

Heath Hayes & Wimblebury Parish Council

The Annual Meeting of the Parish Council

Held on Friday 19th May 2023

Commencing at 7.30pm

At Hayes Green Community Centre

Present: Cllrs M Buttery (Chair), E Aston, J Aston, V Davies, A Fitzgerald, P Haden, C Harborow, P Hewitt, P Theodorou, S Thompson & L Wilson.

In Attendance:

Parish Clerk: Mrs L Bowman

Members of Public: 4
PCSO S Mander

05/23/14.0 Apologies

None.

05/23/15.0 To Approve the Minutes of the meetings held on the 5th April 2023

The minutes of the meeting held on the 5th April 2023 were approved as a true record.

Proposed: Cllr L Wilson

Seconded: Cllr S Thompson

05/23/16.0 Declarations of Interest Personal and Pecuniary

Cllr A Fitzgerald and L Wilson - Planning

05/23/17.0 Public Participation

Cllr Aston asked a question on behalf of a member of public, regarding the notice of change of the Council meeting date and the installation of the new notice board outside of the library. The change of meeting date had been changed on the Council notice boards, website and social media before any Agenda had been issued. The new notice board was still been manufactured, the Clerk to chase the company.

The Chairman of Heath Hayes Football Club reported to Council the issues that the football club had received regarding the ownership of the club. Cllr S Thompson and Cllr M Buttery had declared an interest and had left the room. Cllr P Hewitt stepped in, as substitute Chair. Council agreed to put on the Agenda to be discussed further at June's Council meeting.

05/23/18.0 Chair's Announcements & County Council's update

The Chair thanked each Councillor for their service during their term and the success achieved. The Chair welcomed the new Councillors. County Council Hewitt advised Council on the £30million investment on roads.

05/23/19.0 Election of Chair for the 2023/24 Municipal Year

Cllr S Thompson

Proposed: Cllr M Buttery Seconded: Cllr P Haden Majority agreed.

Resolved: To elect Cllr S Thompson as Chair.

05/23/19.1 Signing of Declaration of Acceptances of Office of Chair

Cllr S Thompson signed the Declaration of Acceptances of Office of Chair.

Hayes Green Community Centre, Heath Way, Heath Hayes
Phone: 07951409707 Email: clerk@hhandw.org.uk

05/23/20.0 Appointment of Vice Chair for the 2023/24 Municipal Year

Cllr M Buttery

Proposed: Cllr P Hewitt Seconded: Cllr A Fitzgerald Majority Agreed

Resolved: To elect Cllr M Buttery as Vice Chair.

05/23/20.1 Signing of Declaration of Acceptances of Office of Vice Chair

Cllr M Buttery signed the Declaration of Acceptance of Office of Vice Chair.

05/23/21.0 To agree Meeting Dates for the 2023/24 Municipal Year

Council agreed the Meeting Dates for the 2023/24 Municipal Year and agreed an earlier start time of 7pm.

05/23/22.0 To agree Committees and Members for the 2023/24 Municipal Year

05/23/22.1 Planning

Committee Members agreed: Cllrs P Haden, C Harborow, P Hewitt & S Thompson

Chairman: Cllr C Harborow

Vice Chairman: Cllr P Haden

05/23/22.2 Events, Christmas Lights Youth & Community

Committee Members agreed: Cllrs E Aston, J Aston, V Davies, A Fitzgerald, P Haden, S Thompson & L Wilson.

Chairman: Cllr L Wilson

Vice Chairman: Cllr V Davies

05/23/22.3 Open Spaces & Sustainability Issues

Committee Members agreed: Cllrs E Aston, J Aston, M Buttery, V Davies, A Fitzgerald, P Haden & S Thompson.

Chairman: Cllr P Haden

Vice Chairman: Cllr S Thompson

05/23/22.4 Audit & Governance

Committee Members agreed: Cllrs J Aston, A Fitzgerald, P Haden, P Hewitt & P Theodorou

Chairman: Cllr P Hewitt

Vice Chairman: Cllr P Theodorou

Representatives

05/23/22.5 District Council Standards Sub-Committee

Council agreed Cllr P Hewitt and Cllr C Harborow as the Council Representatives.

05/23/23.0 Council to review and approve Policies:

05/23/23.1 Financial Regulations

Council agreed the Financial Regulations

05/23/23.2 Standing Orders

Council agreed the Standing Orders.

05/23/23.3 Code of Conduct

Council agreed the Code of Conduct policy.

05/23/23.4 Asset Register

Council agreed the Asset Register.

05/23/23.5 Financial Risk Assessment

Council agreed the Financial Risk Assessment.

05/23/23.6 Health & Safety Policy

Council agreed the Health & Safety policy.

05/23/23.7 Lone Working Policy

Council agreed the Lone Working policy.

05/23/23.8 Privacy Notice for Staff, Councillors & Role Holders

Council agreed the Privacy Notice for Staff, Councillors & Role Holders.

05/23/23.9 General Privacy Notice for the Public

Council agreed the General Privacy Notice for the Public.

05/23/23.10 Data Breach Policy

Council agreed the Data Breach policy.

05/23/23.11 Co-Option Policy

Council agreed the Co-option policy and amendment.

05/23/23.12 Equal Opportunity Policy

Council agreed the Equal Opportunity policy.

05/23/23.13 Safeguarding Children & Adults Policy Statement

Council agreed the Safeguarding Children & Adults policy Statement.

05/23/23.14 Disciplinary Procedure

Council agreed the Disciplinary Procedure.

05/23/24.0 Clerks Report

Council noted the clerks report & correspondence.

- Parish Council Bench on Gladstone Road. Donated by Old Heath Hayes Carnival Committee of the 1960's and 70's to Heath Hayes & Wimblebury Parish Council.
- The tree surgeon had spent 2 days at Cannel Mount felling any dead or broken trees at Cannel Mount.
- Data from Speed Indicator Sign on John Street.
- Data from Speed Indicator Sign on Heath Way.
- Data from Speed Indicator Sign on Cannock Road. Council requested the information be shared with Staffordshire Highways.

05/23/25.0 Police Report

PCSO S Mander went through the report with Council and answered any questions. Council noted the Police Report.

1st - 30th April 2023

Criminal damage

02/04/2023 - Hednesford Road - Windows broken at property.

Suspicious Incident

07/04/2023 - Stafford Street - Report of drug dealing.
22/04/2023 - Stafford Street - Unknown persons kicking door.
24/04/2023 - Turner Close - Unknown persons wearing balaclavas on scrambler bikes.
27/04/2023 - Kestrel Grove - Unknown male seen walking on property.

Burglary Business

11/04/2023 - Hednesford Road - Top Hat and Tails Hednesford Road.
11/04/2023 - Hednesford Road - International Aid Trust Charity Shop.
11/04/2023 - Hednesford Road - Attempted Break at Lush Beauty and Massage.

Theft Shoplifting

18/04/2023 - Heath Way - Tesco Store.
19/04/2023 - Heath Way - Tesco Store.

Theft Other

15/04/2023 - Sidon Hill Way - Theft of parcel.
19/04/2023 - Trentham Close - Theft of Aluminium ramp off driveway.

Vehicle Crime

28/04/2023 - Gorsemoor Road - Vehicle stolen.

Transport Related

16/04/2023 - Heath Way - Report of motorbike on footpath and cars racing around Tesco car park.
19/04/2023 - Heath Way - Transporter parked on car park for several days at The Winding Wheel.
20/04/2023 - Heath Way - Report of off-road motorbike at rear of Tesco.

Public Safety

17/04/2023 - Brisbane Way - Report of aggressive dog . Dog not found.

Violence Against the Person

18/04/2023 - Tesco Car Park - Male assaulted.
22/04/2023 - Chestnut Close - Male assaulted.

05/23/26.0 Income & Payments

05/23/26.1 Council noted the Income received since the last monthly finance report.

Date	Source	TOTAL
01/04/2023	Cannock Chase District Council	£58,063.50
04/04/2023	HMRC VTR	£ 330.72
	Month Total	£58,394.22

05/23/26.2 Council noted the payments since the last report that had been authorised by the audit and governance committee and monthly finance report.

Date	Payee	TOTAL
05/04/2023	Chase Grandparents	£ 300.00
05/04/2023	Community First Responders	£ 500.00
05/04/2023	PGCC Foodbank	£ 500.00
05/04/2023	Hednesford Town Ladies Football Club	£ 500.00
05/04/2023	1st Heath Hayes Scouts	£1,000.00
05/04/2023	Gorsemoor School PTFA	£ 475.00
05/04/2023	Fireworks	£ 200.00

05/04/2023	Heath Hayes Academy PTFA	£ 475.00
05/04/2023	Five Ways Academy PTFA	£ 475.00
05/04/2023	Heath Hayes Art Society	£ 250.00
05/04/2023	Hednesford Town Girls Football Club	£ 500.00
05/04/2023	4th Heath Hayes Brownies	£ 250.00
05/04/2023	Heath Hayes Library	£ 500.00
05/04/2023	Cannock Lions	£ 500.00
05/04/2023	Community Life Church	£ 500.00
05/04/2023	3rd Heath Hayes Brownies	£ 250.00
05/04/2023	MASE	£ 320.00
05/04/2023	Cannock Chase Drama Society	£ 300.00
05/04/2023	Friends of Heath Hayes Park	£ 500.00
05/04/2023	Heath Hayes Community Food Table	£ 500.00
17/04/2023	EE	£ 25.48
24/04/2023	ES Print	£ 138.00
24/04/2023	Vicky at Fiveways Bespoke Catering Services	£ 200.00
24/04/2023	Staffordshire Parish Council Association Council	£1,075.24
24/04/2023	Green Escapes Tree Surgery	£1,320.00
24/04/2023	npower	£ 33.44
24/04/2023	Administration Expense	£3,121.17
24/04/2023	Toplis Associates Ltd	£ 658.56
28/04/2023	Bradleys	£ 243.36
28/04/2023	Turnock Ltd	£ 595.21
		£16,205.46

Date	Source	TOTAL
01/04/2023	Cannock Chase District Council	£58,063.50
04/04/2023	HMRC VTR	£ 330.72
	Month Total	£58,394.22

05/23/26.1 Council noted the bank reconciliation.

Reserves Brought Forward 1 st April 2023	£93,614.46
Income	£58,394.22
Payments	£16,205.46
Balance as per bank statement: 30 th April 2023	£135,803.22

05/23/27.0 Annual Governance Statement & Return

Council noted and approved:

05/23/27.1 The Internal Auditor's Report for 2022/23

05/23/27.2 To review the Annual Governance Statement as part of the Annual Return 2022/23 Section 1 and consider the responses required.

Council noted and approved the Annual Governance Statement Section 1.

05/23/27.3 To approve the Annual Return for 2022/23 Section 2, Accounting statements 2022/23

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Council noted and approved the Annual Return for 2022/23 Section 2, Accounting statements 2022/23.

05/23/27.4 Notice of appointment of date for the exercise of public right accounts for the year ended 31st March 2023. Council noted and approved the Notice of appointment of date for the exercise of public right accounts for the year ended 31st March 2023.

05/23/27.5 Annual Return Bank Reconciliation
Council noted the annual return bank reconciliation.

05/23/27.6 Annual Return significant variance and contact details
Council noted the annual return significant variance and contact details.

05/23/27.7 Appointment of Internal Auditor
Council agreed Kim Squires as the Council's Internal Auditor for the Financial Year 2023/24 and thanked them for their continued support.

05/23/28.0 Planning Committee

05/23/28.1 Council noted the planning decisions received from Cannock Chase District Council.

Application Number	Date	Location	Description	Comments
CH/23/0013 04/23/9.0 REFUSED 13/04/2023	08/03/2023	155 Wimblebury Road, WS12 2EW	Proposed new 3 bedroom dormer bungalow.	Council considered this an over development of a small site, with no off-street parking provision. Providing those objections had been addressed to the satisfaction of the planning department, Council had no objection.
CH/23/0135 04/23/9.0 GRANTED 26/04/2023	23/03/2023	21 John Street, WS12 0FT	Erection of new garden fence (retrospective).	No Objection.
CH/23/0105 REFUSED 04/05/2023	28/03/2023	18 Attingham Drive, WS11 7YB	Tree House to rear garden	Object the tree house would be overlooking neighbouring gardens restricting privacy.

05/23/28.2 Council noted the planning applications authorised by the planning committee.

Application Number	Date	Location	Description	Comments
CH/23/0137	23/03/2023	Land at Farm Garage Petrol Station WS12 3TN	Proposed new food convenience store with associated access and parking - use classification E. Resubmission of CH/22/0322.	Object due to noise and parking issues.
CH/23/0105	28/03/2023	18 Attingham Drive, WS11 7YB	Tree House to rear garden.	Object the tree house would be overlooking neighbouring gardens restricting privacy.
HH/23/0001	27/03/2023	34, Badgers Way, WS12 3XQ	High Hedge complaint relating to 32 Badgers Way.	No Objection.

CH/23/0168	25/04/2023	205 Wimblebury Road, WS12 2EP	Proposed conversion of existing property to create 4 apartments for residents with complex care needs.	No Objection.
CH/23/0177	26/04/2023	7 Denbury Close, WS12 3TE	Single storey front extension.	No Objection.
CH/23/0178	26/04/2023	8 Shugborough Way, WS11 7YT	Proposed Garage Conversion Alterations.	No Objection.

05/23/29.0 Events Committee Meeting

05/23/29.1 Council approved the minutes from the events committee meeting on Wednesday, 26th April 2023. Council had coins, mugs and chocolate lollies left over from the Coronation event. Council agreed to donate the coins to Brownies & Squirrels, the mugs to Heathers care home, the chocolate lollies to the toddler group and the £18.50 raised be given to Heath Hayes Academy PTFA for use of their car park during the event.

05/23/30.0 Electoral Review Of Cannock Chase District Council: Final Recommendations

The Local Government Boundary Commission for England had published final recommendations setting out new electoral arrangements for Cannock Chase. Council noted the recommendations.

05/23/31.0 Friends of Chasewater

Council considered renewing Friends of Chasewater membership.
Resolved: to renew the membership.

05/23/32.0 Expressions of interest of vacancy

05/23/32.1 Expressions of Interest in vacant seats - New Heath Hayes Ward

05/23/32.2 First seat: H Rushton

Proposed: Cllr M Buttery Seconded: Cllr S Thompson Majority Agreed

Resolved: To elect H Rushton as Councillor for the New Heath Hayes Ward

05/23/32.4 Second seat: P Jones

Proposed: Cllr A Fitzgerald Seconded: Cllr P Theodorou Majority Agreed

Resolved: To elect P Jones as Councillor for the New Heath Hayes Ward

05/23/32.5 P Jones signed the Declaration of Acceptance of Office for Councillor for the New Heath Hayes Ward.

05/23/33.0 Items for Information or Future Agendas

Awards Protocol and Heath Hayes Football Club.

05/23/34.0 Date of Next Meeting - Council Meeting Wednesday, 7th June 2023 at 7.30pm

Meeting ended: 9.05pm

Signed: 

Dated: 7th June 2023