

Heath Hayes & Wimblebury Parish Council

Minutes of the Parish Council

Held on Wednesday 2nd December 2020 at 7.30pm

Remotely on Zoom

Present: Cllrs M Buttery (Chairman), J Aston, D Baker, D Bennett, J Bernard, L Bullock, P Dadge, P Ferraby, A Fitzgerald, P Haden, P Hewitt, D Todd, S Thompson

In Attendance:
Parish Clerk: Mrs L Bowman

12/20/1.0 Apologies

No apologies received.

12/20/2.0 To Approve the Minutes of the meetings held on the 4th November 2020

The Minutes of the meeting held on the 4th November 2020 were approved as a true record.

12/20/3.0 Declarations of Interest

Cllrs A Fitzgerald, D Todd & S Thompson – Planning

12/20/4.0 County Councillors update

Apologies were received from Cllr J McMahon and Cllr B Jones. Cllr Hewitt had no further updates on the Coronavirus situation other than following government guidance.

12/20/5.0 Public Participation

None

12/20/6.0 Chairman's Announcements

The Chairman thanked all volunteers that participated in the Virtual Remembrance Service video and considered it to be a great success.

The Chairman wished to donate all or part of the Chairman's Allowance to the Christmas Trees on the Traffic Islands Heath Hayes and Wimblebury, (see Minute 12/20/9.3 below). He thanked the local Businesses that had donated: Craig Watts Holdings, D Thompson Electrical, PC Paramedics, MB Office Supplies and Tesco.

12/20/7.0 Clerk's Report

The Council noted the Clerk's Report and correspondence

- To abide by government guidance relating to coronavirus, the Clerk had been working from home since the 5th November.
- The Clerk confirmed a Solicitors Letter regarding the Hayes Green Community Centre lease had been sent to Cannock Chase District Council after pursuing the solicitor for months.
- Cannel mount lease had been signed and a sealed copy was awaited.

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- Using the new logo, office signage had been erected and business cards printed.
- Defibrillators were checked fortnightly and were all working satisfactory.
- The Christmas street lights had been erected and they would be illuminated between the hours of 3-11pm.
- The Precept demand of £110,000 had been requested from Cannock Chase Council and proposed press release prepared.
- The Internal Auditor had conducted a very thorough internal audit over zoom. The Clerk had screen shared information from the Parish website and various policies, procedures and accounts had been examined in detail. The auditor was satisfied and happy with improvements made. It was highlighted that a small adjustment was needed in the financial regulations which members would be requested to ratify at next full Council Meeting. Payments should all be approved at full Council before being authorised on the banking system.

12/20/8.0 Police Report

Cllr Thompson read out a report received from the local PCSO.

- Parking around the local schools, although patrols had been made around Five Way School, the problems were still occurring and gradually getting worse on Gorsemoor Road, Badgers Way and Meadow Way. Five Ways had put up new banners along the fencing regarding blocking peoples drives and the effects of parking irresponsibly. The area was being assessed again this Friday.
- Regular patrols around Tesco's were made as often as possible to try and decrease the chance of shoplifting, Tesco may become targeted at Christmas time. The PCSO continued to tackle the issues that seemed to be occurring down the side of Tesco with youths congregating.
- Regular patrols around Apple Walk and the fishing pond would continue, to try and reduce the anti-social behaviour and potential drug dealings.

Cllr Thompson asked the Council to support the local shops and welcomed a new shop on the High Street, Chasewater Dogs.

12/20/9.0 Income & Payments

12/20/9.1 No Income had been received since the last report.

12/20/9.2 The Council noted the payments since the last report that had been authorised by the Audit and Governance Committee.

20/11/2020	Administration Expense & Expenses	£2,279.23	Salary, Pension, Stationary, Signage
20/11/2020	Staffordshire County Council	£240.00	Amendment to Cannel Mount Lease
20/11/2020	Mr D Smith	£33.00	2 x Poppy Wreaths
20/11/2020	Staffordshire Parish Council Ass	£150.00	Councillor Training Course
20/11/2020	Toplis Associates Ltd	£900.00	Internal Auditors Fee
20/11/2020	J & S Garden Care	£40.00	Parish Gardening
TOTAL		£3,642.23	

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12/20/9.3 Bank Reconciliation

The Council noted the Bank Reconciliation.

Reserves Brought Forward 31 st March 2020	£4,242.97
Income	£77,903.51
Payments	£37,818.75
Balance 20/11/2020	£44,327.73

12/20/9.4 The Council agreed to pay £264.10 from the Chairman's allowance:

Cllr Dadge - Christmas Tree Lights balance £160.50

Mrs L Bowman - Christmas Tree Stakes £57.60

Cllr A Fitzgerald - Batteries £46.00

12/20/10.0 Notice of Completion of Audit of the Accounts for the Year ended 31 March

12/20/10.1 Audited Annual Governance & Accountability Return 2019/20, Section 3- External Auditors Report and Certificate

Council noted the External Auditors comments. The completion of the Audit had been advertised on the Council website in accordance with legal requirements.

12/20/10.2 Mazars Completion Letter

Council noted the External Auditors Letter

12/20/10.3 The Council resolved unanimously that Toplis Associates act as the Council's Internal Auditor for this financial year 2020/21

12/20/11.0 Climate Change Action Fund

Cllr Hewitt mentioned the opportunity to look into funding available from the County Council.

12/20/12.0 Dementia Alliance

Cllr Hewitt gave an update on the Dementia Alliance Meeting that he and Cllr Fitzgerald had attended. He was proud that our village was a Dementia Friendly Village but was disappointed that the businesses that had received Dementia training had not displayed Dementia stickers and felt there was a lack of awareness. Dementia Alliance was looking at long term funding which the Parish Council fully supported.

12/20/13.0 Committees

12/20/13.1 Planning

Cllr Bullock advised the Council on the Planning Decisions & Applications received during November.

CH/20/338	29/09/2020	14 Truro Place WS12 3YJ	Two Story Side extension & Single Storey Rear Extension	No Objections Council Meeting 11/20/10.0 GRANTED 19/11/2020
CH/20/352	05/10/2020	13 Rose Bay Meadow, WS11 7FW	Single storey rear extension	No Objections Council Meeting 11/20/10.0 GRANTED 23/11/2020
CH/20/348	12/10/2020	45 Wimblebury Road, WS12 2EE	Ground floor rear extension to create disabled access	No Objections Council Meeting 11/20/10.0 GRANTED 17/11/2020

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CH/20/366	19/10/2020	107 Deavall Way, WS11 7ZB	Non Material amendment - change from a 2-storey side extension to a single storey side extension. Pursuant to CH/19/352.	No Objections
CH/20/379	27/10/2020	17 Rochester WS12 3YH	Garage single storey side extension	Object to this application due to over development of site and will not stay in line with surrounding houses. There was a garage on left hand side of the building which has been converted into a domestic room which still has the drive leading to it. The extension to the right-hand side of the property would be parallel and next to existing public footpath. It will also impact on existing street furniture ie Street sign, grit bin and lamppost. Recommended a site visit from CCDC Planning Committee.
CH/20/369	27/10/2020	41 Sparrowhawk Way, WS11 7JW	Single storey bedroom and wet room extension	Objection, over intensive development, site visit recommended
CH/20/380	02/11/2020	Unit 1 (Durapipe), Swaffield Park, Hyssop Close, WS11 7FU	Installation of flue extraction	No objections Flue Extractions must meet vigorous standards.
CH/20/383	04/11/2020	7 Woodford Way, WS12 3XJ	Proposed single storey rear and 2 storey side extension	No objection

Cllr Haden advised on a planning training course with the SPCA that she had attended. She had been impressed with the course and recommended all of the planning committee attend the next available course. Refresher courses would be beneficial, Cllr Bullock expressed an interest to attend the next course.

12/20/13.2 Events Committee Meeting

The Council noted the Minutes of the Meetings on 2nd and 24th November 2020

Cllr Dadge updated the committee on the positive feedback received on the Remembrance Sunday Virtual Service. The service had been excellent, and Cllr Dadge expressed his interest in doing another video next year alongside the normal service.

16 Christmas Trees had been erected on 10 islands in Heath Hayes and Wimblebury and all trees had battery operated lights which would switch on around 4.30pm each day for 6hrs per day.

12/20/13.3 District Council Standards Sub-Committee

Cllr P Dadge updated the Council on the meeting he had attended, the purpose of the meeting was to consider the recommendations made: standards in public life, members conduct, complaints process, best practice, gifts and hospitality register, Cllr Dadge recommended this to

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be uploaded onto the District Council website for easy accessibility.

12/20/13.4 Youth & Community

Committee Members: Cllrs M Buttery, D Bennett, J Bernard, P Dadge, P Ferraby, P Haden, D Todd

Resolved: to add Cllr P Hewitt to the above Committee and elect as Chairman, Cllr M Buttery as Vice Chairman. The Council considered this a good opportunity to work within the community and liaise with the local schools, Kingsmead were looking into a similar committee.

12/20/13.5 Sustainability Issues

Committee Members: Cllrs J Bernard, A Fitzgerald, P Hewitt, S Thompson

Resolved: to elect Cllr A Fitzgerald as Chairman and Cllr S Thompson as Vice Chairman

12/20/14.0 To consider purchasing and donating a Christmas Tree to St Johns Church

The Council discussed the donation in great detail. As budgets were very tight this year the Council resolved unanimously not to support the request. The Council agreed to review the Christmas tree budget next year and consider the possibility of donating to all 3 churches within the Parish.

12/20/15.0 To consider viring £500 from handyman/Gardener budget to S137

Not necessary at the moment.

12/20/16.0 Items for Information or Future Agendas

Cllr Hewitt had already requested items.

12/20/17.0 Date of Next Meeting - Wednesday, 6th January 2021 at 7.30pm

Meeting Ended at 8.15pm.

Signed 

Dated 