

Heath Hayes & Wimblebury Parish Council
Minutes of the Annual Parish Council Meeting

To be held on Wednesday 11th May 2022
Commencing at 7.30pm
At Hayes Green Community Centre

Present: Cllrs M Buttery (Chairman), J Ashford, J Aston, J Bernard, L Bullock,
A Fitzgerald, P Haden, P Hewitt, P Theodorou, S Thompson, D Todd, L Wilson.

In Attendance:

Parish Clerk: Mrs L Bowman

Members of Public: 3

05/22/20.0 Apologies

Apologies received from Cllr P Dadge.

05/22/21.0 To Approve the Minutes of the meetings held on the 6th April 2022

The minutes of the meeting held on the 6th April 22 were approved as a true record.

Proposed: Cllr J Aston

Seconded: Cllr L Wilson

05/22/22.0 Declarations of Interest Personal and Pecuniary

Cllr A Fitzgerald, S Thompson and L Wilson	-	Planning
Cllr M Buttery	-	Substitute Planning

05/22/23.0 Public Participation

None.

05/22/24.0 Chairman's Announcements & County Council's update

The Chairman thanked the Council for their support during the past twelve months. The Chairman congratulated and sent commiserations to those that stood in the local elections.

County Councillor Thompson advised Council that the pot holes in Langholm Drive had successfully been filled in, one pot hole remained, the hole would be rectified as soon as possible.

A question was raised regarding the sale of a piece of land off Horseshoe Drive, the District Council is looking into the ownership of the land.

05/22/25.0 Election of Chairman for the 2022/23 Municipal Year

Cllr M Buttery

Proposed: Cllr P Hewitt Seconded: Cllr S Thompson All Agreed

Resolved: To elect Cllr M Buttery as Chairman.

05/22/25.1 Signing of Declaration of Acceptances of Office of Chair

Cllr M Buttery signed the Declaration of Acceptance of Office of Chairman.

05/22/26.0 Appointment of Vice Chairman for the 2022/23 Municipal Year

Cllr L Wilson

Proposed: Cllr M Buttery Seconded: Cllr J Aston All Agreed

Resolved: To elect Cllr L Wilson as Vice Chairman.

05/22/26.1 Signing of Declaration of Acceptances of Office of Vice Chair

Cllr L Wilson signed the Declaration of Acceptance of Office of Vice Chairman.

05/22/27.0 To agree Committees and Members for the 2022/23 Municipal Year

05/22/27.1 2022/23 Committee's & Representatives

05/22/27.2 Planning

Committee Members agreed: Cllrs J Bernard, L Bullock, P Haden, P Theodorou, D Todd.

Chairman: Cllr L Bullock

Vice Chairman: Cllr J Bernard

05/22/27.3 Events, Christmas Lights Youth & Community

Committee Members agreed: Cllrs J Ashford, J Aston, A Fitzgerald, P Haden, S Thompson, D Todd, L Wilson.

Chairman: Cllr L Wilson

Vice Chairman: Cllr A Fitzgerald

05/22/27.4 Open Spaces & Sustainability Issues

Committee Members agreed: Cllrs J Ashford, J Aston, A Fitzgerald, P Haden, S Thompson, D Todd, L Wilson.

Chairman: Cllr A Fitzgerald

Vice Chairman: Cllr P Haden

05/22/27.5 Audit & Governance

Committee Members agreed: Cllrs J Bernard, L Bullock, P Hewitt, P Theodorou, D Todd.

Chairman: Cllr J Bernard

Vice Chairman: Cllr L Bullock

Representatives

05/22/27.6 District Council Standards Sub-Committee

Council agreed Cllr P Hewitt and Cllr D Todd as the Council Representative.

05/22/27.7 Wimblebury Community Association

To be removed from the Council list.

05/22/28.0 Council to review and approve Policies:

05/22/28.1 Financial Regulations

Council agreed the Financial Regulations.

05/22/28.2 Standing Orders

Council agreed the Standing Orders and the amendment.

05/22/28.3 Code of Conduct
Council agreed the Code of Conduct.

05/22/28.4 Asset Register
Council agreed the Asset Register.

05/22/28.5 Financial Risk Assessment
Council agreed the Financial Risk Assessment.

05/22/28.6 Health & Safety Policy
Council agreed the Health & Safety Policy.

05/22/28.7 Lone Working Policy
Council agreed the Lone Working Policy.

05/22/28.8 Privacy Notice for Staff, Councillors & Role Holders
Council agreed the Privacy Notice for Staff, Councillors & Role Holders.

05/22/28.9 General Privacy Notice for the Public
Council agreed the General Privacy Notice for the Public.

05/22/28.10 Data Breach Policy
Council agreed the Data Breach Policy.

05/22/28.11 Covid-19 Risk Assessment
Council agreed the Covid-19 Risk Assessment.

05/22/28.12 Covid-19 Checklist
Council agreed the Covid-19 Checklist.

05/22/28.13 Co-Option Policy
Council agreed the Co-Option Policy.

05/22/28.14 Equal Opportunity Policy
Council agreed the Equal Opportunity Policy.

05/22/28.15 Safeguarding Children & Adults Policy Statement
Council agreed the Safeguarding Children & Adults Policy Statement.

05/22/28.16 Disciplinary Procedure
Council agreed the Disciplinary Procedure.

05/22/29.0 Clerks Report

Council noted the clerks report and correspondence.

- Staffordshire Highways had installed the poles ready for the speed indicator signs to be installed.

05/22/30.0 Police Report

Council noted Police Report.

1st April – 9th May 2022

ASB Community Nuisance

- 09/04/2022 - Wimblebury Road - Drug dealing.
- 22/04/2022 - Brooklyn Road - Drug dealing.
- 30/04/2022 - Melbourne Road - Youths kicking footballs at houses and cars.
- 01/05/2022 - Chapel Street - Drug dealing.
- 08/05/2022 - Melbourne Road - Youths outside resident's address causing a nuisance at 00:00am.

ASB Personal Nuisance

- 07/04/2022 - 54 & 52 Cannock Road - Neighbour dispute.
- 11/04/2022 - Bank Street - Neighbour dispute.
- 13/04/2022 - 54 & 52 Cannock Road - Neighbour dispute.
- 14/04/2022 - Chestnut Close - Neighbour dispute.

Burglary Business/ Commercial

- 11/04/2022 - Tesco - Theft.
- 19/04/2022 - Tesco - Theft.

Transport Related Issues

- 03/05/2022 - Wimblebury Road - Abandoned vehicle.

Vehicle crime

- 14/04/2022 - Nicholls Way - Vehicle stolen.
- 25/04/2022 - Rothbury Green - Vehicle stolen.
- 01/05/2022 - Melbourne Road - Vehicle broken into.

05/22/31.0 Income & Payments

Council noted the income received since the last report.

Date	Source	TOTAL
05/04/2022	K Jenson	£15.00
07/04/2022	Chocolate Treasures	£15.00
11/04/2022	Cannock Chase District Council	£56,250.00
12/04/2022	Chantel Soor	£14.71
19/04/2022	National Lottery Jubilee Grant	£5,860.00
26/04/2022	Blissful Alchemy	£14.71
27/04/2022	HMRC Vat Reclaimed	£5,821.96
27/04/2022	Heath Hayes Academy	£14.71
TOTAL		£68,006.09

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
06/04/2022	Cannock Chase Shed	£166.00
06/04/2022	Hednesford Town Girls & Ladies FC	£250.00
06/04/2022	Heath Hayes Academy PTFA	£500.00
06/04/2022	Gorsemoor Academy PTFA	£250.00
06/04/2022	Burntwood & District Community Responders	£900.00
06/04/2022	Chase Grandparents	£300.00
06/04/2022	Cannock & District Foodbank	£900.00
06/04/2022	3rd Heath Hayes Brownies	£250.00
06/04/2022	4th Heath Hayes Brownies	£250.00
06/04/2022	Heath Hayes Art Society	£100.00
06/04/2022	Heath Hayes & Wimblebury Community	£500.00
06/04/2022	St John Church	£500.00
06/04/2022	Bourne Church	£500.00
06/04/2022	1st Heath Hayes Beavers, cubs, scouts, explorers	£800.00
06/04/2022	Environmental Group	£500.00
06/04/2022	Community Life Church	£500.00
19/04/2022	EE	£22.86
21/04/2022	Hayes Green Community Centre	£3,687.00
21/04/2022	Westcot Contractors Ltd	£2,232.00
21/04/2022	Screwfix	£57.98
21/04/2022	The Best of Fun Deposit	£250.00
21/04/2022	Sheena McHugh	£100.00
21/04/2022	Roadware	£164.34
21/04/2022	Staffordshire Parish Council Association	£923.38
21/04/2022	Green Escapes Tree Surgery	£1,980.00
22/04/2022	Administration Expenses	£2,843.93
TOTAL		£ 19,427.49

05/22/31.1 Council noted the bank reconciliation.

Reserves Brought Forward 31 st March 2022	£53,636.45
Income	£68,006.09
Payments	£19,427.49
Balance 30 th April 2022	£102,215.05

05/22/32.0 Annual Governance Statement & Return

Council to note and approve:

05/22/32.1 The Internal Auditor's Report for 2021/22

The Internal Auditors Report was noted and agreed.

05/22/32.2 To review the Annual Governance Statement as part of the Annual Return 2021/22 Section 1 and consider the responses required.

Council approved the Annual Governance Statement as part of the Annual Return 2021/22 Section 1

05/22/32.3 To approve the Annual Return for 2021/22 Section 2, Accounting statements 2021/22

Council approved the Annual Return for 2021/22 Section 2, Accounting statements 2021/22

05/22/32.4 Notice of appointment of date for the exercise of public right accounts for the year ended 31st March 2022

Council approved the Notice of appointment of date.

05/22/32.5 Annual Return Bank Reconciliation

Council approved the Annual Return Bank Reconciliation.

05/22/32.6 Annual Return significant variance and contact details

Council approved the Annual Return significant variance and contact details.

05/22/32.7 Appointment of Internal Auditor

Council to agree A Toplis and K Squires as the Council's Internal Auditor for the Financial Year 2022/23

The Council agreed to A Toplis and K Squires as the Council's Internal Auditor for the Financial Year 2022/23.

05/22/33.0 Planning Committee

05/22/33.1 Council noted the planning decisions received from Cannock Chase District Council.

Application Number	Date	Location	Description	Comments
CH/22/0021 03/22/201.0 GRANTED 08/04/2022	24/01/2022	15 Sapphire Drive, WS11 7FY	Single storey rear extension, new porch to front of property and fence line repositioned to boundary line.	No objection
CH/22/0041 03/22/201.0 GRANTED 14/04/2022	08/02/2022	12 Stafford Street, WS12 2EH	Construction of 4 bedroom detached house with integral garage and associated external works on vacant plot.	No objection
CH/22/0072 04/22/9.0 GRANTED 06/04/2022	02/03/2022	29, Charterfield Drive, WS12 3XH	Two storey side extension.	No objection
CH/22/0080 04/22/9.0 GRANTED 13/04/2022	08/03/2022	26 Bank Street, WS12 2ET	Proposed stripping back of existing part pitched and flat roof to form new roof construction to create attic bedroom.	No objection
GRANTED 04/22/9.0 22/04/2022	10/03/2022	The Kings View, Stokes Lane, WS12 3JB	Application under Section 73 of the 1990 Town & Country Planning Act to develop the land as a residential caravan site for 4 gypsy families each with 2 caravans (1 static) layout of hardstanding, erection of a dayroom, 4 no utility buildings and associated ancillary buildings not in accordance with the approved plans of	Council strongly objected

			Planning Permission CH/21/0040 but in accordance with drawings 2749/01, 02, 10, 11, 12 - THIS APPLICATION IS A DEPARTURE FROM THE DEVELOPMENT PLAN	
CH/22/0100 04/22/9.0 GRANTED 28/04/2022	16/03/2022	12, Sparrowhawk Way, WS11 7JW	Erection of an outbuilding/shed	No objection

05/22/33.2 Council noted the planning applications authorised by the planning committee and decisions received.

<u>SCC/22/0021</u> <u>/VOC-ES -</u>		Poplars Landfill Site, Lichfield Road, WS11 8NQ	Application to vary conditions 2 (approved plans), 3 (finished levels) and 23 (restoration and aftercare) of permission CH.446/88 (as amended by CH.446/88/721 MW D10 (revised restoration scheme) and CH.446/88 PWA (4) D3 (phasing)) to relocate landfill void space, to revise the restoration profile and surface water management, and to update the phasing of the operations at Poplars Landfill Site.	No comment recorded.
CH/22/0129	31/03/2022	McDonald's Restaurant, Hawks Green, WS11 7GF	Alterations to elevations to include a 13.7 sqm extension, the removal of section of shopfront to be replaced with new brick wall and access door. new tarmac to drive thru lane including associated works to the site.	No Objection.

05/22/34.0 Open Spaces Committee Meeting

Council approved the minutes from the open spaces committee meeting on Wednesday, 27th April 2022 and noted the clearing of the land to the side of Wimblebury Community Centre, it was suggested that the land become a garden of remembrance.

05/22/35.0 Events Committee Meeting

05/22/35.1 Council approved the minutes from the events committee meeting on Wednesday, 27th April 2022.

05/22/35.2 Event Management Plan

Council approved the Event Management Plan.

05/22/35.3 Heath Hayes Park Plan

Council approved the Heath Hayes Park Plan.

05/22/35.4 Risk Assessment

Council approved the Jubilee Event Risk Assessment.

05/22/35.4 The Lighting of the Beacon, Thursday, 2nd June 2022, 9pm at Hayes Green Community Centre.

05/22/36.0 Tommy Figure

Insurance excess is £300, a new figure would cost £750, Tommy could be repaired.

Resolved: To not claim for a new figure and repair the existing figure. Cllr Bullock asked to note his objection to the repair and preferred to claim off the insurance company.

05/22/37.0 Memorial to Mr M Doody

Heath Hayes Library do not wish to dedicate/memorialise a space in their premises to a particular individual, so had declined the memorial request. The library was a neutral space and an adaptable space, where no part of it was dedicated, this ensures neutrality or adaptability was in no way compromised. Cllr P Hewitt would like to challenge the decision with the County Council. If a room couldn't be dedicated to Mr Doody, the Trustees at Hayes Green community centre had given permission to dedicate the main hall to Mr Doody.

05/22/38.0 Meeting Table

Resolved: To donate the meeting table to Kingsmead School free of charge. Kingsmead must arrange their own collection of the table.

05/22/39.0 Land on Arthur Street

The land on Arthur Street had been cleared, Council to review quotes to top soil and turf the area.

Resolved: For the handyman to prepare, top soil, grass seed and wild seed the area.

05/22/40.0 Items for Information or Future Agendas

17th & 18th December Pantomime the Aladdin, defibrillator training.

05/22/41.0 Date of Next Meeting - Council Meeting Wednesday, 8th June 2022 at 7.30pm

Meeting Ended at 8.31pm

Signed: 

Dated: 8th June 2022