

# MINUTES OF THE ANNUAL MEETING OF WIGGINTON AND HOPWAS PARISH COUNCIL

held on Thursday 14<sup>th</sup> May 2026 at 6.30pm at Wigginton Parish Church Centre

**Present:** Cllr Pritchard (Chairman), Cllr Calcott, Cllr Croft, Cllr. Moore, Cllr Nicholson-Roberts.

**Guests in Attendance:** 0

**Public in Attendance:** 1

**Minute Taker & Clerk:** Kate Pritchard, [clerk@wiggintonandhopwas-pc.gov.uk](mailto:clerk@wiggintonandhopwas-pc.gov.uk).

**26/001. Election of Chair for the ensuing year:** Cllr Pritchard was proposed by Cllr Nicholson – Roberts and seconded by Cllr Moore. The Declaration of Acceptance of the Office of Chairman was signed in presence of the proper officer.

**26/002. Appointment of Vice Chair for the ensuing year:** Cllr Calcott was proposed by Cllr Pritchard, seconded by Cllr Moore.

**26/003. Apologies:** None.

**26/004. Public participation:**

- Arkall Farm Residents Association update

**26/005. Declarations of Interest and Dispensations:** The Clerk raised a request for dispensation received from Cllr Pritchard for Staffordshire Parish Council Associations, Staffordshire Playing Field Association and staffing matters related to the Clerk, excluding grievances, disciplinaries and appraisals. Proposed by Cllr Moore and seconded by Cllr Nicholson-Roberts.

**26/006. Minutes:** It was RESOLVED that the Minutes of the Parish Council meeting held on Thursday 5<sup>th</sup> March 2026, having been circulated, be confirmed, and signed as a correct record.

**26/007. Reports from County and District Councillors (for information only) if present:** None.

**26/008. Reports from Chairman and Councillors (for information only):**

- Epidemic syringe in Wigginton field off Syerscote Lane - report to Lichfield District Council
- Bulbs purchase proposal to go on the July agenda

**26/009. Planning:**

- a) To consider new application/s:

Reference	Address	Details	W&H comment	LDC decision
<a href="#">26/00606/LBC</a>	1 Hints Road, Hopwas, Tamworth, Staffordshire	Works to listed building including a single storey infill extension to form a utility room, with associated refurbishment and internal reconfiguration	No objection.	Pending Consideration
<a href="#">26/00605/FUH</a>	1 Hints Road, Hopwas, Tamworth, Staffordshire	Single storey infill extension to form a utility room, with associated refurbishment and internal reconfiguration	No objection.	Pending Consideration
<a href="#">SCC/25/0091/VOC</a>	Hints Quarry, Watling Street, Hints, B78 3DH	planning permission to not comply with (to vary) conditions 4 (cessation of working and restoration operations) and 5 (removal of all buildings, structures, plant, machinery, stockpiles and	No objection.	Staffordshire County Council

		hardstanding area) of planning permission L.19/04/805-808 MW		
<a href="#">26/00432/FUH</a>	42 Memorial Drive Wigginton Tamworth Staffordshire B79 8UP	Proposed single storey rear extension	No objection.	Pending Consideration
<a href="#">26/00408/REMM</a>	Land North Of Browns Lane Tamworth Staffordshire	Reserved matters application (access, layout, scale, appearance and landscaping), pursuant to Conditions 2 and 5 of permission 18/00840/OUTMEI), for the erection of 210 dwellings and associated public open space, landscaping, sustainable drainage systems (SuDS), access and associated infrastructure	Comment submitted 20.04.2026	Pending Consideration
<a href="#">26/00143/COU</a>	Land At Bodnetts Farm 64 Plantation Lane Hopwas Tamworth Staffordshire B78 3AU	Change of use of agricultural field to a dog exercise field	No objection.	Pending Consideration
<a href="#">26/00385/FUH</a>	15 Manston View Wigginton Tamworth Staffordshire B79 8TH	Single storey rear extension to form open plan kitchen and conversion of garage to form games room	No objection.	<b>GRANTED 06.05.26</b>
<a href="#">26/00348/LBC</a>	2 Black And White Cottages School Lane Hopwas Tamworth Staffordshire B78 3AD	Works to listed building including the removal of existing windows on the porch and cottage plus installation of replacement windows with heritage slimline double glazing	No objection.	<b>GRANTED 28.04.26</b>
<a href="#">26/00335/FUH</a>	15 Lycett Lane Wigginton Tamworth Staffordshire B79 8UN	Single storey front extension to form porch	No objection.	<b>GRANTED 20.04.26</b>

b) To report decisions on previous applications:

Reference	Address	Details	W&H comment	LDC decision
<a href="#">26/00102/COU</a>	St Chads Church Church Drive Hopwas Tamworth Staffordshire B78 3AL	Change of use of agricultural land to burial ground (cemetery) and the removal of a section of existing hedge	No objection.	<b>GRANTED 06.03.26</b>
<a href="#">26/00035/LBC</a>	2 Black And White Cottages School Lane Hopwas Tamworth Staffordshire B78 3AD	Remove the existing front windows on the cottage and porch due to them all being rotten and unfit for purpose and replace with new wooden windows, fitted with heritage double glazing.	No objection.	<b>REFUSED 10.03.26</b>

**26/010. Clerk Report:** NOTED.

**26/011. Grant Application:** It was RESOLVED to approve £200 for the grant to Hopwas Gardening Club. Proposed by Cllr Pritchard seconded by Cllr Moore.

**26/012. Committees, Working Groups and Representation:**

- It was RESOLVED to confirm the Parish Council do not currently have any Committees or Sub-Committees
- It was RESOLVED to approve Cllr Pritchard to be the Council representative for the Hints Quarry Liaison Group

**26/013. Policies:**

- a) It was RESOLVED to approve the Standing Orders.
- b) It was RESOLVED to approve the Code of Conduct.
- c) It was RESOLVED to approve the Financial Regulations with the amendment to “two members” in 1.13.
- d) It was RESOLVED to approve the Publication Scheme.
- e) It was RESOLVED to ratify that all Council policies have been reviewed within the last 12 months.

**26/014. 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.

**26/015. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.**

- a) It was RESOLVED to approve the contract with Sureserv Ltd for handyman services
- b) It was RESOLVED to approve the subscriptions paid to:
  - i. Staffordshire Parish Council Association (including National Association of Local Councils)
  - ii. Society of Local Council Clerks
  - iii. Staffordshire Playing Fields Association

**26/016. Financial matters:**

- a) It was RESOLVED to approve payments made under delegated authority and all regular payments made since the previous meeting.
- b) It was RESOLVED to approve items to pay in Payment Schedule May 2026.
- c) It was RESOLVED to approve the 2025-26 statement of accounts, the summary or receipts and payments 2025-26 and approve the bank reconciliation to 31<sup>st</sup> March 2026.
- d) It was RESOLVED to approve the bank reconciliation for April 2026.
- e) It was RESOLVED to approve the assets including buildings and office equipment.
- f) It was RESOLVED to approve the annual £250 donation for 2026/27 to Tamworth have a Heart for the guardianship of the defibrillators.
- g) It was RESOLVED to approve the CIL Annual Report 2025-2026.
- h) The Q4 Budget Monitoring Report was NOTED.
- i) It was RESOLVED to approve the £816, spend towards the Dunstall Lane, Hopwas dog waste station from CIL Funds.
- j) It was RESOLVED to approve the £180 for replacement signage at Hopwas Playing Field from CIL Funds.
- k) It was RESOLVED to approve the internal transfer of £5,000 from the Instant Savings Account to the Current Account on 1<sup>st</sup> April 2026.
- l) It was RESOLVED to approve the internal transfer of £5,000 from the Instant Savings Account to the Current Account on 1<sup>st</sup> May 2026.

**26/017. Insurance:** The Council RESOLVED to approve an insurance quote from Zurich for a period of 3 years.

**26/018. Internal Auditors report for year ending 31<sup>st</sup> March 2026:** The report for 2025/26 was NOTED.

**26/019. Annual Governance Statement for the year ending 31<sup>st</sup> March 2026:** It was RESOLVED to approve the governance statement for 2025/26.

**26/020. Accounting Statements for the year ending 31<sup>st</sup> March 2026:** It was RESOLVED to approve the Accounting Statements for 2025/26.

**26/021. Details of the arrangements for the exercise of public rights:** The date of announcement and the period of public rights set by the Clerk was NOTED.

**26/022. Neighbourhood Governance Pack:** This Council resolves to:

1. Call on our local Member of Parliament to press the Secretary of State for Housing, Communities and Local Government to:
  - Ensure that parish and town councils are formally recognised as key partners within the emerging neighbourhood governance framework;
  - Guarantee that the forthcoming regulations and guidance clearly set out how parish and town councils will be integrated into neighbourhood governance structures;
  - Provide assurance that new neighbourhood governance arrangements will not duplicate functions or undermine the democratic legitimacy of parish and town councils.
2. Write to the MP enclosing this motion and requesting active lobbying on behalf of parish and town councils during the development of regulations under the EDCE Bill.
3. Engage with our principal authority to express the Council’s expectation that parish and town councils be meaningfully involved in shaping local responses to the neighbourhood governance duty.
4. Publicly communicate this Council’s position to residents, reaffirming our commitment to maintaining strong, local, democratic representation.

**26/023. Community Governance – Level 4:** The Council RESOLVES that:

- a) It supports the Clerk in undertaking the Level 4 Community Governance course; and
- b) It funds the costs of the course by up to £4,000 per year for two years.
- c) c) It requests that the other parish councils employing the Clerk contribute towards the £400 course deposit, as well as reasonable study time, travel costs to study sessions and study-related expenses, including books.

**26/024. Items for future meetings:** Bulbs, phone box project, community library in the Wigginton bus shelter, Remembrance Day project funding.

**26/025. Date, time & venue of Parish Council meetings for 2026/27.**

- Thursday 2nd July 2026, 6:30pm, St Chads Church Hall, Hopwas
- Thursday 3rd September 2026, 6:30pm, Wigginton Parish Church Centre, Wigginton
- Thursday 5<sup>th</sup> November 2026, 6:30pm, St Chads Church Hall, Hopwas
- Thursday 7<sup>th</sup> January 2027, 6:30pm, Wigginton Parish Church Centre, Wigginton
- Thursday 4<sup>th</sup> March 2027, 6:30pm, St Chads Church Hall, Hopwas

There being no further business the Chairman declared the meeting closed at 19:31pm.

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