

# Heath Hayes & Wimblebury Parish Council

## Minutes of the Annual Parish Council Meeting

Held on Wednesday 12<sup>th</sup> May 2021

Commencing at 7.30pm

At Hayes Green Community Centre

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

**In Attendance:**  
Parish Clerk: Mrs L Bowman

**Members of Public:** 6

### 05/21/17.0 Apologies

Apologies received from Cllr Dadge and Cllr Ferraby

### 05/21/18.0 To Approve the Minutes of the meetings held on the 14<sup>th</sup> April 2021

The Minutes of the meeting held on the 14<sup>th</sup> April 2021 were approved as a true record.

### 05/21/19.0 Declarations of Interest

Cllrs A Fitzgerald and Cllr S Thompson	-	Planning
Cllr M Buttery	-	Substitute Planning

### 05/21/20.0 Public Participation

A member of the public questioned the condition of the bus stop opposite Gem's Carpet Store.  
Action: Cllr S Thompson to investigate ownership

### 05/21/21.0 Chairman's Announcements & County Council's update

The Chairman thanked everyone for attending the first face to face meeting since March 2020. The Chairman thanked all Councillors for their assistance in the removal of the Travellers that had taken residence at Heath Hayes Park and Old Hednesford Park, Bollards and fencing had been erected to deter further visits. Councillors were congratulated on their new District and County posts that had been secured at the recent elections. No County Council update.

### 05/21/22.0 Election of Chairman for the 2021/22 Municipal Year

Cllr M Buttery  
Proposed: Cllr A Fitzgerald      Seconded: Cllr S Thompson      All Agreed

Resolved: To elect Cllr M Buttery as Chairman.

### 05/21/22.1 Signing of Declaration of Acceptance of Office of Chairman

Cllr M Buttery signed the Declaration of Acceptance of Office of Chairman and thanked everyone for their continued support.

#### **05/21/23.0 Appointment of Vice Chairman for the 2021/22 Municipal Year**

Cllr J Bernard

Proposed: Cllr M Buttery

Seconded: Cllr A Fitzgerald

All Agreed

Resolved: To elect Cllr Bernard as Vice Chairman

#### **05/21/23.1 Signing of Declaration of Acceptance of Office of Vice Chairman**

Cllr Bernard signed the Declaration of Acceptance of Office of Vice Chairman

#### **05/21/24.0 To agree Committees and Members for the 2021/22 Municipal Year**

##### **05/21/24.1 Planning**

Committee Members agreed: Cllr L Bullock, Cllr J Bernard, Cllr D Todd and Cllr P Haden

Chairman: Cllr L Bullock

Vice Chairman: Cllr J Bernard

##### **05/21/24.2 Youth & Community**

Committee Members agreed: Cllrs M Buttery, Cllr J Bernard, Cllr P Hewitt, Cllr P Haden, Cllr D Todd

Chairman: Cllr P Hewitt

Vice Chairman: Cllr M Buttery

##### **05/21/24.3 Sustainability Issues & 05/21/24.4 Open Spaces**

Council agreed to combine the Sustainability Issues and Open Spaces Committee.

Committee Members agreed: Cllr J Aston, Cllr M Buttery, Cllr A Fitzgerald, Cllr P Haden, Cllr S Thompson, Cllr D Todd

Chairman: Cllr A Fitzgerald

Vice Chairman: Cllr P Haden

##### **05/21/24.5 Events & Christmas Lights**

Committee Members agreed: Cllr M Buttery, Cllr Dadge, Cllr A Fitzgerald, Cllr P Haden, Cllr S Thompson, Cllr D Todd

Chairman: Cllr P Dadge

Vice Chairman: Cllr A Fitzgerald

##### **05/21/24.6 Audit & Governance**

Committee Members agreed: Cllr J Bernard, Cllr L Bullock, Cllr D Todd

Chairman: Cllr J Bernard

Vice Chairman: Cllr L Bullock

#### **Representatives**

##### **05/21/24.7 District Council Standards Sub-Committee**

Council agreed Cllr L Bullock and Cllr D Todd as the Council Representative

##### **05/21/24.8 Wimblebury Community Association**

Cllr J Aston, Cllr P Ferraby, Cllr D Todd

**05/21/25.0 Council to review and approve Policies:**

**05/21/25.1 Financial Regulations**

Council approved the Financial Regulations.

**05/21/25.2 Standing Orders**

Council approved the Standing Orders.

**05/21/25.3 Code of Conduct**

Council approved the Code of Conduct.

**05/21/25.4 Asset Register**

Council approved the Asset Register.

**05/21/25.5 Financial Risk Assessment**

Council approved the Financial Risk Assessment.

**05/21/25.6 Health & Safety Policy**

Council approved the Health & Safety Policy.

**05/21/25.7 Lone Working Policy**

Council approved the Lone Working Policy.

**05/21/25.8 Privacy Notice for Staff, Councillors & Role Holders**

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

**05/21/25.9 General Privacy Notice for the Public**

Council approved the General Privacy Notice for the Public.

**05/21/25.10 Data Breach Policy**

Council approved the Data Breach Policy.

**05/21/25.11 Covid-19 Risk Assessment**

Council approved the Covid-19 Risk Assessment.

**05/21/25.12 Covid-19 Checklist**

Council approved the Covid-19 Checklist.

**05/21/26.0 Clerks Report**

Council noted the Clerks Report and correspondence.

- Staffordshire Parish Council Association subscription renewed for another year.
- Clerks Holiday Days were noted.
- Facebook members drastically increased on the 24<sup>th</sup> & 25<sup>th</sup> April, at March's meeting the clerk reported 1586 members, the Facebook now had 2035 members.
- The Clerk, Cllr Buttery, Bernard & Thompson attended Code of Conduct training on the 26<sup>th</sup> April. Slides from the course were provided.
- Cllr Thompson to attend Data Protection for Councillors on the 19<sup>th</sup> May.
- The Clerk to attend Data Protection course on the 8<sup>th</sup> June.
- Felling work had been completed at Cannel Mount, the Clerk was awaiting a date for the Sculpture work to commence.



- Kingsmead School had agreed to supply & fit fairy doors at Cannel Mount this would be part of the Schools activity week, students from Kingsmead would attend Cannel Mount and clear a small section for a fairy garden, on the Monday students in the design technology department would laser cut the doors from pieces of wood, on the Tuesday the doors would be painted and on the Wednesday the doors would be fitted.
- Cannock Chase Council had released their meeting dates, only one Council Meeting had been required to change on the 15<sup>th</sup> December, new date 8<sup>th</sup> December 2021.

## **05/21/27.0 Police Report**

Council noted the Police Report from the 1<sup>st</sup> April 2021- 30<sup>th</sup> April 2021

### **ASB Community Nuisance**

- 2<sup>nd</sup> April: Gorsemoor Road- Group of youths had hung a trolley off the play equipment and were being abusive to park users. Patrols attended and the trolley had already been removed, all parties left the location upon patrols arrival.
- 3<sup>rd</sup> April: Gorsemoor Road- Youths being intimidating to other youths. All youths made off from the location on patrols arrival.
- 8<sup>th</sup> April: Heath Hayes Park- Pallet of wood set on fire. Smart Alert was sent out asking for witnesses.
- 11<sup>th</sup> April: Boston Close- Youths had been knocking on residents' properties. Area search negative of the youths and Smart Alert had been sent out asking for witnesses.
- 12<sup>th</sup> April: Boston Close- Youths had been knocking on resident's properties. Area search negative upon arrival. One of the groups had been identified and appropriate action would be taken. Still on-going.
- 14<sup>th</sup> April: Lyndhurst Road- Property had been egged by youths. A Smart Alert had been sent out asking for witnesses and reassurance had been provided to the community.
- 14<sup>th</sup> April: Heath Hayes Library- Report of general ASB that had been happening of recent.
- 15<sup>th</sup> April: Acorn Close- Drug activity.
- 16<sup>th</sup> April: Scott Street- Neighbour dispute and mental health.
- 21<sup>st</sup> April: Hemlock Retail Park- Angry customer in the drive-through refusing to move.
- 25<sup>th</sup> April: Heath Hayes Park- Youths being intimidating to other park users. Area search negative for the youths and reassurance given.
- 25<sup>th</sup> April: Five Ways Inn- Reports of the arrival of the travelling community.
- 26<sup>th</sup> April: Wimblebury Road- School parking issues. Informant had been advised to contact the council and patrols had spoken to the school.
- 28<sup>th</sup> April: Brisbane Way, Hobart Road, Denbury Close and Melbourne Road - Youths throwing eggs at resident's properties. Youths had been identified and would be dealt with accordingly.
- 29<sup>th</sup> April: Hobart Road- Neighbour Dispute.

### **ASB Personal Nuisance**

- 3 & 4th April: Badgers Court- Neighbour Dispute
- 10<sup>th</sup> April: Squirrel Close- Online bullying. Informant refused to make contact with ourselves.
- 13<sup>th</sup> April: Boston Close- Youths knocking on residents' properties. Area search negative upon officer arrival.
- 15<sup>th</sup> April: Boston Close- Neighbour Dispute
- 15<sup>th</sup> April: Melbourne Road- Youths throwing objects at residents' properties. Area search negative upon officer's arrival.
- 16<sup>th</sup> April: Nuthatch Close- Neighbour Dispute
- 17<sup>th</sup> April: Almond Close- Neighbour Dispute
- 18<sup>th</sup> April: Scott Street- Neighbour Dispute
- 22<sup>nd</sup> April: Boston Close- Neighbour Dispute
- 23<sup>rd</sup> April: Nicholls Way- Neighbour Dispute
- 26<sup>th</sup> April: Heath Hayes Primary School- Abusive parent. No police action required.

- 27<sup>th</sup> April: Eden Close- Youths playing ball in the street. Youths were spoken to by attending patrols.
- 30<sup>th</sup> April: Hawthorne Road- Neighbour Dispute
- 30<sup>th</sup> April: Melbourne Road- Drug nuisance.

#### ASB Environmental Nuisance

- No issues involving ASB environmental nuisance

#### Burglary Dwelling/ Residential

- 13<sup>th</sup> April: Peregrine Way- Attempted garage burglary

#### Burglary Business/ Commercial

- No issues involving burglary dwelling/ residential

#### Transport Related Issues

- 3<sup>rd</sup> April: Falcon Point Park Plaza- Ambulance log
- 3<sup>rd</sup> April: Cannock Road- Driving offences
- 12<sup>th</sup> April: Holt Crescent- Parking issues
- 16<sup>th</sup> April: Cannock Road- Traffic offences
- 17<sup>th</sup> April: Hawthorne Road- Driving offences
- 23<sup>rd</sup> April: Sparrowhawk Way- Driving offences
- 25<sup>th</sup> April: Cannock Road- Driving offences
- 26<sup>th</sup> April: Wimblebury Road- Reports of the arrival of the travelling community.
- 26<sup>th</sup> April: Cannock Road- Broken down lorry
- 27<sup>th</sup> April: Hednesford Road- Vehicle offences
- 29<sup>th</sup> April: Five Ways School- Aggressive cyclist on the pavement, cycling into/toward parents and children. High visibility patrols would be conducted during school times to try and speak with the cyclist.
- 30<sup>th</sup> April: Five Ways Inn- Driving offences

#### Vehicle Crime

- 17<sup>th</sup> April: Thistledown Drive- Attempted theft of vehicle.
- 19<sup>th</sup> April: East Point Park Plaza- Motor vehicle taken without consent
- 25<sup>th</sup> April: Keys Close- Inconsiderate parking

Cllr S Thompson advised the increase of litter at Gorsemoor Park was a problem, Cllr Aston also identified a litter problem in Wimblebury. Cllr L Bullock was pleased with the very informative police report. Cllr J Bernard would share the report with the Safe and Neighbourhood Policing panel which he attends.

#### 05/21/28.0 Income & Payments

05/21/28.1 Council noted payments since the last report that had been authorised by the Audit and Governance Committee.

06/04/2021	SPCA	£772.00	Annual Subscription
14/04/2021	Teddy Bears Picnic	£86.82	Grant
14/04/2021	4th Heath Hayes Brownies	£200.00	Grant
14/04/2021	Lisa Wilson	£500.00	Grant
14/04/2021	Support Staffordshire	£400.00	Grant
14/04/2021	3rd Heath Hayes Brownies	£200.00	Grant
14/04/2021	Chase Grandparents	£300.00	Grant
14/04/2021	Heath Hayes PCC	£500.00	Grant
14/04/2021	PGCC Foodbank	£500.00	Grant
14/04/2021	1st Heath Hayes Rainbows	£200.00	Grant



14/04/2021	Midland Soccer	£450.00	Grant
14/04/2021	Heath Hayes Art Society	£100.00	Grant
14/04/2021	1st Heath Hayes Brownies	£200.00	Grant
14/04/2021	1st Heath Hayes Scout Group	£800.00	Grant
14/04/2021	Cannock Chase Shed	£250.00	Grant
14/04/2021	Community Life Church	£1,000.00	Grant
14/04/2021	Five Ways County	£500.00	Grant
14/04/2021	HH Academy PTFA	£500.00	Grant
14/04/2021	Community First Responders	£280.00	Grant
14/04/2021	PC Paramedic Solutions	£23.88	Office Phone App 1 month
23/04/2021	PC Paramedic Solutions	£23.88	Office Phone App 1 month
23/04/2020	Administration Expenses	£1,988.61	Salary, Pension, Tax
23/04/2021	Hayes Green Community Centre	£3,600.00	12-month Office Rental
	<b>TOTAL</b>	<b>£13,375.19</b>	

05/21/28.2 Council noted the Cash Receipts.

08/04/2021	Cannock Chase Council	£50,000.00	Precept
08/04/2020	Cannock Chase Council	£ 605.86	Local Tax Support
20/04/2021	Water Plus	£ 40.35	Refund from Closing the Cabin Account
	<b>TOTAL</b>	<b>£55,646.21</b>	

05/21/28.3 Council noted the VAT amount reclaimed for 2020/21 - £2,784.12

05/21/28.3 Council noted the Bank Reconciliation.

Reserves Brought Forward 31 <sup>st</sup> March 2021	£28,411.49
Income	£55,646.21
Payments	£13,375.19
Balance 30 <sup>th</sup> April 2021	£70,682.51

## 05/21/29.0 Annual Governance Statement & Return

### Council to note and approve:

05/21/29.1 The Internal Auditor's Report for 2020/21

The Internal Auditors Report was noted and agreed.

05/21/29.2 To review the Annual Governance Statement as part of the Annual Return 2020/21 Section 1 and consider the responses required.

Council approved the Annual Governance Statement as part of the Annual Return 2020/21 Section 1 and agreed with the responses.

05/21/29.3 To approve the Annual Return for 2020/21 Section 2, Accounting statements 2020/21

Council approved the Annual Return for 2020/21 Section 2, Accounting statements 2020/21

05/21/29.4 Notice of appointment of date for the exercise of public right accounts for the year ended 31<sup>st</sup> March 2021

Council approved the Notice of appointment of date.

05/21/29.5 Annual Return Bank Reconciliation

Council approved the Annual Return Bank Reconciliation

05/21/29.6 Annual Return significant variance and contact details  
Council approved the Annual Return significant variance and contact details.

05/21/29.7 Appointment of Internal Auditor  
The Council agreed to A Toplis and K Squires as the Council's Internal Auditor for the Financial Year 2021/22.

## 05/21/30.0 Planning

04/21/30.1 Council noted the Planning Decisions received from Cannock Chase Council

Application Number	Date	Location	Description	Comments
CH/21/0005	08/01/2021	44 Wimblebury Road, WS12 2HU	Proposed detached garage and garage conversion	No Objections AMENDMENT
CH/21/0092	24/02/2021	9 Tesco Superstore, Hawks Green District Centre, WS12 3XP	Advertisement application - 1 x 42-inch LCD screen & 3 x 1250mm x 700mm flagpole signs, overall height 2450mm.	No Objections

04/21/30.2 Council noted the Planning Applications authorised by the Planning Committee.

Application Number	Date	Location	Description	Comments
CH/21/0136	29/03/2021	52 Sidon Hill Way, WS11 7GE	Detached Garage	No Objection
CH/21/0140	30/03/2021	106 Hednesford Road, WS12 3EA	Change of Use to Hot Food Takeaway (Sui Generis) and erection of extraction flue to rear of building	No Objection
CH/21/0148	29/03/2021	2 Wootton Close, WS11 7ZG	Lawful Development Certificate - proposed ground floor rear extension	No Objection
CH/21/0157	01/04/2021	7 Shugborough Way, WS11 7YT	Garage conversion with sloping roof and removal of internal wall.	No Objection
CH/21/0161	07/04/2021	246 Cannock Road, WS12 3HA	Relocation of Garage	No Objection
CH/21/0172	09/04/2021	39 Ansty Drive, WS12 3TZ	Single storey rear extension and single storey infill extension to rear of property	No Objection
CH/21/0175	14/04/2021	51 Salisbury Drive, WS12 3YW	Proposed garage to side and first floor side extension	No Objection (Cllr Haden declared an Interest)
CH/21/0179	15/04/2021	6 Langholm Drive, WS12 2EZ	Single story rear extensions	No Objection
CH/21/0186	22/04/2021	8 Chapel Street, WS12 3HE	Application Under Section 73 of the Town & Country Planning Act 1990 to vary Condition 3, Condition 8 to retain existing garage building previously indicated to be demolished and retain 6 parking spaces. Pursuant to CH/17/036.	No Objection



#### **05/21/31.0 Update on land on the old Flaggin Lamb site**

Cllr D Todd had completed a site visit and could confirm the site looked like it had been cleared. Council requested that a letter be sent to Cannock Chase Council Building Control Manager to request a structure report on the property.

#### **05/21/32.0 Council to consider Purchasing at Cannel Mount**

05/21/32.1 Litter bin

05/21/32.2 Dog Waste Bin

05/21/32.3 Dog Bag Dispensing Unit

Council agreed to purchase a Trojan Litter Bin from Roadware and the Retriever City Dog Bag Dispensing Unit.

#### **05/21/33.0 Bloomin Cannock Chase Competition 2021**

Council to consider entering the Bloomin Cannock Chase Competition and consider possible sites. Council agreed to enter the Bloomin Cannock Chase Competition, agreed sites outside of Heath Hayes Library, strip of land at Heath Hayes Park and raised planter at Arthur Street, Wimblebury. The Council agreed a budget of £250 to purchase plants, Cllr J Aston would like to make a donation to the Planter at Arthur Street, Council to consider adopting this piece of land.

#### **05/21/34.0 Proposed Base Station Upgrade**

Cllr Bullock advised that the site was within permitted development and as long as the development met with regulations the Council had no objections.

#### **05/21/36.0 Facebook Live**

Defer to the next meeting.

#### **05/21/37.0 Items for Information or Future Agendas**

Kingsmead Visit to Cannel Mount

#### **05/21/38.0 Date of Next Meeting - Council Meeting Wednesday, 23<sup>rd</sup> June 2021 at 7.30pm**

#### **Exclusion of the Public and Press**

#### **RESOLVED:**

That the public and press be excluded from the meeting due to the confidential nature of the business to be transacted.

#### **Confidential**

#### **05/21/39.0 Staffing**

##### **05/21/39.1 Update on Gardener/Handyman Position**

Cllr Bernard updated the Council on the successful interviews that had taken place. The position had been filled and the contract of employment signed. The Gardener/Handyperson would start jobs this week, starting in Wimblebury, all Councillors were advised that jobs required must come through the clerk.

#### **05/21/40.0 Chairman's Correspondence**

Correspondence received from Toplis Associates Ltd, Council agreed to pay the Clerks overtime incurred.

Meeting Ended at 8.40pm

Signed:  Dated: 23/6/2021