

MINUTES OF THE MEETING OF WIGGINTON AND HOPWAS PARISH COUNCIL

held on Thursday 11th January 2024 at 6.30pm at Thomas Barnes Primary School, Hopwas.

Present: Cllr. R. Pritchard (Chairman), Cllr. C. Croft (Vice Chairman), Cllr. G. Calcott.

Guests in Attendance: 0

Public in Attendance: 2

Minute Taker: Kate Pritchard, clerk@wiggintonandhopwas-pc.gov.uk

Two members of the public attended and enquired about who represents the village of Comberford. The Council advised that the Parish Council represents the villages of Comberford, Wigginton and Hopwas, and any issues can be raised to the Clerk. An issue was raised regarding the path near the bus shelter which had been raised by Cllr. Pritchard from the email received in November. The Village of Comberford flooded in early January, and an issue was raised regarding the possibility of implementing a flood process for the village. Cllr. Pritchard advised that the flood alert system can be set up on residents' phones, to alert flood warnings, and asked the clerk to raise the concerns with the Environment agency. An issue was raised about a tree that came down in the high winds and is obstructing the view on the A513 road. Cllr. Pritchard advised this would be logged with the County Council. Several trees require cutting between numbers 4 and 6 Manor Lane. Clerk to investigate whose responsibility is held for these trees. A further issue was raised about a missing bench in The Comberford Millenium Green. Cllr. Croft advised this bench was removed as it had become rotten. Cllr. Pritchard advised the Council will look to implement a new bench and the clerk is to contact the contractor for the grounds maintenance about the hedge trimming on the green. It was also raised about the weeds in the bus shelter and Cllr. Pritchard advised the maintenance of the bus shelter had been added to the Budget for 2024/ 2025 and this would be actioned. An issue regarding the layby at the Coton Centre was additionally raised. This is a fly-tipping hot spot and the Clerk is to raise this issue with the District Council.

23/077. Declarations of Interest and Dispensations: Cllr. R. Pritchard had DECLARED an interest for the implementation of the SLCC and ALCC pay award due to his relationship with the Clerk.

23/078. Minutes: It was RESOLVED that the Minutes of the Parish Council meeting held on Thursday 16th November 2023, having been circulated, be confirmed, and signed as a correct record.

23/079. Reports from County and District Councillors (for information only) **if present:** None

23/080. Reports from Chairman and Councillors (for information only): Cllr. C. Croft spoke to the Carpenter regarding the Wigginton Bus Shelter. Quote to be requested for renovation and/ or replacement. Parish Council RESOLVED to use a local carpentry company.

Cllr. R. Pritchard has spoken to the District and County Councillors regarding the issues with Comberford bus shelter and the path around it.

23/081. Planning:

a) To consider new application/s:

Reference	Address	Details	W&H comment	LDC decision
None				

b) To report decisions on previous applications:

Reference	Address	Details	W&H comment	LDC decision
23/01201/CLE	3 The Bodnetts, Plantation Lane, Hopwas, Tamworth, Staffordshire	Retention existing of single storey outbuilding (annexe) to rear		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).		Refused
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	The council resolved to object to the application.	Pending Consideration
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

23/082. Clerk Report (for information only): The Clerk report was noted.

23/083. Wigginton Speeding update: Wigginton Main Road has now been added to the speeding van schedule. The Clerk to contact the Traffic Technology to learn how to extract the speeding reports from the speed monitor.

23/084. Purchase a replacement laptop for the parish: It was RESOLVED to approve the clerk to update the council laptop (in consultation with the Chairman and Vice Chairman).

23/085. Policies:

- a) **Publication Scheme:**
It was RESOLVED to accept changes.
- b) **Risk Management Scheme:**
It was RESOLVED to accept changes.
- c) **Statement of Internal Controls and annual review of the effectiveness of internal controls:**
It was RESOLVED to accept changes.
- d) **Community infrastructure Levy (CIL) Working Party Terms of Reference:**
It was RESOLVED to accept changes.
- e) **Health & Safety Policy:**
It was RESOLVED to accept changes.
- f) **Reserves Policy:**
It was RESOLVED to accept changes.

23/086. Financial matters:

- a) It was RESOLVED to approve the items to pay, and items paid under delegated authority, and regular payments made since the previous meeting.

Transaction No	November/ December - PAID		Description / Cost Code	Payment Method	Net	Vat	Total
69	Sovereign	Maintenance	HPF Inspections	DD	£ 20.17	£ 4.03	£24.20
69	Sovereign	Maintenance	CMG Inspections	DD	£ 20.17	£ 4.03	£24.20
70	A.Cox	2876	Wigginton Grass Cutting	BACS	£ 100.00	£ -	£100.00

71	A. Robey	November	HPF Inspections	BACS	£ 50.00	£ -	£50.00
72	M&BG	97823	HPF Grass Cutting	BACS	£ 120.83	£ 24.17	£145.00
73	Lichfield DC	Garden Bin	Annual Subscription	DD	£ 40.00	£	£40.00
74	Staffing Costs	December	Staffing Costs	BACs	£ 1298.89	£ -	1298.89
75	Expenses	Clerk	Homeworking Allowance	BACs	£ 26.00	£ -	£26.00
75	HP Instant Ink	Nov	IT	BACs	£ 5.41	£ 1.08	£6.49
75	Amazon (Bird Deterrents)	Maintenance	HPF Repairs	BACs	£ 20.82	£ 4.17	£24.99
75	Microsoft 365	E0700Q0LYU & E0700Q0LYV Nov	IT	BACs	£ 43.70	£ 8.74	£52.44
75	Microsoft 365	E0700QEC0H &E0700QED0 V Dec	IT	BACs	£ 43.70	£ 8.74	£52.44
76	St Leonards School	74 chq no: 300327	Room Hire	CHQ	£ 30.00	£	£30.00
77	Sovereign	Maintenance	CMG Inspections	DD	£ 20.17	£ 4.03	£24.20
77	Sovereign	Maintenance	HPF Inspections	DD	£ 20.17	£ 4.03	£24.20
78	Unity Trust		Q3 Bank Charges	DD	£ 18.00	£	£18.00
			Subtotal PAID		£ 1878.03	£ 63.02	£1,941.05
	TO PAY						
79	A.Robey	December	HPF Inspections	BACS	£ 37.50	£ -	£37.50
80	M&BG	98557	HPF Grass Cutting	BACS	£ 120.83	£ 24.17	£145.00
			Subtotal TO PAY		£ 158.33	£ 24.17	£182.50

- b) It was RESOLVED to approve the accounts and bank reconciliation to 31st December 2023.
- c) It was RESOLVED to approve the purchase a financial control and reporting software for the parish council such as Scribe. RESOLVED to approve the final decision to the Clerk (in consultation with the Chairman and Vice Chairman).
- d) RESOLVED to approve the use of an external payroll provider for the authority (Estimate £120 p/a).
- e) RESOLVED to approve payment by BACS for the overdue payment to the Staffordshire Parish Council Association for invoice SI-1335.

23/087. Draft Budget 2024 – 2025:

- a) It was RESOLVED to approve the Budget for 2024/2025
- b) It was RESOLVED to implement the SLCC and ALCC pay award.
- c) It was RESOLVED to delegate authority to the clerk to deliver the 24/25 Parish Action Plan and 24/25 budget (in consultation with the Chairman and Vice Chairman).
- d) It was RESOLVED to approve the submission of speculative match funding bids to external funding sources to deliver the rejuvenation of Hopwas Play Area.

23/088. Precept 2024 –2025: It was RESOLVED to approve the new parish precept of £36,000 (£46.67 for a band D / £3.36% reduction per property).

23/089. Items for future meetings: Policy Reviews: Community grants policy & Financial regulations. Wigginton Bus Shelter Project.

23/090. Date, time & venue of future meetings:

Thursday 7th March 2024, 6:30 pm, St Leonard’s C of E School, Wigginton

Thursday 9th May 2024, 6:30 pm, Thomas Barnes County Primary School, Hopwas

There being no further business the Chairman declared the meeting closed at 19:32.

..... Signed

..... Date