Kate Pritchard
Clerk of the Parish Council

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Clerk Report

Actions taken under Delegated Authority
Payments made under delegated authority (Financial Reg)
£404 Staffordshire County Council – Section 50 license fee for Hopwas defibrillator project
£44 Hopwas playing field padlock
£118 Poppies and wreath – remembrance Sunday project
£76.02 Mutts Butts – Dog waste refill bags (Dunstall Lane dog waste station)
£76.02 Mutts Butts – dog waste refill bags (Hopwas play park)
£10 1p Mobile – Parish council mobile top up
£236.40 Beacon Street Garage – Hopwas playground repairs
£108 SPCA – Cllr training courses
£173.25 SLCC – Clerk training courses
£250 A. Cox – hedge cutting Wigginton
£7.20 – Postage for documents & letters
£90 Sign Technology – replacement signage for HPF
£78 Drayton Basset Parish Council -Bulbs for parish
£175 A. Cox – Bulb planting in parish

Highways

- Temporary Road Closure Order - Dunstall Lane, 16th & 17th November
- Temporary Road Closure Order - Syerscote Lane, utility asset works, 5th – 16th October
- Temporary Road Closure Order – Main Road, 4th November
- Tollgate Lane-Comberford: Response from CHLO *"Please accept my apologies for the delay in responding to your email regarding Tollgate Lane. Work has been raised and scheduled a couple of times, however due to emergencies this work has been delayed. I have spoken with our scheduling team and awaiting a revised date for delivery. I have also raised your concerns regarding vegetation with our maintenance management team and await a response. Once I receive updates on the above, I will let you know."*
- Wigginton blocked drains reported – reference number 4514997 – work order has been raised
- Temporary Road Closure Order – Bodnetts Road, Hopwas 28th -30th December
- Ref no: 4486824 - 30mph sign Main Rd, Wigginton – This has been repaired

Correspondence

- St Chads Church Hopwas – Thanks sent for the grant to repair the St Chads hall roof
- Packington Independent Greenbelt Supporters – parish Council collaboration
- LDC - Brownfield Land Register Update
- SPCA - Staffordshire Local Council Conference 2026, Local Government Reorganisation Update, Staffordshire Council Tax Data, Harassment prevention changes under the Employment Rights Act 2025, Useful Guide: Understanding Material Planning Considerations, LGR update
- Resident raised issue of the crossroads junction of Gillway lane, browns lane and main road, Wigginton – report it tool link sent to resident along with County Cllr details
- Resident sent formal complaint- Repeated Nails on Roads in Wigginton and Serious Road Safety Concern. Staffordshire police report, reference: BCA-137013-26-2121-04. Road sweeping, LDC, reference: STR005553. Debris on highway- SCC, reference: 4516377. PCSO – smart alert was raised

- Rev'd Dyson responded to the letter sent regarding the overgrown ivy and condition of the boundary wall
- Resident sent request for Council to object to planning application and ask for referral to Planning Committee
- FOI request received
- LDC - Planning changes coming into effect on November 1st

Maintenance

- Ashby Road hedge trimmed to improve visibility for the SIDs
- Basketball area refurbishment is completed
- Stop look listen signage has been replaced
- Bulbs have been planted in Comberford Millenium Green, on the Wigginton War Memorial green and Hopwas playing field for Spring 2027
- The moss on the Comberford Millenium Green path has been removed and fencing has been repaired
- 5 dead trees removed at Comberford Millenium Green

Administration

- Lichfield Local Plan 2046 - Scoping Consultation response submitted
- Land Registry – updated correspondence address for the HPF
- NALC Neighbourhood Plan Survey completed
- Assets of Community Value – Methodist church and st chads hall have been approved as an asset of community value
- Quote for website update
- Flooding, sewage and drainage concerns in Wigginton Village letter sent to Chief Executive of SCC, Severn Trent Water, South Staffs Water, Lichfield District Cllrs, and Spital Ward Tamworth Borough Councillors. STW have confirmed receipt of the letter.
- Assets of community value – LDC have confirmed the methodist church and St Chads church hall Hopwas have been declared assets of community value
- Spring/Summer newsletter has been delivered. Next newsletter will be Spring/Summer 2027 as some projects are still underway

Training

The Clerk has attended the following courses/ meetings since the last Parish Council meeting:

- SLCC – September Branch meeting
- SLCC – Resilience in person training day
- Scribe – Forecasting, Budgeting & Setting the Precept for Local Councils
- Parish Online - Introduction and general wellbeing session
- Parkinson Partnership – Internal Controls
- SLCC - Civility and Respect: Personal Resilience and Self-Protection
- Scribe – Community Engagement

Playground Project

- Tender went live on the government portal 30th September 2026
- Tender submission deadline 11th January 2027 11:59pm
- Site visits held at Hopwas playground 13th, 22nd and 27th October

CIL Funding

App ref	Site	Date collected	proportion	Parish amount

25/01077/FUL	Land rear of 41-43 Nursery Lane, Hopwas	24/04/2026	25.0%	£9,835.15
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