

Heath Hayes & Wimblebury Parish Council

Minutes of the Parish Council Held on Wednesday 3rd February 2021 at 7.30pm

Remotely on Zoom

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

In Attendance:

Parish Clerk: Mrs L Bowman

02/21/1.0 Apologies

Apologies received from Cllr J Aston and Cllr D Bennett

02/21/2.0 To Approve the Minutes of the meetings held on the 6th January 2021

The Minutes of the meeting held on the 6th January 2021 were approved as a true record.

Proposed: Cllr P Haden Seconded: Cllr S Thompson

02/21/3.0 Declarations of Interest

Cllrs A Fitzgerald, D Todd & S Thompson Planning

Cllr M Buttery Substitute Planning

02/21/4.0 Public Participation

None.

02/21/5.0 Chairman's Announcements & County Council's update

The Chairman notified the Council of Cllrs Bakers Funeral that took place on Monday and thanked the Councillors that paid their respects and offered further condolences to the family.

02/21/6.0 Clerks Report

The Council noted the Clerks Report and Correspondence.

- Cllr D Baker had been removed from Unity Trust Bank mandate. Cllr J Bernard and Cllr P Ferraby had been entered on the bank mandate.
- Thank you letters had been sent to the companies that kindly sponsored the Christmas Trees within Heath Hayes & Wimblebury.
- The Christmas trees and Christmas streetlights had successfully been removed, the Clerk had requested quotes for a welcome to Heath Hayes and welcome to Wimblebury sign, like what Hednesford had on the railings by the War Memorial to consider costings for this year.
- Calendar of Dates would be displayed on the Council Notice Board and on the Council Website.
- All four defibrillators had been checked and were work satisfactory.
- The Council had registered as a member of the Information Commissioner's Office.
- Grant Applications and Award Nomination forms had been sent to all local schools and groups.

- Cannock Chase Council had looked at the effect of increased expenditure of Local Council Tax support of the Parishes and Town Councils. As this had decreased the tax base then Cannock Chase Council had agreed to make a one-off payment in 2021-22, to compensate any Parish and Town Council being affected, we would therefore be receiving a refund of £605.86.

02/21/7.0 Police Report

Cllr S Thompson read out the Police Report from the local PCSO

- Drug related issues around Tesco's- was an ongoing issue that was slowly being tackled. This had been tackled by conducting CCR's within the local streets surrounding Tesco's and gathering as much information as possible. Focusing on Apple Walk, Mozart Court and Almond Close. The issues had dropped since doing more hi-vis patrolling within the local area this plan of action would continue.
- Off road bikes- Complaints on Wimblebury Park which involved a white van dropping off either two off road bikes or/and one-off road bike and one quad bike. This may be linked to similar incidents that are also occurring in Cannock town and Norton Canes. House to house enquires had been conducted in housing opposite Laburnum Avenue as CCTV was present within that location to assist tackling the issues.
- Covid breaches by Tesco's- Youths had been known to gather by the bike shelter on Tesco's and a few calls of similar incidents had been made. The PCSO's had maintained a hi-vis patrol at this location and had been talking with the youths to try and disperse and stop the gatherings at the bike shelter.
- During a local litter pick a number of silver cannister had been collected around Newhall Farm and Gorsemoor Park, it had been reported accordingly, it is important to continue reporting such findings.

02/21/8.0 Income & Payments

02/21/8.1 Council noted the Monthly Finance Report.

02/21/8.2 The Council noted the payments since the last report that had been authorised by the Audit and Governance Committee.

30/12/2020	Norton Canes Parish Council	-£2,310.70	Christmas Street Lights for Norton Canes
31/12/2020	Bank Service Charge	£18.00	Bank Charges
22/01/2021	J & S Garden Care	£60.00	Parish Gardening
22/01/2021	Administration Expenses	£1,975.83	Salary & Pension
22/01/2021	Mazars LLP	£408.00	External Auditor Fee
	Total	£151.13	

02/21/8.3 Council noted the Bank Reconciliation.

Reserves Brought Forward 31 st March 2020	£4,242.97
Income	£77,903.51
Payments	£47,399.04
Balance 25 th February 2021	£34,747.44

02/21/9.0 Planning

Council noted the Planning Decisions & Applications received during January by the planning committee. Cllr Bullock had no further comments.

Application Number	Date	Location	Description	Comments
CH/20/382 12/20/13.0 Granted 23/12/2020	26/10/2020	10 Grouse Way WS11 7LF	Erection of extended patio area and proposed pergola.	No objection if it stays within the planning application.

CH/21/0003	08/01/2021	12 Quail Close WS11 7JU	Prior Approval for a Larger Home Extension - (4.3m) rear single storey extension.	No Objections
CH/21/0005	08/01/2021	44 Wimblebury Road, WS12 2HU	Proposed detached garage and garage conversion.	No Objections
CH/21/0018	11/01/2021	45 Adelaide Drive, WS12 2GP	Lawful Development Certificate - demolition of existing conservatory and erection of single storey rear extension.	No Objections
CH/21/0020	12/01/2021	5 Thistledown Drive WS12 3XS	Single storey rear extension and new roof to utility room.	No Objections

The Village Green application had been rejected last July, Councillors expressed concern that they had not been notified of the decision and correct consultations had not taken place. Council was assured that a consultation had definitely taken place as some Councillors had attended and apologised for not informing Council of the decisions. Cllr Hewitt to check with the County on protocols of notify the Parish Council.

02/21/10.0 Youth & Community Committee Meeting

- **02/21/10.1** Youth & Community Committee Minutes of meeting 22nd January 2021
Minutes of the Meeting: 22nd January 2021 were approved.

As Chairman of this Committee Cllr Hewitt advised of an excellent meeting and the realistic expectations of what the Parish could achieve. Youth work in the Parish was encouraged, SCVYS would be invited to the next Youth & Community Committee Meeting.

- **02/21/10.2 Youth & Community Terms of Reference**

The Council agreed the Terms of Reference.

02/21/11.0 Open Spaces Committee Meeting

- Open Spaces Committee Minutes of the Meeting 25th January 2021
Minutes of the Meeting: 22nd January 2021 were approved.

02/21/12.0 Council to review existing Policies and agree updates & amendments.

- **02/21/12.1** Co-option Policy
- **02/21/12.2** Public Participation

Council approved the wording: Public Participation via Facebook live. If during the public participation section on the agenda the Facebook hosts advises the Council of a question, this may be considered at the Chairman's discretion if time allows or alternatively considered at the next full Council Meeting, priority would always be given to those who had requested in advance. Should questions be asked during the meeting, the comments may be recorded and addressed at the next full Council meeting. Questions should be relevant to the Parish.

It was suggested notifying the Public of the roles of the Parish Council.

- **02/21/12.3** Equal Opportunity Policy
- **02/21/12.4** Disciplinary Procedure
- **02/21/12.5** Safeguarding Children and Adults Policy
Cllr P Hewitt was the appointed Councillor with the Safeguarding Responsibility.

- **02/21/12.6** Protocol to mark the death of the sovereign or other senior member of the Royal Family.
- **02/21/12.7** Awards Protocol & Nomination Form

Resolved: Council approved all of the above Policies.

02/21/13.0 Council to consider new Policies

- **02/21/13.1** Privacy Notice for Staff, Councillors, Former Councillors and Role Holders
- **02/21/13.2** General Privacy Notice for the Public
- **02/21/13.3** Data Breach Policy

Resolved: Council approved all of the above Policies.

02/21/14.0 Newsletter

Council considered the following quotes:

- Alan Lowbridge
- Creative Souls
- Design 380

Resolved: To accept Design 380, 6 votes received.

02/21/15.0 Website

Council was pleased with the new Council Website and expressed their gratitude to the Clerk.

Resolved: Website to go live.


02/21/16.0 CILCA Training with the SPCA

- Council agreed for the Clerk to commence the Cilca Training programme at a cost of £250.
- Council agreed for the Clerk to carry 10 days holiday over to the forthcoming year but not use towards completing the training as these are earned holiday days.

02/21/17.0 Items for Information or Future Agendas

02/21/18.0 Date of Next Meeting - Wednesday, 10th March 2021 at 7.30pm

Meeting Ended at 8.07pm

Signed: 

Dated: 10/3/2021