

MINUTES OF THE MEETING OF WIGGINTON AND HOPWAS PARISH COUNCIL

held on Thursday 7th March 2024 at 6.30pm at St Leonard's C of E School, Wigginton.

Present: Councillors Pritchard (Chairman), Croft (Vice Chairman), Nicholson-Roberts, Calcott, Harper, Moore.

Guests in Attendance: Cllr. C. Booker (Lichfield District Council)

Public in Attendance: 5

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

23/091. Apologies: None

23/092. Public Participation:

Residents raised the following:

- Speeding through Wigginton Village. Cllr Moore to look at dates to run speeding activity in the village.

Action: Cllr Moore

- Potholes in the parish. The clerk to raise awareness of the QR code where these issues can be raised.

Action: Clerk

23/093. Declarations of Interest and Dispensations: None.

23/094. Minutes: It was RESOLVED that the Minutes of the Parish Council meeting held on Thursday 11th January 2024, having been circulated, be confirmed, and signed as a correct record.

23/095. Reports from County and District Councillors (for information only) **if present:**

Cllr. C. Booker advised that discussions had taken place with Lichfield District Council and there were no intentions to grant anymore planning in the area. On the 27th September there is an Environmental Summit to be held in Lichfield & would welcome engagement from locals. Issues regarding road safety, development and potholes are being raised by the District Councillors. Community engagement was discussed, and the Chairman advised that the Parish Council had included a newsletter in the 2024/25 Budget. The clerk raised the online engagement work.

23/096. Reports from Chairman and Councillors (for information only): The Chairman report was noted.

- Quotes for noticeboards on browns lane/ Arkall farm
- Quotes for Comberford bus shelter cleaning
- Local stories for the newsletter
- Bin stickers for Wigginton

Action: Clerk

Action: Clerk

Action: Cllr Harper

Action: Cllr Pritchard

23/097. 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
23/00428/FULM EI	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
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23/098. Clerk Report (for information only): The Clerk report was noted.

23/099. Domain Provision Renewal: It was RESOLVED to approve the renewal of the wiggintonandhopwas-pc.gov.uk with a new provider.

Action: Clerk

23/100. Co-option: It was RESOLVED to Co-opt Cllr. McGowan, nominated by Cllr. Pritchard, seconded by Cllr. Nicholson-Roberts.

23/101. Declaration of Acceptance of Office: Cllr. McGowan signed their declaration of office before the Clerk.

23/102. Public Space Protection Order Consultation: It was RESOLVED to approve the Hopwas play area to be added to the ban on dogs' proposal (inside the fenced area only). This will enable it enforceable by fixed penalty.

Action: Clerk

23/103. Wigginton Bus Shelter: It was RESOLVED to accept the letter to Wigginton residents.

Action: Clerk

23/0104. Policies:

a) **Grant Awarding Policy:**

It was RESOLVED to accept changes.

Action: Clerk

b) **Financial Regulations:**

It was RESOLVED to accept changes.

Action: Clerk

23/105. Appointment of Internal Auditor:

The appointment of the interim internal audit and year end audit was noted.

Action: Clerk

23/106. Hedgehog Highway Project:

It was RESOLVED to approve the purchase of a hedgehog highway pack which is to be distributed to the 2 local parish primary schools.

Action: Clerk

23/107. 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	January/ February - PAID		Description / Cost Code	Payment Method	Net	Vat	Total
81	Staffing Costs	January	Staffing Costs	BACs	£858.73	£ -	£858.73
82	Expenses	Clerk	Homeworking & Travel Allowance	BACs	£ 28.88	£ -	£28.88
82	HP Instant Ink	Dec	IT	BACs	£ 3.74	£ 0.75	£4.49
82	HP Instant Ink	Jan	IT	BACs	£ 20.41	£ 4.08	£24.49
82	1p Mobile		Parish Mobile Top-up	BACs	£ 8.33	£ 1.67	£10.00
82	Microsoft 365	E0700QSE7F & E0700QSE7G Jan	IT	BACs	£ 43.70	£ 8.74	£52.44
83	Information Commissioner		Information Commissioner	DD	£ 35.00	£ -	£35.00
84	A.Cox	2892	HPF Grass Cutting	BACS	£ 350.00	£ -	£350.00
85	Sovereign	Maintenance	CMG Inspections	DD	£ 20.17	£ 4.03	£24.20
85	Sovereign	Maintenance	HPF Inspections	DD	£ 20.17	£ 4.03	£24.20
86	A.Robey	January	HPF Inspections	BACS	£ 50.00	£ -	£50.00

87	M&BG	99298	HPF Grass Cutting	BACS	£ 120.83	£ 24.17	£145.00
88	A.Cox	2898	Comberford Hedge Trimming	BACS	£ 95.00	£ -	£95.00
89	Staffing Costs	February	Staffing Costs	BACs	£858.73	£ -	£858.73
90	Expenses	Clerk	Homeworking Allowance	BACs	£ 26.00	£ -	£26.00
90	Expenses - Clerk	Postage	Administration	BACs	£ 1.55	£ -	£1.55
90	Microsoft - Clerk	G037916522	IT	BACs	£ 10.30	£ 2.06	£12.36
90	Microsoft 365 - Clerk		IT	BACs	£ 34.30	£ 6.86	£41.16
90	HP Instant Ink	Feb	IT	BACs	£ 3.74	£ 0.75	£4.49
91	Lichfield District Council	Election Fees	Administration	BACs	£1,164.92	£ -	£1164.92
92	A.Cox	2906	Comberford Hedge Trimming	BACS	£ 65.00	£ -	£65.00
93	Sovereign	Maintenance	CMG Inspections	DD	£ 20.17	£ 4.03	£24.20
93	Sovereign	Maintenance	HPF Inspections	DD	£ 20.17	£ 4.03	£24.20
94	A. Robey	November	HPF Inspections	BACS	£ 68.75	£ -	£68.75
95	M&BG	97823	HPF Grass Cutting	BACS	£ 120.83	£ 24.17	£145.00
			Subtotal PAID		£4049.42	£89.37	£4138.79
	TO PAY						
96	St Leonards School	75	Room Hire	BACs	£ 30.00	£ -	£30.00
			Subtotal TO PAY		£ 30.00	£ -	£30.00

- b) It was RESOLVED to approve the accounts and bank reconciliation to 29th February 2024.
- c) It was RESOLVED to approve the following transfers to & from earmarked reserves
- I. To confirm the CIL income received of 65,532.76 should be ringfenced into the CIL Fund
 - II. To move £5,000 to the Asset Replacement Fund as per the 2024/25 budget

23/108. Items for future meetings: Policy Reviews: Community grants policy & Financial regulations. Wigginton Bus Shelter Project. Planters for Syerscote Lane. Quotes for notice boards Browns Lane/ Arkall Farm development. Communication update. Draft for newsletter.

23/109. Date, time & venue of future meetings:

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

Thursday 4th July 2024, 6:30pm, St Leonard's C of E School, Wigginton

Thursday 12th September 2024, 6:30pm, Thomas Barnes County Primary School, Hopwas

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

Thursday 9th January 2025, 6:30pm, Thomas Barnes County Primary School, Hopwas

Thursday 6th March 2025, 6:30pm, St Leonard's C of E School, Wigginton

The venue for Thursday 9th May could be changed due to staff shortage. Details TBC in April.

Action: Clerk

An extraordinary meeting will be required in June after the year end audit.

Action: Clerk

There being no further business the Chairman declared the meeting closed at 19:51.

..... Signed

..... Date