

NOTICE OF THE ANNUAL MEETING OF WIGGINTON & HOPWAS PARISH COUNCIL

To be held at Wigginton Parish Church Centre at 6:30pm on Thursday 14th May 2026

Members of the public and the press are welcome to attend.

AGENDA

26/001. Election of Chair for the ensuing year: including Declaration of Acceptance of the Office of Chair.

26/002. Appointment of Vice Chair for the ensuing year

26/003. Apologies: To receive and approve reasons for absence.

26/004. 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.*

26/005. 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.

26/006. Minutes: To approve the minutes of the Parish Council meeting held on 5th March 2026 (**APPENDIX 1**)

26/007. Reports from County and District Councillors (for information only) **if present:**

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

26/009. Planning:

a) To consider new application/s:

Reference	Address	Details	W&H comment	LDC decision
SCC/25/0091/VOC	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 hardstanding area) of planning permission L.19/04/805-808 MW		Staffordshire County Council
26/00432/FUH	42 Memorial Drive Wigginton Tamworth Staffordshire B79 8UP	Proposed single storey rear extension	No objection.	Pending Consideration
26/00408/REMM	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),	Comment submitted 20.04.2026	Pending Consideration

		for the erection of 210 dwellings and associated public open space, landscaping, sustainable drainage systems (SuDS), access and associated infrastructure		
26/00143/COU	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
26/00385/FUH	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.	GRANTED 06.05.26
26/00348/LBC	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.	GRANTED 28.04.26
26/00335/FUH	15 Lycett Lane Wigginton Tamworth Staffordshire B79 8UN	Single storey front extension to form porch	No objection.	GRANTED 20.04.26

b) To report decisions on previous applications:

Reference	Address	Details	W&H comment	LDC decision
26/00102/COU	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.	GRANTED 06.03.26
26/00035/LBC	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.	REFUSED 10.03.26

26/010. Clerk Report: To note the Clerk Report (**APPENDIX 2**)

26/011. Grant Application: To consider the application for funding from the Hopwas Garden Club (**APPENDIX 3**).

26/012. Committees, Working Groups and Representation:

- a) To confirm the Parish Council do not currently have any Committees or Sub-Committees
- b) To confirm a Council representative for the Hints Quarry Liaison Group

26/013. Policies:

- a) Standing Orders (**APPENDIX 4a**)
- b) Code of Conduct (**APPENDIX 4b**)
- c) Financial Regulations (**APPENDIX 4c**)
- d) Publication Scheme (**APPENDIX 4d**)
- e) To ratify that all Council policies have been reviewed within the last 12 months and that the Council are satisfied with current review arrangements for all items under Standing Order 5 (J XVii) (**APPENDIX 4e**)

26/014. General Power of Competence: To consider whether 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. **Council now meets these requirements, CiLCA qualified clerk and 2/3 of Members elected.**

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

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

26/017. Insurance: To consider arrangements for insurance cover in respect of all insurable risks and to consider insurance quotes and associated costs from 1st June 2026. (**APPENDIX 6**)

26/018. Internal Auditors report for year ending 31st March 2026: To note the Internal Auditors Report for 2025/26 (**APPENDIX 7**)

26/019. Annual Governance Statement for the year ending 31st March 2026: To consider and to approve the governance statement for 2025/26 (**APPENDIX 8**)

26/020. Accounting Statements for the year ending 31st March 2026: To approve the Accounting Statements for 2025/26. (**APPENDIX 9**)

26/021. Details of the arrangements for the exercise of public rights: To note the date of announcement and the period of public rights set by the Clerk / RFO (**APPENDIX 10**)

26/022. Neighbourhood Governance Pack: To consider the Neighbourhood Governance from the Staffordshire Parish Councils Association and approve the associated motion and actions. (**APPENDIX 11**)

26/023. Community Governance – Level 4: To consider the Clerk's training request (**APPENDIX 12**)

26/024. Items for future meetings:

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 5th November 2026, 6:30pm, St Chads Church Hall, Hopwas

Thursday 7th January 2027, 6:30pm, Wigginton Parish Church Centre, Wigginton

Thursday 4th March 2027, 6:30pm, St Chads Church Hall, Hopwas