

Heath Hayes & Wimblebury Parish Council

Minutes of the Parish Council Meeting.
Commencing 7.30pm on Wednesday 5th June 2019.
Hayes Green Community Centre, Heath Way, Heath Hayes.

Present:

Cllrs M. Buttery (Chair), D. Bennett, J. Bernard, P. Dadge, P. Ferraby, A. Fitzgerald, P. Haden, P. Hewitt, S. Thompson, D. Todd.

Three members of the public.
Clerk, Mr R. Smythe.

Chair's Announcements and Public Participation.

Cllr M. Buttery reported on the sad and unexpected loss of Miss Phillips, a teacher at Five Ways School. The Council expressed their condolences to the family, friends, staff and pupils and had sent a card.

Mrs Clare Evans had left as Head of Gorsemoor School. The Council thanked Clare for her service and for her close working relationship with the Council, especially around the 100th Anniversary Remembrance events. Mrs Emilie Lees had been appointed as Acting Head and the Council wished her all the best in her new role.

Mr J. Ferraby raised concerns about the potential inappropriate siting of "For Sale" boards. Information about any locations could be forwarded to the Clerk for investigation.

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

The meeting began at 7.35pm with written apologies being received and accepted from Cllrs J. Aston, D. Baker and L. Bullock.

RESOLVED: TO ACCEPT THE APOLOGIES.

Resident C. Woods, County Councillors B. Jones and J. McMahon, PCSOs N. Baggott and J. Rees had also submitted their apologies.

.....Chair

2. Declarations of Interest and Dispensations on Agenda items.

Cllr A. Fitzgerald declared an interest in Item 4 Planning and did not vote nor participate. She had been appointed to the Cannock Council Planning Committee and therefore had removed herself from the Parish Council Planning Committee. She was replaced by Cllr P. Haden.

ACTION: NOTED.

3. To Approve the Minutes of the Annual General Meeting held on 15th May 2019 and any matters arising, not covered on the agenda.

Approval of the minutes was proposed, seconded and agreed. There were no matters arising.

RESOLVED: TO APPROVE THE MINUTES.

4. Planning.

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

- **19/93 – Land off STOKES LANE, NORTON CANES.** Change of use of land for the keeping/stabling of horses (amended plans).

The following comments were made:

As the site is within the Green Belt, if the application is considered to be suitable agricultural development, then all applicable conditions should be met.

There should be a condition restricting the number of vehicles (possibly maximum of two road vehicles not including agricultural equipment) allowed on the site at any one time.

There should be specific conditions that no means of human habitation of any kind (caravan, shed, tent, etc) should be allowed at any time, on the site, including for storage purposes.

That all recommendations from Statutory Consultations should be followed.

That all observations and recommendations from the Arboricultural Impact Assessment should be followed, particularly with regard to site services.

Subject to the above, the Council had no objection to the application.

.....Chair

The Council did not object to the following three applications.

- **19/165 – 13 GREEN MEADOWS, HEATH HAYES.** First floor extension over existing garage plus garage.
- **19/152 – 213 GORSEMOOR ROAD, HEATH HAYES.** First storey side extension and internal works.
- **19/197 – 9 ALBANY DRIVE, HEATH HAYES.** Proposed two storey rear extension with loft.

4.2 Decisions reported by Cannock Chase Council. (None).

RESOLVED: NOTED.

5. Consideration of re-adoption of protocols and documents, including:

5.1 Standing Orders. 5.2 Policy Statement. 5.3 Financial Regulations.

5.4 Risk Management and Assessment.

5.5 Equal Opportunities Policy. 5.6 Code of Conduct.

5.7 Protocol – Public Participation at Meetings.

5.8 Disciplinary Procedure.

5.9 Protocol – Grant Procedure.

5.10 Protocol – Remembrance Day.

5.11 Social Media Policy.

5.12 Safeguarding Policy.

5.13 Protocol to mark the death of the Sovereign or other senior member of the Royal Family.

5.14 Protocol for Annual Awards.

RESOLVED:

- **TO RE-ADOPT ALL PROTOCOLS.**
- **TO ENSURE ALL PROTOCOLS, ESPECIALLY 5.12 SAFEGUARDING ARE UP TO DATE.**

.....Chair

6. Hayes Green Community Centre.

6.1 Advertising frame. It was agreed to buy and install a banner.

6.2 Honours Board in Meeting Room. It was agreed to obtain costings and consider a suitable location.

6.3 Display Cabinet in Meeting Room. It was again agreed to obtain costings and consider a suitable location.

6.4 Trustees. Authority to change nominees to reflect the Council.
It was agreed that the present Trustees, Cllrs J. Bernard and D. Todd should continue to represent the Council.

6.5 It was agreed to move the Cannock Chase Council sign to a more appropriate location in conjunction with the Honours Board in due course. This was to have all the civic paraphernalia in a suitable location to be appropriately recognised.

RESOLVED:

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

7. Remembrance Events and Issues. Outline of arrangements.

7.1 Event at Wimblebury, 3rd November 2019.

7.2 Remembrance Sunday 10th November.

It was agreed that both events would proceed with arrangements as per previous years but considered again and subject to change if necessary.

RESOLVED: TO CARRY ON WITH THE EXISTING ARRANGEMENTS.

8. Cannel Mount. Consideration of any developments and projects.

8.1 Liaison with Kingsmead School. The Council was waiting to hear proposals from Kingsmead School which would be reported to the Council.

8.2 Budget for bird, bat and owl boxes. It was proposed by Cllr J. Bernard, seconded by Cllr M. Buttery and agreed to set aside a budget of £250 to purchase boxes. It was hoped to acquire some boxes and to continue to pursue options for grants.

RESOLVED: NOTED

.....Chair

9. Litter Project. Current position and future plans.

9.1 Maintenance and storage of equipment.

It was agreed to keep the equipment at the Centre for collection for use for events approved by the Council and to replace equipment to make sure that there was sufficient to hold an event. It was also agreed to purchase “Ranger” (pincer) replacement litterpickers as they would be better value as they would last longer.

9.2 General plan for programme of events. Dates and locations.

It was hoped to have a programme that covered different days, times and areas and to make the event a regular planned occurrence.

9.3 Next event, Saturday 15th June 2019.

Councillors were encouraged to attend the event, starting at 10.30am at the Hayes Green Centre and also to consider supporting a charity event at Tinkerbells, Hednesford Road, Heath Hayes between 10.30am to 4pm.

9.4 It was agreed to buy 20 Hi-Vis jackets with the Parish Council logo. Five each in small, medium, large and extra-large. A total of 20 at £6.50 each plus VAT. (£130).

RESOLVED:

- **TO MAINTAIN THE EQUIPMENT.**
- **TO FORMULATE A PROGRAMME.**
- **TO HOLD AN EVENT ON 15TH JUNE.**
- **TO BUY HI-VIS JACKETS.**

10. Christmas Lights. Consideration of any developments.

10.1 Consideration of events for 2020 onwards.

It was agreed that initially, the Council would like to continue with the existing arrangements.

10.2 Consideration of suggestions for changes in provision.

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 with Norton Canes and Hednesford Councils, Laurie Bowman (Hednesford Deputy Clerk) is the project co-ordinator. It was agreed that the Christmas Lights Committee would meet informally and report back to the Council with any proposals.

RESOLVED: TO CONTINUE WITH THE EXISTING ARRANGEMENTS.

.....Chair

11. Memorial Benches at Five Ways Island.

11.1 Current position and future plans.

It was reported that the two Memorial Benches were ready for installation once the existing benches had been moved from Five Ways Island. This was dependent upon Cannock Council and a date awaited.

11.2 Consideration of arrangements for a commissioning event.

Once installed, it was agreed to hold a commissioning event. Details to be confirmed.

RESOLVED:

- **TO CONTINUE THE PROJECT.**
- **TO HOLD A COMMISSIONING EVENT.**

12. Protocol for the co-option of Councillors. Consideration of an agreed procedure for co-option.

It was proposed, seconded and agreed to adopt the draft protocol for the arrangements for the future co-option of Councillors.

RESOLVED: TO ADOPT THE PROTOCOL.

13. Dementia. Consideration of nominating a representative to liaise in a project to make the area “Dementia Friendly”.

It was proposed, seconded and agreed that Cllr D. Todd would be the representative. She would liaise with PCSO Natalie Baggott and report back in due course with a plan to make the Council and area Dementia Friendly. It was hoped that all Councillors would assist and that local schools, businesses and residents would be included.

RESOLVED: CLLR D. TODD APPOINTED AS REPRESENTATIVE.

14. Walks and Cycle Routes in the area. Consideration of projects for the Open Spaces Committee including a “Parish Walkabout”.

Cllr M. BATTERY suggested this item and said he would be promoting a community walk around Cannel Mount on a Saturday morning. The Council supported this initiative and the Open Spaces Committee would also consider an informal meeting to discuss this and other opportunities in the area.

RESOLVED: TO SUPPORT A COMMUNITY WALK.

.....Chair

15. Bank Signatories.

It was proposed seconded and agreed to keep the existing Councillors and Clerk who were already signatories.

RESOLVED: NO CHANGE.

16. Cannock Chase Local Plan Consultation. Consideration of the submission of comments and offer of presentation from Cannock Council.

16.1 It was reported that Cannock Chase Council was running a consultation around the Local Plan and details of the Plan and consultation events had been circulated to all Councillors and were available on Cannock Chase Council website. Cannock Council would be thanked for the offer of a presentation but as there were 12 planned events in the area where the Local Plan was exhibited, Councillors were invited to attend one of the events and forward comments to Cannock Chase Council.

16.2 The Council had no comments at the present time.

RESOLVED: NOTED.

17. Letter from resident about drains and potholes on Hednesford Road and youth provision in the area. Consideration of comments and reply.

It was agreed that repairs to the speed humps near to the Heath Hayes Constitutional Club and the potholed pavement needed urgent attention.

The Council was very grateful to County Councillor Johnny McMahon for specifically allocating funding to have this prioritised and it was hoped that it would soon be repaired. Cllr P. Hewitt said he would be following the project and would assist if possible.

As regards the youth events, there were many activities that were already in existence and it was agreed that advising those groups that did not advertise, that this may assist with providing information for those that might not know what is available.

It was agreed that the Youth Committee would meet informally and report any suggestions to the Council in due course.

The resident who wrote in was present and satisfied with the Council response.

RESOLVED: NOTED.

18. School Parking. Consideration of suggestions to improve the position.

It was accepted that this was a national issue and there was no obvious answer to the problems associated with the amount of vehicles being used to transport children to and from schools and the consequential parking, congestion and safety issues.

It was agreed to write to Clear Streets and ask if they had a specific plan for the area and in any case, to again report the problems with the three schools and to ask that some patrols visit the area.

RESOLVED: TO WRITE TO CLEAR STREETS.

19. To note the Incoming and Outgoing Correspondence;

The list of incoming and outgoing post (74 to 82/19) was noted.

RESOLVED: NOTED.

20. Accounts for Payment.

There were no items.

RESOLVED: NOTED.

21. Items for Information and Future Agendas.

Cllr D. Todd would report any developments with the Horseshoe Drive play area.

RESOLVED: NOTED.

22. Date of Next Meeting.

The date of the next meeting was agreed as Wednesday 3rd July 2019. Cllr M. BATTERY declared the meeting closed at 8.57pm and thanked those present for their attendance.

RESOLVED: TO NEXT MEET ON 3rd JULY.