

# **Heath Hayes & Wimblebury Parish Council**

Minutes of the Parish Council Meeting.  
Commencing 7.30pm on Wednesday 6<sup>th</sup> June 2018.  
Heath Hayes Library, Hednesford Road, Heath Hayes.

## **Present:**

Cllrs A. Dean (Chair), J. Aston, A. Bernard, J. Bernard, L. Bullock, M. Dean, G. Wiggin, C. Woods.

County Councillors P. Hewitt (Also Cannock Chase Councillor), J. McMahon.  
Cannock Chase Councillor M. Buttery.  
Mrs S. Thompson. Mrs A. Fitzgerald.  
Clerk, Mr R. Smythe.

## **Chair's Announcements and Public Participation.**

County Councillor P. Hewitt reported there had been no developments from the Poplars Recycling Centre, but he would inform the Council when there were. He was thanked for the initiative for the litter pick event at Heath Hayes Park on 2<sup>nd</sup> June. The event was considered a success.

It was agreed to see if anything could be done to assist a problem with a long-term leak near 12 Gladstone Road, Heath Hayes regarding responsibility and repair.

The Council wished Cllr D. Baker well for his ongoing medical treatment.

The Council congratulated Cllr J. Aston on her recent engagement.

## **1. Apologies. Consideration of any apologies received in writing before the start of the meeting.**

The meeting began at 7.45pm with written apologies being received and accepted from Cllrs D. Baker and D. Marsden. Verbal apologies were received on behalf of Cllrs J. Cooper and D. Todd.

## **RESOLVED: TO ACCEPT THE APOLOGIES.**

Apologies were also received on behalf of D Snape, M Sutherland, J. McMahon (who later attended) and B. Jones.

.....Chair

**2. Declarations of Interest and Dispensations on Agenda items.**

2.1 J. Aston. Regarding Wimblebury Community Association.

2.2 C. Woods. Regarding the Heath Hayes Cabin and Hayes Green Community Centre.

**ACTION: NOTED.**

**3. To Approve the Minutes of the Annual Parish and Annual General Meetings held on 9<sup>th</sup> May 2018 and any matters arising, not covered on the agenda.**

Approval of the minutes was proposed, seconded and agreed.

**RESOLVED: TO APPROVE THE MINUTES.**

**4. Planning.**

**4.1 Applications dealt with by the Planning Committee.** (No objections).

- **18/153 UNIT 12 HYSSOP CLOSE, HEATH HAYES.** Front and rear extension to existing industrial unit.
- **18/173 1 THISTLEDOWN DRIVE, HEATH HAYES.** First floor side extension.
- **18/195 10 ST LAWRENCE DRIVE, HEATH HAYES.** Two storey side extension over existing garage and internal alterations.

**4.2 Decisions reported by Cannock Chase Council.** (Both approved).

- **18/122 – ALMA COURT CARE HOME, HEATH WAY.** Retrospective application for the retention of two sheds for a smoking shelter. Keep an eye.
- **18/136 – 28 CAPERCAILLIE DRIVE, HEATH HAYES.** First floor side and rear extension.

**RESOLVED: NOTED.**

**5. Heath Hayes Cabin.**

5.1 It was reported that the electrical disconnection to be authorised by Western Power was 14<sup>th</sup> June. The Cabin could then be removed.

.....Chair

5.2 It was agreed to take this issue off the agenda.

**RESOLVED:**

- **TO CONTINUE WITH THE PROJECT.**
- **TO REMOVE THIS ITEM FROM THE AGENDA**

**6. Hayes Green Community Centre.**

**6.1** It was reported that the Drop in Café would start on Tuesday 10<sup>th</sup> July and would be hired between 9am and 3pm on Tuesday, Wednesday and Friday.

**6.2** Purchase of a dishwasher £299.99, Fridge Freezer £349.99 and Microwave £59.99 was proposed, seconded and agreed. A total of £709.97

**6.3** External Cleaning. Completed. Next due April 2019.

**6.4** It was agreed to continue to manage the work at the Centre in a professional manner.

**6.5** The Council accepted the quote from Just Blinds was for six vertical blinds for the main hall and one roller blind for the kitchen. £817 plus VAT. (£117 each). Compliant with BS EN13120 and current child safety standards.

**6.6** Carpets. The Council agree to seek further quotes and consider the matter further.

**6.7** Baby Changing. The baby changing unit had been purchased (£144.99 plus £29.00 VAT) and installed.

**6.8** The false wall Room Divider in the Reg Butler Meeting Room had been removed.

**6.9** Induction Loop. Quotes will be sought and considered.

**6.10** It was reported that the video screen in the Main Hall had been re-positioned.

**6.11** In order to maintain heating and as a long-term benefit, it was agreed to replace the existing boiler as it was 11 years old and nearing the end of efficient use. It was proposed, seconded and agreed to purchase a Worcester 550CDI floor standing boiler for £4,000 plus VAT.

**6.12** It was proposed, seconded and agreed to accept a quote for redecoration of the Centre for £5,280.

**6.13** It was proposed, seconded and agreed to place a sign displaying the name of the Centre on the redundant sign at the rear of the Centre.

**6.14** Three quotes were considered. It was proposed, seconded and agreed to accept the quote from Goliath Windows for £6,300 plus VAT.

**RESOLVED:**

- **TO NOTE THE ABOVE.**
- **TO UNDERTAKE THE AUTHORISED WORK.**

**7. Report of Meetings.**

7.1 Cllr J. Bernard reported he had attended a meeting of the SPCA Executive Board. The following points were made:

- It had been confirmed that there was no legal requirement to appoint a Data Protection Officer under the GDPR Act.
- The Community Council of Staffordshire was closing and volunteers were sought to run the BKV. SPCA could not as this would be a conflict of interest.
- The building in Martin Street, Stafford, where the SPCA was situated, had been put up on sale and the SPCA would be moving at some point.
- Due to police cutbacks, traffic management services at public events would be withdrawn from 1<sup>st</sup> May. It was agreed to ascertain the position with the local Area Commander and if the answer was not satisfactory, to take the matter up with the Police and Crime Commissioner.
- Remembrance Sunday. Various points were made that were already in the protocol and it was suggested that as was practice, all issues should be addressed and confirmed prior to the event. The Council discussed that if this could not be done, to not hold the event or to use an Event Management Company to ensure legal and insurance compliance.

**RESOLVED: NOTED. REMEMBRANCE SUNDAY ON NEXT AGENDA.**

**8. Traffic issues in the area and suggestions for the Highway Teams.**

**8.1 Highways Teams.** Had now finished and the Council had access to a Liaison Officer to pursue issues in the area.

**8.2 Newlands Lane blockage.** The collapsed road had been repaired. The only vehicle access was via Newlands Lane as there was an earth mound at the other end making vehicular access impossible.

**8.3 EDS Transport.** Based in the former TNT depot, operates 18 lorries and 24 vans. The company abides by road traffic legislation and although there is no requirement to avoid Wimblebury Road, they voluntarily avoid Heath Hayes Academy at the beginning and end of the school day. The lorries tended to have larger payloads and went to the motorway via Hemlock Way, but the vans would go via the quickest route, which may include Wimblebury Road. Cllr J. Aston reported there were no problems with noise nor volume of traffic.

**8.4 Heath Way.** A temporary speed display between Cannock Road and Hayes Way had been approved. Results would be reported in due course.

**8.5 Langholm Drive.** County Councillor J. McMahon agreed to look into a report of missing white and yellow lines following re-patching work.

**8.6 Five Ways Island.** Cllr A. Dean agreed to make a further report on broken lighting.

**RESOLVED: NOTED**

## **9. Consideration of re-adoption of protocols and documents.**

The following had been reviewed and considered legal, relevant and appropriate;

**9.1 Standing Orders.**

**9.2 Policy Statement.**

**9.3 Financial Regulations.**

**9.4 Risk Management and Assessment.**

**9.5 Equal Opportunities Policy.**

**9.6 Code of Conduct.**

**9.7 Protocol – Public Participation at Meetings.**

**9.8 Disciplinary Procedure.**

**9.9 Protocol – Grant Procedure.**

**9.10 Protocol – Remembrance Day.**

**9.11 Social Media Policy.**

It was proposed, seconded and agreed to re-adopt all the existing Council documents. They would be next reviewed in June 2019 or before if necessary.

**RESOLVED: TO RE-ADOPT THE EXISTING DOCUMENTS.**

## **10. Remembrance Events and Issues.**

**10.1 Schools.** Following the meeting with Kingsmead School and St John's, it had been asked if the Council would consider a grant towards helping with uniform hire. It was agreed to ask for more information and consider this further.

.....Chair

**10.2 St John's Church.** Possible choral events at schools or church. Meeting again in September.

**10.3 Constitutional Club.** Booked. There will be refreshments and a buffet. Cllr C. Woods to report back at the next meeting.

**10.4 Bench.** Delivery expected 7<sup>th</sup> June. The location was agreed as within the Wimblebury War Memorial area facing north between the road and the Community Centre side. It was agreed to have a dedication event with the bench and the silhouette.

**10.5 Silhouette.** Ordered and delivered. Awaiting confirmation of specific location for installation from County Council.

**RESOLVED:**

- **TO CONSIDER A GRANT TO KINGSMEAD SCHOOL.**
- **TO HOLD A DEDICATION SERVICE**

**11. Current Council matters of interest.**

**11.1 Defibrillators.** 1,2,3,4 all checked and in order. It was agreed to write to thank Paul Dadge for his help.

**11.2 Request to acquire land in Chapel Street, Heath Hayes.** No change and none expected. It was agreed to take this off agenda and put it back if the situation changes.

**11.3 School Parking.** Cllr J. Bernard had met with Chief Inspector S. Wainwright and informed that she has been allocated some more PCSOs and PCs but these were posted as Response Units. Not covering parking around schools, however, once the PCSOs were trained, they would be available for use at schools.

**11.4 Heath Hayes Library.** More planters had been installed. Plaques (saying "Donated by the Parish Council") ordered and the metal bench was to be painted. It was agreed that this item would no longer appear on the agenda and could be reported under "Items for information" or on the agenda when necessary.

**11.5 Litter in the area.**

- County Councillor Phil Hewitt had proposed two events on 2<sup>nd</sup> and 16<sup>th</sup> June. It was hoped to hold these events on a regular basis and to look at other areas in due course. Milking Brook would be the location for the team on 16<sup>th</sup> June.
- The Council supported the suggestion from County Councillor Hewitt to create a "Friends" group independent of the Council and suggested it should be called "Friends of Heath Hayes District" with the addendum "Including Wimblebury and Hawks Green".

- The Council was grateful to Mrs S. Thompson for taking the litter kit for the event on 16<sup>th</sup> June.
- The Council heard that County Councillor Hewitt had agreed a £400 grant towards the cost of setting up a better equipped “litter kit” and it was agreed that the Clerk would undertake the purchases and liaise with County Councillor Hewitt regarding the process.

**RESOLVED:**

- **TO WRITE TO PAUL DADGE.**
- **CHAPEL STREET OFF THE AGENDA.**
- **HEATH HAYES LIBRARY OFF THE AGENDA.**
- **TO SUPPORT THE CREATION OF A FRIENDS GROUP.**
- **NEXT LITTER EVENT 16<sup>TH</sup> JUNE.**
- **TO LIAISE REGARDING THE CREATION OF A BETTER EQUIPPED LITTER KIT.**

**12. Christmas Lights. Consideration of any developments.**

12.1 The present position is that the Council has agreed to fund a three-year programme for 2017,2018 and 2019 and set aside £3,000 each year. Working as a group with Norton Caned and Hednesford Councils, Laurie Bowman (Hednesford Deputy Clerk) is the project co-ordinator. The matter was on the agenda to discuss and authorise any additional expenditure.

12.2 It was proposed, seconded and agreed to pay £500 to L. Bowman for the 2018 event.

**RESOLVED: TO PAY £500 FOR THE 2018 ADMINISTRATION.**

**13. Cannel Mount – Consideration of any developments.**

A draft lease and supporting documentation has been received and a query has been raised regarding County Council insurance. It is hoped that this will soon be settled and the lease forwarded. The Parish Council has permission to act as an “authorised volunteer” so this will not delay any work or plans that the Council may want to pursue.

**RESOLVED: TO MONITOR THE POSITION.**

**14. Flooding in Wimblebury.**

**RESOLVED: DEFERRED.**

**15. Wimblebury Community Association.**

It was reported that the Centre was in daily use and was a well-used community facility.

**RESOLVED: NOTED.**

**16. Horseshoe Drive Play Area.**

It was reported that the play area and the one-off Osprey Grove were in need of attention and it was agreed to report this to Cannock Council.

**RESOLVED TO REPORT THESE ISSUES TO CANNOCK COUNCIL.**

**17. Grass Cutting in the area.**

17.1 The grass on the island at Heath Way and Hayes Way had been cut.

17.2 The Council considered the safety of the island at Hayes Way and Eastern Way and considered it adequate. It would be considered again if there were further reports.

**18. Protocol for marking the death of the Sovereign or other Member of the Royal Family.**

It was agreed to purchase a condolence book and to obtain permission to place it in the library.

**RESOLVED: TO PURCHASE A BOOK AND PLACE IT IN THE LIBRARY.**

**19. To note the Incoming and Outgoing Correspondence;**

The list of incoming and outgoing post (136 to 162 /18) was noted.

**RESOLVED: NOTED.**

**20. Accounts for Payment.**

Authority for the expenditure listed in Appendix A, totalling £5,677.34 was proposed by Cllr J. Bernard, seconded by Cllr L. Bullock. and agreed. Income of £2,044.61 (VAT Refund) was noted.

**RESOLVED: TO AUTHORISE THE LISTED PAYMENTS.**

.....Chair



**21. Items for Information and Future Agendas.**

21.1 Cllr A. Dean has been invited to a dedication of their WW1 Tommy and a Heritage Board at Bridgtown on 24<sup>th</sup> June.

21.2 Agenda item. Heath Way Bus Shelters.

21.3 Councillors who wanted identification cards were invited to send their photographs to the Clerk. Any cards issued would be on the condition that they would be returned upon cessation of office.

**RESOLVED: TO PLACE THE ITEM ON THE AGENDA.**

**22. Date of Next Meeting.**

The date of the next meeting was agreed as Wednesday 4<sup>th</sup> July 2018. Cllr A. Dean declared the meeting closed at 9.38pm and thanked those present for their attendance.

**RESOLVED: TO NEXT MEET ON 4<sup>th</sup> JULY.**

.....Chair