detached outbuilding (home office & gym)	None	Decided - Approve

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	Decided - Approve
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	Comments for Planning Application 23/00348/FULMEI (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).	Consultee Comments for Planning Application 18/00840/OUTMEI (lichfielddc.gov.uk) Amended plans 24.11.22 – Planning Committee Report – Recommending Refusal 06.02.23	Pending Consideration

8. Clerk Report: To note the Clerk Report (**APPENDIX 2**)

9. Litter Bin update: To note the report and consider next steps (**APPENDIX 3**)

10. Financial matters:

a) To approve items to pay and payments made under delegated authority and the internal transfer of £10,000 to the Current Account and all regular payments made since the previous meeting (**APPENDIX 4a**)

Transaction No	PAID		Description / Cost Code	Payment Method	Net	Vat	Total
32	Unity	Q1	Bank Charges	DD	£ 18.00	£ -	£ 18.00
33	NPower	IN07621346	Church Drive Lighting	BACs	£ 10.70	£ 0.13	£ 10.83
34	Sovereign	44044	HPF Inspections	DD	£ 20.17	£ 4.03	£ 24.20
34	Sovereign	44044	CMG Inspections	DD	£ 20.17	£ 4.03	£ 24.20
35&36	Staffing Costs		Staffing Costs	BACS/DD	£ 813.20	£ -	£ 813.20
35	Expenses		Homeworking Allowance & Travel		£ 33.20	£ -	£ 33.20
35	Microsoft365 - Clerk		IT		£ 45.40	£ 9.08	£ 54.48
37	M&BG	95120	HPF Grass Cutting	BACs	£ 120.83	£ 24.17	£ 145.00
38	A. Cox	2727	St John's Grass Cutting	BACs	£ 30.00	£ -	£ 30.00
38	A. Cox	2726	Wigginton Grass Cutting	BACs	£ 100.00	£ -	£ 100.00
39	A. Robey	July	HPF Inspections	BACs	£ 50.00	£ -	£ 50.00
40	Lichfield DC	M0075943479	Dog & Litter Bins	BACs	£ 1,450.80	£ 290.16	£ 1,740.96
41	A. Cox	2693	St John's Grass Cutting	BACs	£ 30.00	£ -	£ 30.00
42	Sovereign	44044	HPF Inspections	DD	£ 20.17	£ 4.03	£ 24.20
42	Sovereign	44044	CMG Inspections	DD	£ 20.17	£ 4.03	£ 24.20
43	Mazars	2227748	Audit Fees	BACs	£ 315.00	£ 63.00	£ 378.00
44	M&BG	95763	HPF Grass Cutting	BACs	£ 120.83	£ 24.17	£ 145.00
45	A. Cox	2776	St John's Grass Cutting	BACs	£ 30.00	£ -	£ 30.00
45	A. Cox	2780	Wigginton Grass Cutting	BACs	£ 100.00	£ -	£ 100.00
46	A. Robey	Aug	HPF Inspections	BACs	£ 50.00	£ -	£ 50.00
47,48 & 49	Staffing Costs		Staffing Costs	BACS/DD	£ 813.20	£ -	£ 813.20
47	Expenses		Homeworking Allowance & Travel	BACs	£ 34.55	£ -	£ 34.55
47	Microsoft 365 - Clerk		IT	BACs	£ 43.70	£ 8.74	£ 52.44
47	WEL Medical		Defibrillator Pads	BACs	£ 119.90	£ 23.98	£ 143.88
47	1p Mobile		Mobile Top-Up	BACs	£ 8.33	£ 1.67	£ 10.00
			Subtotal PAID		£ 4,400.32	£ 461.22	£ 4,861.54
	TO PAY						
50	St Chads Church Hall	13/09/23	Room Hire	CHQ	£ 30.00	£ -	£ 30.00
			Subtotal TO PAY		£ 30.00	£ -	£ 30.00

b) To approve the accounts and bank reconciliation to 31st August 2023 (**APPENDIX 4b**)

- c) To note receipt of the completion notice from Mazars on 4th August 2023, the completion notice and audited AGAR have been displayed on the Parish Council noticeboards and the website. There were no qualifications or suggestions for improvement from the external auditor.

11. Items for future meetings. Policy Reviews: Community Engagement Policy, Parish Council Action Plan 2023-25, Publication Scheme, Risk Management Scheme, Statement of internal controls and Annual Review of the effectiveness of internal controls, Community Infrastructure Levy (CIL) Working Party Terms of Reference. Wigginton Bus Shelter - to discuss option for renovation, removal and/or replacement

12. Date, time & venue of future meetings.

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

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

13. Closed Session: To consider moving 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 14-15.

14. Hopwas Playing Field Repairs Quotes: To receive a confidential report / update on this matter and to consider next steps. (APPENDIX 5)

15. Employment Matters:

- a) To note the acceptance of the existing Clerks resignation received on 24/07/2023.
- b) To consider the appointment of a new Parish Clerk, based upon the recommendations of the Clerk in consultation with the selection panel.
- c) To consider handover / interim arrangements