

# MINUTES OF THE MEETING OF WIGGINTON AND HOPWAS PARISH COUNCIL

held on Thursday 14<sup>th</sup> September 2023 at 7.15pm at Thomas Barnes School, Hopwas.

**Present:** Cllr. R. Pritchard (Chair), Cllr. G. Calcott, Cllr. C. Croft, Cllr. J. Harper (until 23/050), Cllr. J. Nicholson-Roberts.

**Guests in Attendance:** 0

**Public in Attendance:** 2

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

**23/043. Apologies:** Cllr. D. Maycock, Cllr. G. Moore. Cllr. J. Harper advised he would need to leave early due to another engagement. It was RESOLVED to move Employment Matters to the top of the agenda (following public participation) as Cllr Pritchard had declared an interest in this matter and councillor attendance was low. District Councillors Booker & Holland had sent apologies due to a clash with the LDC Overview & Scrutiny meeting. District Cllr Booker has asked whether the Parish Council may wish to consider moving future Parish Council meetings to an alternative evening to avoid clashes with the LDC meetings.

**23/044. Public Participation:** Resident complained regarding the hedge on A51 (SCC have advised the PC that they cut this in November 2022 and provided a photograph, residents feel it wasn't cut, or if it was, it can only have been trimmed around the bus shelter. SCC have put this hedge on their annual schedule, and it will be due a cut in October 2023. Resident said he'd complained to Highways who had been out but said they thought that it was OK. Cllr Pritchard will speak to County Cllr White regarding this matter to chase and if SCC will not RESOLVE will get this on the next agenda for discussion regarding PC contracting this work. Resident also mentioned nettles were encroaching the footpath on the A51 nr Church Drive making it difficult for pedestrians to use the path, Cllr Pritchard will also raise this with County Cllr White and if they can't resolve this will bring back to the next meeting for further discussion.

**23/045. Closed Session:** It was RESOLVED to move into closed session for Employment Matters and exclude the public and press, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, due to the sensitive nature of business to be discussed, Cllr Pritchard and members of the public left the meeting room.

## **23/046. Employment Matters:**

a) The Clerk's resignation received on 24/07/2023 was noted. The Clerk had finished her contract of employment with the Parish Council on 10<sup>th</sup> September 2023, however had carried out some additional ad-hoc hours since this date upon request.

b) It was RESOLVED to appoint Kate Pritchard to the position of Parish Clerk, subject to satisfactory references. A contract of employment to be drafted, the Vice-Chair Cllr Croft will liaise with the outgoing Clerk to complete the recruitment process.

c) It was RESOLVED to pay additional hours as required to the outgoing Clerk for handover and interim processes. It was noted that the outgoing Clerk had limited capacity due to commencing her new role. Suitable times and dates for handover sessions to be arranged between the Clerks.

The meeting was re-opened to the public and those who had left the meeting room were invited to return.

**23/047. Declarations of Interest and Dispensations:** Cllr Pritchard had declared an interest for the Employment Matters due to his relationship with a potential candidate for the Parish Clerk role.

**23/048. Minutes:** It was RESOLVED that the Minutes of the Parish Council meeting held on Thursday 6<sup>th</sup> July 2023, having been circulated, be confirmed, and signed as a correct record.

**23/049. Reports from County and District Councillors (for information only) if present:** None

**23/050. Reports from Chairman and Councillors (for information only):** Cllr Pritchard advised that the results from the speed survey in Wigginton had been reviewed and that they highlighted an issue with speeding in the village. The police agreed and an area from Wigginton Cemetery up to the village along Main Road is now classed as a permanent site for speed surveillance. A speed van will be sited here intermittently, with the first van being sited here last week.

## **23/051. 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 <sup>th</sup> September 2023  This application is no longer visible on the LDC planning portal.	Pending Consideration

No comments can be raised currently as the application has been removed from the planning portal. The Council are concerned about the outdated reports and the visible increase in traffic and it was RESOLVED to raise comments against varying condition 24 when the consultation re-opens. It was agreed for the Chairman to submit comments on behalf of the Parish Council as there is no Clerk in post to action.

b) To report decisions on previous applications:

Reference	Address	Details	W&H comment	LDC decision
<a href="#">23/00622/COU</a>	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
<a href="#">23/00468/LBC</a>	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
<a href="#">23/00348/FULMEI</a>	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	<a href="#">Comments for Planning Application 23/00348/FULMEI (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).	<a href="#">Consultee Comments for Planning Application 18/00840/OUTMEI (lichfielddc.gov.uk)</a> Amended plans 24.11.22 – <b>Planning Committee Report – Recommending Refusal 06.02.23</b>	Pending Consideration

**23/052. Clerk Report** (for information only): The Clerk report was noted.

**23/053. Litter Bin Update:** The update was noted, and it was RESOLVED to request the contractor Alan Robey to conduct litter picks at the area around Hopwas Wood Bridge on a regular basis until further progress can be made regarding land ownership.

**23/054. Financial matters:**

- a) It was RESOLVED to approve the items to pay and items paid under delegated authority, an internal transfer of £10,000 to the Current Account and regular payments made since the previous meeting. The Councillors who have recently been added to the Bank Mandate agreed to activate their internet banking when possible so that outstanding payments submitted could be authorised.

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
			<b>Subtotal PAID</b>		<b>£ 4,400.32</b>	<b>£ 461.22</b>	<b>£ 4,861.54</b>
	<b>TO PAY</b>						
50	St Chads Church Hall	13/09/23	Room Hire	CHQ	£ 30.00	£ -	£ 30.00
			<b>Subtotal TO PAY</b>		<b>£ 30.00</b>	<b>£ -</b>	<b>£ 30.00</b>

- b) It was RESOLVED to defer the approval of the accounts and bank reconciliation to 31<sup>st</sup> August 2023 until the Councillors were able to view the bank statements online.
- c) It was noted that the external auditor Mazars had notified completion of the AGAR 2022-23 audit on 4<sup>th</sup> August 2023 and that completion notices and the audited AGAR have been displayed on the Parish Council noticeboards and website. There were no qualifications or suggestions for improvement from the external auditor. The Clerk was thanked for her work on this.

**23/055. 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 options for renovation, removal and/or replacement.

**23/056. Date, time & venue of future meetings:** It was RESOLVED to bring forward the meeting times from 7:15pm to 6:30pm in future due to issues with meeting clashes for Parish Councillors.  
 Thursday 2<sup>nd</sup> November 2023, 6:30 pm, St Leonard’s C of E School, Wigginton  
 Thursday 11<sup>th</sup> January 2024, 6:30pm, Thomas Barnes School, Hopwas

**23/057. Closed Session:** It was RESOLVED to move into closed session for the Hopwas Playing Field Repairs Quotes and exclude the public and press, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, due to the commercial and sensitive nature of business to be discussed.

**23/058. Hopwas Playing Field Repairs Quotes:** The confidential report / update on this matter was noted and the Council RESOLVED to consider proposals for the repair and possible renovation and/or potential replacement of the play area at Hopwas Playing Field following the independent annual inspection due next month.

There being no further business the Chairman declared the meeting closed at 19:45.

..... Signed ..... Date