

**Annual Council Meeting**  
**Heath Hayes and Wimblebury Parish Council**  
**Held at Hayes Green Community Centre**  
**Wednesday, 13th May 2026, 6.30pm**

**Present:** Cllrs A Beach, D Cecil, M Cecil, S Cotter, C Harborow, P Hewitt, B Whorton & L Wilson

**In Attendance:**

**Parish Clerk:** Mrs L Bowman

**Members of the Public:** 2

Minute Number	Item
05/26/20.0	<p><b>Election of Chair for the 2026/27 Municipal Year</b>  Proposed: Cllr B Whorton    Seconded: Cllr S Cotter  The majority agreed.  Resolved: To elect Cllr C Harborow as Chair.  Signing of the declaration of acceptance of office of Chair.  Cllr C Harborow signed the declaration of acceptance of office of Chair.</p>
05/26/21.0	<p><b>Election of Vice Chair for the 2026/27 Municipal Year</b>  Proposed: Cllr C Harborow    Seconded: Cllr L Wilson  The majority agreed.  Resolved: To elect Cllr P Hewitt as Vice Chair.  Signing of the declaration of acceptance of the office of Vice Chair.  Cllr P Hewitt signed the declaration of acceptance of office of Vice Chair.</p>
05/26/22.0	<p><b>Apologies</b>  To consider and approve the apologies.  Apology received from Cllr P Theodorou. Julie Aston ceased to be a member of the Parish Council under Section 85(1) of the Local Government Act 1972. A Councillor is disqualified from office if they fail to attend any meeting of the authority for a period of six consecutive months.</p>
05/26/23.0	<p><b>Declaration of personal &amp; prejudicial interest in any item on the agenda</b>  Cllr Wilson Planning  Cllr C Harborow Cannock Lions Club</p>
05/26/24.0	<p><b>To receive requests for dispensation</b>  None.</p>
05/26/25.0	<p><b>Public Participation</b>  None.</p>
05/26/26.0	<p><b>To Approve the Minutes of the meeting held on the 8<sup>th</sup> April 2026</b>  The meeting minutes held on the 8<sup>th</sup> April 2026 were approved as a true record.  Proposed: Cllr L Wilson    Seconded: Cllr A Beach</p>
05/26/27.0 05/26/27.1 05/26/27.2 05/26/27.3	<p><b>Co-option</b>  Council considered a co-option application for the New Heath Hayes Ward.  Proposed: Cllr M Cecil    Seconded: Cllr D Cecil  Resolved: to co-op Hayley Page as Councillor for the New Heath Hayes Ward.  Signing of the declaration of acceptance of office.  Council to consider a co-option application for the Old Heath Hayes Ward.  Proposed: Cllr B Whorton    Seconded: Cllr S Cotter</p>

05/26/27.4	Resolved: to co-op Manjinder Nakhwal as Councillor for the Old Heath Hayes Ward. Signing of the declaration of acceptance of office.
<b>05/26/28.0</b>	<b>County Council's update</b> The potholes on Langholm Drive would be attended to in June.
<b>05/26/29.0</b>	<b>To agree on Meeting Dates for the 2026/27 Municipal Year</b> Council agreed to the Meeting Dates for the 2026/27 Municipal Year. Proposed: Cllr L Wilson    Seconded: Cllr M Cecil
<b>05/26/30.0</b>	<b>To agree on Committees and Members for the 2026/27 Municipal Year</b>
05/26/30.1	Planning Cllrs M Cecil, S Cotter, C Harborow, P Hewitt, B Whorton.
05/26/30.2	Events, Christmas Lights, Youth & Community. Cllrs A Beach, D Cecil, M Cecil, S Cotter, C Harborow, H Page, M Nakhwal, L Wilson.
05/26/30.3	Audit & Governance. Cllrs A Beach, P Hewitt, M Nakhwal, P Theodorou.
05/26/30.4	Human Resources. Cllrs A Beach, M Cecil, S Cotter, P Hewitt.
05/26/30.5	To appoint a representative to the District Council Standards Sub-Committee, Cllr P Hewitt.
05/26/30.5	Working Party Newsletter Cllr D Cecil, M Cecil, S Cotter, P Hewitt, M Nakhwal, B Whorton
<b>05/26/31.0</b>	<b>Council to review and approve Policies:</b>
05/26/31.1	Financial Regulations Council agreed the Financial Regulations.
05/26/31.2	Standing Orders Council agreed the Standing Orders.
05/26/31.3	Code of Conduct Council agreed the Code of Conduct.
05/26/31.4	Asset Register Council agreed the Asset Register.
05/26/31.5	Risk Assessment Policy Council agreed the Risk Assessment Policy.
05/26/31.6	Health & Safety Policy Council agreed the Health & Safety Policy.
05/26/31.7	Lone Working Policy Council agreed the Lone Working Policy. Council requested that the Community Centre install CCTV. Council to look into purchasing a Lone Working device
05/26/31.8	Privacy Notice for Staff, Councillors & Role Holders Council agreed the Privacy Notice for Staff, Councillors & Role Holders.
05/26/31.9	General Privacy Notice for the Public Council agreed the General Privacy Notice for the Public.
05/26/31.10	Data Breach Policy Council agreed the Data Breach Policy.
05/26/31.11	Co-Option Policy Council agreed the Co-Option Policy.
05/26/31.12	Equal Opportunity Policy Council agreed the Equal Opportunity Policy.
05/26/31.13	Safeguarding Children & Adults Policy Statement Council agreed the Safeguarding Children & Adults Policy Statement. Agreed that Cllr S Cotter be the
05/26/31.14	Safeguarding Officer. Disciplinary Procedure Council agreed the Disciplinary Procedure.

05/26/31.15	<p>Terrorism &amp; Security Policy  Council agreed the Terrorism &amp; Security Policy.  Proposer: Cllr S Cotter    Secoder: Cllr L Wilson  Resolved: Council agreed on all policies.</p>																																													
05/26/32.0	<p><b>Clerks Report</b>  Council considered and noted the Clerk's Report.</p> <ul style="list-style-type: none"> <li>• Summer bedding plants ordered.</li> <li>• Watering Company had been instructed.</li> <li>• Green Escape had attended site for 2 days, clearing and felling dead trees around Cannel Mount.</li> <li>• Courses attended: Clerk &amp; Communications Officer attend a Fire Safety Course.</li> <li>• The cherry tree outside of Heath Hayes Library had been classified as being in poor physical condition. The report identified extensive deadwood throughout the canopy, reduced vitality, and signs of developing stem necrosis. Overall, the tree was considered to be in only fair structural condition, and therefore, it was recommended that the tree be felled.</li> <li>• The Grandparents group provided pictures of their purchases using last year's Parish Council Grant.</li> <li>• The Parish Council had continued to be a member of Support Staffordshire.</li> </ul> <p>Correspondence:</p> <ul style="list-style-type: none"> <li>• Mr J Newbury, Member of Parliament for Cannock Chase, regarding Devolution.</li> <li>• Ansty Drive, change of use from a residential property.</li> <li>• SPCA monthly bulletins.</li> <li>• Free Staffordshire planning and advice service flyer.</li> <li>• New HR advice provider WorkNest.</li> <li>• Invite from Staffordshire Police to Community Solutions, 15<sup>th</sup> June 2026.</li> <li>• Request from Staffordshire County Council to register all Parish-owned grit bins.</li> <li>• Keep Britain tidy campaign.</li> </ul>																																													
05/26/33.0 05/26/33.1	<p><b>Income &amp; Payments</b>  Council noted the income since the last report.</p> <table border="1" data-bbox="336 1339 1437 1563"> <thead> <tr> <th>Date</th> <th>Source</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>08/04/2026</td> <td>Newsletter Income</td> <td>£475.00</td> </tr> <tr> <td>10/04/2026</td> <td>HMRC VAT Reclaimed</td> <td>£1,932.52</td> </tr> <tr> <td>15/04/2026</td> <td>Events Income</td> <td>£416.00</td> </tr> <tr> <td>20/04/2026</td> <td>Cannock Chase District Council</td> <td>£62,801.00</td> </tr> <tr> <td><b>Total</b></td> <td></td> <td><b>£65,624.52</b></td> </tr> </tbody> </table> <p>Council noted the payments since the last report that had been authorised by the audit and governance committee, and the monthly finance report.</p> <table border="1" data-bbox="336 1671 1437 2027"> <thead> <tr> <th>Date</th> <th>Payee</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>08/04/2026</td> <td>Grants</td> <td>£8,150.00</td> </tr> <tr> <td>15/04/2026</td> <td>EE</td> <td>£56.83</td> </tr> <tr> <td>22/04/2026</td> <td>Administration Expenses</td> <td>£4,003.91</td> </tr> <tr> <td>22/04/2026</td> <td>Events Disbursements</td> <td>£371.50</td> </tr> <tr> <td>22/04/2026</td> <td>Hayes Green Community Centre</td> <td>£4,500.00</td> </tr> <tr> <td>22/04/2026</td> <td>Staffordshire Parish Council Association</td> <td>£1,613.61</td> </tr> <tr> <td>22/04/2026</td> <td>Staffordshire Parish Council Association</td> <td>£48.00</td> </tr> <tr> <td>22/04/2026</td> <td>Staffordshire Parish Council Association</td> <td>£48.00</td> </tr> </tbody> </table>	Date	Source	Total	08/04/2026	Newsletter Income	£475.00	10/04/2026	HMRC VAT Reclaimed	£1,932.52	15/04/2026	Events Income	£416.00	20/04/2026	Cannock Chase District Council	£62,801.00	<b>Total</b>		<b>£65,624.52</b>	Date	Payee	TOTAL	08/04/2026	Grants	£8,150.00	15/04/2026	EE	£56.83	22/04/2026	Administration Expenses	£4,003.91	22/04/2026	Events Disbursements	£371.50	22/04/2026	Hayes Green Community Centre	£4,500.00	22/04/2026	Staffordshire Parish Council Association	£1,613.61	22/04/2026	Staffordshire Parish Council Association	£48.00	22/04/2026	Staffordshire Parish Council Association	£48.00
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	30/04/2026	Bank Charges	£8.50		
	<b>Total</b>		<b>£18,800.35</b>		
05/26/33.2	Council noted the bank reconciliation up to 30 <sup>th</sup> April 2026				
	Reserves Brought Forward 1 <sup>st</sup> April 2026		£134,445.83		
	Income		£65,624.52		
	Payments		£18,800.35		
	Balance as per bank statement 31 <sup>st</sup> March 2027		£181,270.00		
<b>05/26/34.0</b>	<b>Annual Governance Statement &amp; Return</b>				
	Council to note and approve:				
05/26/34.1	The Internal Auditor's Report for 2025/26.				
	Council noted the comments within the internal auditors' report				
05/26/34.2	To review the Annual Governance Statement as part of the Annual Return 2025/26, section 1 and consider the responses required.				
	Council noted and approved the annual governance statement section 1.				
05/26/34.3	To approve the Annual Return For 2025/26, Section 2, Accounting Statements 2025/26.				
	Council noted and approved the annual return for 2025/26, section 2 accounting statements 2025/26.				
05/26/34.4	Notice of appointment of date for the exercise of public right accounts for the year ended 31 <sup>st</sup> March 2026 and contact details.				
	Council noted and approved the notice of appointment of date for the exercise of public right accounts for the year ended 31 <sup>st</sup> March 2025.				
05/26/34.5	Annual Return Bank Reconciliation.				
	Council noted the annual return bank reconciliation.				
05/26/34.6	Annual Return Significant Variance.				
	Council noted the annual return significant variance and contact details.				
05/26/34.7	Appointment of Internal Auditor				
	Council agreed on Kim Squires as the Council's internal auditor for the financial year 2026/27 and thanked her for their continued support.				
	Proposer: Cllr L Wilson    Seconded: Cllr A Beach				
<b>05/26/35.0</b>	<b>Planning Committee</b>				
05/26/35.1	Council noted the planning application received that the committee considered.				
	<b>Application Number</b>	<b>Date</b>	<b>Location</b>	<b>Description</b>	<b>Comments</b>
	CH/26/100	24-03-2026	34 Gorsemoor Road WS12 3TG	Lawful Development Certificate for Proposed garage conversion with ground floor front extension.	No Objection
	CH/26/110	30-03-2026	10 Highfield Road WS12 2DX	Residential garden annex.	No Objection
	CH/26/112	31-03-2026	Land to the rear of 155 Wimblebury Road WS12 2EW	Erection of a 3-bed detached dwelling.	No Objection
	CH/26/123	13-04-2026	Former Radtec WS11 7LH	Refurbishment of existing offices and workshops, including alterations to elevations; subdivision of the site with new security fencing and pedestrian access; creation of a new	No Objection

				vehicular access and car park for the MUA site with associated works.	
	CH/26/123	13-04-2026	Former Radtec WS11 7LH	Installation of 2no. externally illuminated facade signs to front and side elevations.	No Objection
	CH/26/068	14-04-2026	56 Lyndhurst Road WS12 3HD	Rear garden shed to used dog grooming studio - CERTIFICATE B RECEIVED.	No Objection
	CH/26/116	14-04-2026	Gorsemoor Primary School WS12 3TG	Lawful Development Certificate for proposed long jump pit.	No Objection
	CH/25/0248	24-04-2026	Land East of Wimblebury Road WS12 2EW	Outline Application: Proposed development for up to 435 residential dwellings (Use Class C3) with ancillary amenity areas, landscaping, parking, drainage basins and other associated infrastructure including the Wimblebury Road Relief Road, all matters reserved except for detailed vehicular accesses onto Wimblebury Road and Cannock Road - AMENDED INFORMATION.	Object  Original objection still stands.

05/26/35.2

Council noted the planning decisions received from Cannock Chase District Council.

Application Number	Date	Location	Description	Comments
CH/25/0144 <b>05/25/18.0</b> 24/03/2026 <b>Approved Conditions</b>	07/05/2025	54 John Street WS12 2RJ	Retrospective application for the erection of a double-storey side extension and front porch.	No objection.
CH/26/033 <b>03/26/188</b> 31/03/2026 <b>Approved Conditions</b>	02/02/2026	38 Badgers Way WS12 3XQ	First floor side extension and new porch.	No Objection
CH/26/049 <b>03/26/188</b> <b>Approved Conditions</b> 02/04/2026	12/02/2026	30 Rochester Way, WS12 3YH	Proposed single storey side extension to form a garage.	No Objection

05/26/35.3

**Cannock Chase Local Design Guide Supplementary Planning Document Consultation**

The Council invited representation to be made on the Design Guide between 28<sup>th</sup> April 2026 until 5 pm, 26<sup>th</sup> May 2026. Cllr Hewitt and Cllr Beach to look at the consultation in further detail.

<b>05/26/36.0</b>	<p><b>Open Spaces</b></p> <p>Council received the photographic list of work completed during the month.</p> <ul style="list-style-type: none"> <li>• Bushes cut back around Meadow Way.</li> <li>• Grass cutting around the Parish.</li> <li>• Grass cutting and tidy up at Cannel Mount.</li> <li>• Tidy up around Kent Place, cut up and removed a fallen tree.</li> <li>• Cut grass verge and weeded along the wall on John Street.</li> <li>• Alley to the side of Gorsemoor school, strimmed and tidied.</li> <li>• Alley opposite Five Ways Primary school, strimmed and tidied.</li> <li>• Grass on Arthur Street mowed.</li> <li>• Meadow Way Estate, large bush cut back.</li> <li>• Heath Way, overhanging bush cut back.</li> <li>• Alley to the side of the library and back of shops, strimmed and tidied.</li> <li>• Walkways to the back of Canterbury Way trees and bushes cut back, and paths cleared.</li> </ul>
<b>05/26/37.0</b> 05/26/37.1 05/26/37.2	<p><b>Events Committee</b></p> <p>Council noted the draft minutes of the events committee meeting held on 22<sup>nd</sup> April 2026.</p> <p>Council approved the quotes for the bands to play at the summer event at Heath Hayes Park. Proposer: Cllr L Wilson    Seconder: Cllr D Cecil</p>
<b>05/26/38.0</b>	<p><b>Litter Bin</b></p> <p>Council to consider purchasing a litter bin, on the field off Hemlock Way Council agreed to ask the District Council if they would provide a bin in the first instance.</p>
<b>05/26/39.0</b> 05/26/39.1 05/26/39.2 05/26/39.3	<p><b>Hayes Green Community Centre</b></p> <p>Rats, Council had asked the Community Centre caretaker to contact Environmental Health.</p> <p>Council noted the Financial Report for the Community Centre 2025-26.</p> <p>Council agreed for the Community Centre to receive the 2026-27 Grant award. Proposer: Cllr M Cecil    Seconder: Cllr P Hewitt</p>
<b>05/26/40.0</b>	<p><b>Technical support</b></p> <p>Establish which Councillors are experiencing email difficulties.</p>
<b>05/26/41.0</b>	<p><b>Council Litter Pick</b></p> <p>Saturday, 16<sup>th</sup> May 2026, 12-2pm, meet at Heath Hayes Park. Cllr A Beach, D Cecil, S Cotter, C Harborow, P Hewitt to attend. Resolved: to purchase 5 more litter pickers.</p>
<b>05/26/42.0</b>	<p><b>Christmas Street Lights</b></p> <p>Council agreed to loan Cannock Lions the use of the Parish Council's unused Christmas Street Lights for Christmas 2026. Proposer: Cllr D Cecil    Seconder: Cllr L Wilson All Agreed.</p>
<b>05/26/43.0</b>	<p><b>Items for Information or Future Agendas</b></p> <p>None.</p>
<b>05/26/44.0</b>	<p><b>Date of Next Meeting</b> - Full Council Meeting, Wednesday, 17<sup>th</sup> June 2026 at 6.30pm.</p>

**Meeting Ended: 20.25pm**

**Signed:** C Harborow

**Dated:** 17<sup>th</sup> June 2026