

## Heath Hayes & Wimblebury Parish Council

**You are hereby summoned to a meeting of the Parish Council  
To be held on Wednesday 6<sup>th</sup> October 2021  
Commencing at 7.30pm  
At Hayes Green Community Centre**

### **A G E N D A**

#### **10/21/98.0 Apologies**

To consider and approve the apologies.

#### **10/21/99.0 To Approve the Minutes of the meetings held on the 1<sup>st</sup> September 2021**

Attachment (1)

#### **10/21/100.0 Declarations of Interest**

#### **10/21/101.0 Public Participation**

Residents are invited give their views and question the Parish Council on issues on this agenda or raise issues for future consideration at the discretion of the Chairman. Members of the public wishing to raise issues which are not on the agenda are asked to notify the Clerk at least 8hrs before the meeting. Members of the public may not take part in the Council meeting itself.

#### **10/21/102.0 Chairman's Announcements & County Council's update**

#### **10/21/103.0 Clerks Report**

Council to Note Clerks Report & Correspondence. Attachment (2)

#### **10/21/104.0 Police Report**

Council to Note Police Report. Attachment (3)

#### **10/21/105.0 Income & Payments**

**10/21/105.1** Council to note payments since the last report that had been authorised by the Audit and governance Committee and Monthly Finance Report. Attachment (4)

**10/21/105.2 Parish Council Insurance Schedule** Attachment (5)

**10/21/105.3 Parish Council Cyber Insurance** Attachment (6)

Cyber Plus Insurance Further Information Attachment (7)

#### **10/21/106.0 Council to note the Bank Reconciliation.**

Reserves Brought Forward 31 <sup>st</sup> March 2021	£28,411.49
Income	£63,925.74
Payments	£52,125.14
Balance 27 <sup>th</sup> September 2021	£40,212.09

**10/21/107.0 Notice of Completion of Audit of the Accounts for the Year ended 31 March 2021**

Council to take note of the Auditors comments

**10/21/107.1 Audited Annual Governance & Accountability Return 2020/21**

Section 3- External Auditors Report and Certificate Attachment (8)

Adjustment had been made to box 3 and 6 to reflect the community Infrastructure Levy.

**10/21/107.2 Mazars Completion Letter** Attachment (9)

**10/21/107.3 Notice of conclusion of the audit** Attachment (10)

**10/21/108.0 Planning Committee**

**10/21/108.1** Council to note the Planning Decisions & Applications authorised by the Planning Committee.

Attachment (11)

**10/21/108.2** Planning Review of Terms of Reference Attachment (12)

**10/21/109.0 Sustainability & Open Spaces Committee**

**10/21/109.1** Council to approve the minutes from the Open Spaces Committee Meeting on the 8<sup>th</sup> September 2021. Attachment (13)

**10/21/109.2** Highway Committee

**10/21/110.0 Events, Christmas Lights, Youth & Community Committee**

**10/21/110.1** Council to approve the minutes from the Events, Christmas Lights, Youth & Community Committee Meeting on the 8<sup>th</sup> September 2021.

Attachment (14)

**10/21/110.2** Eon had approved the temporary attachment of a poppy wreath on 26 lampposts in the Parish.

Attachment (15)

**10/21/111.0 Government Welcome Back Fund**

**10/21/111.1** 2 x Bus Shelters had successful been ordered, Cannock Chase Council would continue to maintain.

**10/21/111.2** 2 x Notice Boards had been approved; Staffordshire Highway had agreed the proposed locations.

Attachment (16)

**10/21/111.3** 1 x Poo Bad Dispensing Unit had successful been ordered and delivered.

**10/21/111.4** 22 Hanging Baskets had been approved.

**10/21/111.5** 20 Christmas Trees had been approved; Council awaiting Highway's permission.

The Fund would not cover Sheeting or Pea Gravel, it would cover Planting, unfortunately the planter on Bank Street Car Park had been declined, the Planter is no longer owned by the district. The Fund cannot be spent on private land.

**10/21/112.0 Audit & Governance Committee**

Council to consider budget ideas for 2022-23

**10/21/112.1** Speed Indicator Sign on Brickworks Road

**10/21/112.2** Twice Yearly Hanging Baskets Attachment (17)

**10/21/112.3** Increase Gardener/Handyperson hours

**10/21/112.4** Extra weed killing Spray Attachment (18)

**10/21/112.5** Extra Road sweeping

**10/21/112.6** Audit & Governance Review of Terms of Reference Attachment (19)

**10/21/113.0 Bike Rack & Dog Waste Dispenser Cannock Chase Council Draft Licence**

Council to approve and sign the draft licence.

Attachment (20)

**10/21/114.0 Policies**

Council to review and approve the following Policies:

- |   |                 |
|---|-----------------|
| <b>10/21/114.1</b> Facebook Policy              | Attachment (21) |
| <b>10/21/114.2</b> Social Media Policy          | Attachment (22) |
| <b>10/21/114.3</b> Whistleblowing Policy        | Attachment (23) |
| <b>10/21/114.4</b> Lone Working Risk Assessment | Attachment (24) |

Council to approve the following policy:

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|--|-----------------|
| <b>10/21/114.5</b> Disciplinary Policy | Attachment (25) |
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**10/21/115.0 Date for the Diary**

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|---|---------------------------------------|
| Friday 15 <sup>th</sup> October 2021, 1pm         | Dementia Training                     |
| Saturday 23 <sup>rd</sup> October 2021, 9am - 4pm | Farmers Market at Heath Hayes Park    |
| Saturday 30 <sup>th</sup> October 2021, 10am      | Parish Litter Pick                    |
| Sunday 7 <sup>th</sup> November 2021, 10am        | Wimblebury Memorial                   |
| Sunday 14 <sup>th</sup> November 2021, 10am       | Remembrance Sunday – St John’s Church |

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|---|-----------------|
| <b>10/21/116.0 Provisional Council Meeting Dates 2022</b> | Attachment (26) |
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Council to approve dates.

**10/21/117.0 Items for Information or Future Agendas**

**10/21/118.0 Date of Next Meeting - Council Meeting Wednesday, 10<sup>th</sup> November 2021 at 7.30pm**

**10/21/119.0 Resolved to exclude the public and press due to the confidential nature of the next part of the meeting.**

**Confidential**

**10/21/120.0 Staffing Matters**