

Hammerwich Parish Council Minutes

15 October 2025

Date: 15th October 2025 (Wednesday)

Time: 7:00pm

Venue: WI Hall, Hammerwich

In attendance:

Councillors Greenway (Chair), King (Vice-chair), Grundy, Parkes-Stroud, Smith, Taylor, and Wasdell

Also in attendance:

Councillor Janice Silvester-Hall from Lichfield District Council (LDC)

1 Members of the Public

Clerk:

Vivien Wang

1. Apologies for Absence

Apologies were received from Cllr Tunbull and Cllr Ubhie as they were on holiday. Cllr A Farrell of LDC and Cllr R Hall of SCC also sent in apologies. Cllr Thomas was absent.

Noted.

2. Declarations of Interest

Cllr Grundy declared an interest relating to LDC, husband's business asked to do work on behalf of the Council. Interests was also declared relating to the churchyard transfer as her husband does ground maintenance job for the church. She also declared that she lives near to the land development on the Highfield's Road.

Chair declared an interest re planning application 25/01244/FUL as she is a Governor of Ridgeway School.

Noted.

3. Approval of Minutes of Meetings held on 17 September 2025

The minutes of the Parish Council Meeting held on 17 September 2025 was approved as true record after the spelling of Stonnall was corrected.

Vote Outcome: For: 7

Against: 0

Abstentions: 0

Noted.

4. Matters Arising

Chair asked whether an affirmation had been sent to LDC regarding the support to the proposal of 3 unitary authority. Clerk replied no as the Council didn't resolve to do so. **The Council then agreed to support the 3 unitary authority proposal and asked the Clerk to send the affirmation.**

Noted.

5. Chairman's Announcements

Chair wished Cllr Sue Woodward of LDC a speedy recovery.

Huge thank you was expressed to Cllr Grundy, Cllr King, Cllr Wasdell and Cllr D Ennis (of Burntwood TC) for helping at the Parish Network Meeting. The meeting was held successfully and very informative.

It was said that some members of the Council had commented openly that he/she would work at their own way regardless of the collective position of the Council; Chair reminded all members that the Council is at the best when worked as a team.

Noted.

6. County/District/Police Reports

Councillor J Silvester-Hall (LDC)

1. Cllr Silvester-Hall reported that a public meeting was held regarding the anti-social behaviours of car racing at Burntwood Bypass. Efforts are still on-going to tackle the issue.
2. HPC was invited to the official opening of Leisure Greenway on 20th October 10am at Sandfields Pumping Station in Lichfield. Chair and Vice Chair will attend on behalf.
3. Chair proposed to have a public meeting with Cllr J Silvester-Hall and Cllr A Farrell to discuss about Call for Site. Cllr J Silvester-Hall suggested to hold the open meeting after more details are made available. It was agreed that HPC will book a timeslot in the Burntwood Masterplan Workshop on 29th October to discuss the Council's perspectives.
4. Cllr Silvester-Hall said LDC is launching a "Clean and Green" scheme with £3.4K funding available to Hammerwich with Wall to improve the community. She had invited HPC to submit the wish list. The proposals are expected by 30th

November, and the fund should be spent by 31st March. The turnaround time for the approval was expected to be 2-3 weeks.

A councillor suggested to build planters on the green verge on Hospital Road to tackle the parking complaints from residents, however this was not agreed as that was a land owned by SCC Highways.

The Council agreed to include footpath signage improvement in the wish list.

Noted

(Cllr J Silvester-Hall left the meeting at 7.35pm)

7. Planning Applications

The Council discussed the planning applications received since last meeting.

- 25/01218/COU – Pipehill Farm, Walsall Road: **The Council unanimously agreed on no objection for this application.**
- 25/01244/FUL – Ridgeway Primary School, Grange Road: **The Council unanimously supported this application.** Chair did not participate in the discussion due to her interests declared.

Noted

8. Highways and Footpaths

1. To approve the purchase of replacement batteries for SID

The batteries purchased in 2024 was logged not working properly while a pair from 2021 was not working too. **The Council unanimously resolved to purchase a new pair of batteries at £173.95 (ex-VAT).** The supplier had agreed to ship a free pair of replacement together with the new purchase. Clerk to place the order.

A Councillor challenged the possibility of connector issue rather than battery issue, but that would require costly call-out service from the supplier. The Council agreed to get it checked by qualified person if the problem persists after batteries are replaced.

2. To approve the replacement of missing fingerposts and extra signs

The Council had approved to a budget of £500 (ex-VAT) to replace missing fingerposts and to upgrade new signages at the access points to the Leisure Greenway. A full list of posts, sockets and signs will be finalized. The Council agreed this will be one of the proposed items on the Clean and Green scheme.

3. To approve the extra cost of purchasing the hedge cutter for footpath maintenance

The hedge cutter approved at the September was too heavy for use and had been returned to the seller. The Council was offered a discount to upgrade the product to a new lighter version at a small cost difference. **The extra cost of £24.97 was approved unanimously at the meeting.**

Noted

9. Parks and Open Spaces

1. Retrospective approval of the hedge cutting on Meerash Lane green
The hedge on the green was heavily overgrown and was agreed at the September to quote on the cost of trimming it. LDC had provided two options with huge cost difference. The less costly option must be confirmed right away as it was to tag-on a job that already scheduled by LDC. The Council had then proceeded with this option, as it is more cost-effective and would deliver better results given machinery being used. The job had been completed on 8th October. **The Council had unanimously approved the cost of £275 (ex-VAT).**
2. To approve the removal of dead trees in Mansion Drive Park
The Council had approved the cost to remove 2 dead trees and crown lift 1 tree in Mansion Drive Park at a cost of £1,160 (ex-VAT).
3. To approve the replacement of dog bin on Paviers Road
The Council had provisionally approved to replace the dog bin, subject to the availability of funding from Clean and Green Scheme. Cllr King will also explore the possibility of moving the bin on to the footpath (next to the litter bin).

Noted

10. Approval of Asset Register & insurance renewal

The Asset Register was updated to include new assets, namely a bus shelter, a strimmer, a hedge cutter and Clerk's new laptop. The Council had resolved to write-off the old laptop which will be handed over to a government registered handler for disposal.

The Asset Register for 2025/26 was approved unanimously.

Insurance for 2025/26 was quoted +4.6% v.s. LY. The insurance company had waived the extra premiums for all the new assets. **The Council had unanimously approved the insurance fee £1,391.06.**

Noted

11. Report on the exit poll from the public consultation of Cameron Homes and follow-up

Councillors reported that they had counted 191 attendances at the drop-in session hosted by the land developer on 2nd October. They said the exit poll had reflected strong opposition to the development.

Planning application was said to be expected by the end of the year. **The Council agreed an extra-ordinary meeting would be held by that time to discuss this controversial application.**

The Council had agreed to launch an online consultation, from 5th – 30th November, to collect feedback from the parishioners. Councillors to advise any desired questions to the Clerk by 22nd October.

The printing cost of the exit poll questionnaire was approved by the Council retrospectively. The approved cost was £68.00.

Noted.

12. Correspondence Received and Sent

The Clerk had reported on the correspondences received and sent since the last meeting:

1. A request to install a bus shelter at Pipehill/Waterworks was received. The Council discussed and concluded not to proceed as the bus stop was not used considerably enough.
2. LDC advised that HPC will receive no CIL money for the period April to September 2025.
3. Councillor had received concerns about noise when a gig was held at Cricket Club in late September. The event licence was issued by LDC.
4. Reply received from the Community Highway Officer of SCC, confirming the locations of zonal weight restriction within Hammerwich. The Council was advised to submit a report using Report It whenever any sign had been missed/damaged.
5. The damaged fence at the Triangle had been repaired.
6. The bush opposite to 57 Warren Road had been trimmed. The resident had emailed to thank HPC for maintaining it.
7. Conifers next to the bench on Meerash Lane green had been trimmed by Cllr King using the newly purchased strimmer.
8. HPC had been asked to countersign a legal document with a signature and an official stamp. The Council discussed and concluded not to produce a stamp as this was a very rare request. Shall a request come in again, the Council would consider countersigning it digitally.
9. The VAT for April to September 2025 had been reclaimed, amounting to £1,423.16.
10. Consultation about Licensing Act 2003 policy statement and CIA had been shared.
11. Email from Cllr Mears of LDC regarding Highfields Road land development had been shared. Councillors said they would reach out when needed.

12. A formal notice regarding the civil matter of Honeydew, Overton Farm had been received.
13. A request to second a motion at the AGM of SPCA had been received. The Council agreed to second the motion which read *“Local councils are the cornerstone of democracy and a vital part of the structure of local Government in England. Local councils should have representation on the new Strategic Authorities via CALC’s and CALCs be recognised as key partners in the forming of new Unitary councils and their work post reorganisation.”*
14. Invitation to Burntwood Masterplan workshops had been received. The Council had agreed to book a timeslot to discuss HPC’s view.

Noted.

12. Accounts for Payment and Bank Reconciliation

The statements for the Business Current Account and Savings Account as at 30/09/2025 were £34,542.51 and £12,998.88 respectively.

Councillors are asked to approve the following accounts for payment:

	Cost	VAT	Invoice No	BACS Ref# / Cheque Number
Clerk’s Wages – October	£622.23	-	-	BACS #266200277
Clerk’s Expenses - stationeries	£4.90	£0.82	2P9T-1Z0B-H04M-7PFC	BACS #831378264
Hammerwich WI – hall hire for September 2025	71.50	-	554	BACS #611305534
WCAVA – October payroll	£7.80	£1.30	5716	BACS #254936706
Mr DK Greenway – Strimmer & hedge-cutter for footpath	£429.97	£71.67	<ul style="list-style-type: none"> • RYOBI-1670965 • GB500E9HSL PEVI • RYOBI-1725384 	BACS #928688412
Zurich Municipal - Insurance 2025/26	£1,391.06	-	548455101	BACS #913697539
British Legion – poppy wreath	£25.00	-	-	Cheque #300006
SPCA – Clerk CiLCA training	£390.00	£65.00	SI-1976	BACS #639546614
Unity Trust Bank - Service Charges	£6.00	-	-	Direct Debit on 31/10/2025

The Parish Council are asked to note the following income:

Source	Amount	Reference
Interest	£73.30	For July to September 2025

The accounts for payment were approved.

Vote Outcome: For: 7 Against: 0 Abstentions: 0

A detailed budget monitor file has been shared by the Clerk.

A bank conciliation as of 30th September 2025 had been shared and approved by the Council. Cllr Wasdell will be the non-signatory to check and sign on behalf of the full Council.

Vote Outcome: For: 7 Against: 0 Abstentions: 0

Noted

13. Public Participation

A poppy wreath was delivered to the Council for upcoming Remembrance Service.

14. Items for discussion at the next meeting

1. Precept 2026/27

Noted

Meeting closed at 9:01 pm