

# Hammerwich Parish Council Minutes

## 19 November 2025

**Date:** 19<sup>th</sup> November 2025 (Wednesday)

**Time:** 7:00pm

**Venue:** WI Hall, Hammerwich

**In attendance:**

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

**Also in attendance:**

Councillor Alex Farrell from Staffordshire County Council (SCC)

Councillor Robin Hall from Staffordshire County Council (SCC)

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

0 Members of the Public

**Clerk:**

Vivien Wang

### 1. Apologies for Absence

Apologies were received from Cllr Smith due to travelling. Cllr Silvester-Hall informed the Council that she will join late due to attending a meeting at LDC.

**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 off the Highfield's Road.

Cllr Ubhie declared an interest that he is the owner of the property that previously affected by the flooding on Ashmall/Meerash Lane.

**Noted.**

### 3. Approval of Minutes of Meetings held on 15 October 2025

The minutes of the Parish Council Meeting held on 15 October 2025 was approved as true record.

**Vote Outcome: For: 8**

**Against: 0**

**Abstentions: 1**

**Noted.**

**4. Matters Arising**

Nil.

Noted.

**5. Chairman's Announcements**

Chair reported that she had attended a lovely Remembrance Sunday service with Cllr Grundy on behalf of HPC at the St. John the Baptist Church, Hammerwich, and a wreath was laid.

She also thanked Cllrs Grundy, Parkes-Stroud and Taylor for their efforts in putting up posters to advertise the resident survey of the land development off Highfields Road.

**Noted.**

**6. County/District/Police Reports**

Councillor A Farrell (SCC)

1. Cllr Farrell enquired if any flooding issue within the parish that requires urgent attention; councillors replied that the drains in the parish are working fine thanks to the maintenance efforts by HPC and some residents.
2. Cllr Farrell said the greenbelt study result would be ready in January and he agreed to meet with HPC to discuss about the Local Plan.
3. Cllr Farrell agreed to follow-up for HPC regarding whether a planning permission is required for porta cabin(s) to be installed on a cricket ground. **Chair to forward all related communications and information to Cllr Farrell.** He suggested the Cricket Club may apply for the Strategic CIL Fund shall there is concern about the cost of obtaining a permission.
4. Cllr Farrell said he would be present if HPC were to hold an extra-ordinary meeting in December upon receiving a planning application of the land development off Highfields Road, while Cllr Hall expressed apologies during holiday time.

Councillor R Hall (SCC)

1. Cllr Hall shared updates on the flooding in Burntwood and mentioned about the drop in water level at Chasewater.

2. It is updated that SCC has authorized to track and monitor the traffic volume on selected roads (incl. Highfields Road) which will be relevant to the land developments in planning.
3. Cllrs Hall and Farrell also shared the latest status of the Burntwood Health Centre which SCC is awaiting input from the Integrated Care Board (ICB) of NHS.

(Cllr J Silveser-Hall joined the meeting at 7.35pm; and Cllr Farrell left the meeting at 7.38pm)

#### Councillor J Silvester-Hall (LDC)

1. Cllr Silvester-Hall updated that LDC had submitted the LGR proposal. She thanked HPC for submitting a letter in support of LDC's proposal.
2. In response to HPC's enquiry, Cllr Silvester-Hall explained on the Community Asset Transfer (CAT) policy of LDC which involves the transfer of asset during LGR. She said an Expression of Interest (EOI) is required shall HPC wishes to take over the land on Coppy Nook / Hospital Road.
3. "Clean & Green" scheme was reminded with a deadline on 30<sup>th</sup> November for parish councils to submit their wish lists.
4. Cllr Silvester-Hall said that the planning application 25/01428/FUH will be called in due to the public concern on HMO.
5. Communications on parking along Leisure Greenway will be strengthened to minimize the disturbance to nearby properties. Councillors from HPC praised the project a big success.
6. LDC budget consultation has commenced.
7. New leisure centre at Lichfield is planned for open in January 2026.
8. LinkUp Bus service is extended to March 2026. The Council will explore the possibility to extend the coverage to neighbouring authorities.

Noted

(Cllr J Silvester-Hall left the meeting at 8.04pm)

## **7. Planning Applications**

The Council discussed the planning applications received since last meeting.

The Council has no objection/comment to the following cases:

- 25/00906/FUH & 25/00907/LBC (79 Overton Lane): No objection
- 25/00450/FUH (12 Sedgemoor Avenue): No comment
- 25/01444/FUH (13 Paviours Road): No comment but the Council questioned the existence of two kitchens in one property.

**The Council objected to 25/01428/FUH (12 Brooklyn Road) as the proposed building is too high with the side extension being too close to the neighbour which impinges on other's privacy. The increase in overall footprint is excessive, while the**

**change in floor layout is also out of character. It is noted Cllr J Silvester-Hall of LDC will request to call in this case.**

A councillor raised concerns on who is tracking/monitoring the expiry of temporary permissions; and **the council asked the Clerk to check with LDC Planning Department.**

Noted.

## **8. Highways and Footpaths**

1. Application to the Community Paths Initiative Fund  
Funding at SCC is available for new initiatives and the upkeep of footpaths. **The Council has asked the Clerk to apply this fund for the recent fingerpost improvement project (estimated cost £500).**

(Cllr R Hall left the meeting at 8.21pm)

2. Update on the fingerpost improvements  
Cllr King reported that £450 had been spent (budget approved £500). The Clerk has asked the Council to improve the PPE for volunteers, and **the Council resolved unanimously to purchase more equipment (high visibility vest, groves and protective glasses) and report back at the next meeting.**

**The Council also agreed to review the Risk Assessment in this aspect whether any changes is needed.**

Noted

## **9. Parks and Open Spaces**

1. To discuss follow-up on Asset Transfer from LGR  
**The Council resolved unanimously to submit EOI for CAT of i) land on Coppy Nook/Hospital Road; and ii) Oakfield Park. Clerk to action.**
2. To appoint a representative to Burntwood Dragons FC  
To enhance the engagement with community, a representative of HPC will join the committee meeting of Burntwood Dragons FC. **Cllr Parkes-Stroud was nominated and has accepted the nomination. The Council unanimously voted in favour of the appointment. The Council thanked Cllr Parkes-Stroud for her devotion.**

Noted

## **10. Key projects for Precept 2026/27**

1. **Notice Boards**

**To improve the communication with parishioners, the Council has agreed to include notice board installations in Precept 2026/27. Priorities will be given to the Triangle Ward (i) The Triangle; ii) Gorseway/Lawnswood) due to the lack of communication facility now.** If budget allows, an additional one would be placed at the green on Meerash Lane, which would work hand in hand with those in WI Hall and Community Centre.

2. **Bus shelter refreshing:** The Council also agreed to include tidying and painting of the bus shelter on Burntwood Road.
3. **Drain Clearing:** To include budget for drain clearing to prevent flooding at the village.

Noted

#### **11. Update from Burntwood Masterplan workshop**

Chair and Cllr King attended the workshop on behalf of HPC. It was a workshop to collect local views for LDC Local Plan where Hammerwich was regarded as part of the greenbelt around Burntwood. Cllr King said that the message of “HPC needs to be involved in the process.” had been made clear.

Noted.

(Meeting reached 9:00pm and the Council has resolved to extend the meeting for 15 minutes)

#### **12. Approval of the list to be submitted to the Clean and Green scheme**

The proposed list of projects was approved by the council except the following to be removed:

1. Planters on the two islands (Pingle Lane and Church Lane): removed due to the potential hazard of blocking the visibility of motorists.
2. The sign pointing to Hammerwich (from Walsall Road towards Coppice Lane): action to report to Highways to repair the broken sign
3. Kissing gate at entrance of footpath at Paviers Road: the council discussed the kissing gate at Hammerwich end won't deter the e-Bike from the footpath as they are accessing from the other end out of the parish.

Projects submitted are:

1. New fingerpost upgrade for Greenway
2. Dog bins on Mansion Drive park
3. 2 notice boards
4. Welcome to Hammerwich sign at 3 access points of the Greenway
5. Move the Hammerwich sign to a safer corner at Hospital Road/Coppy Nook. Current sign was frequently being knocked.
6. Hedge cutting at Meerash Lane green

7. Refreshing the bus shelter on Burntwood Road
8. Cleansing of manhole on Meerash Lane

### **13. Update on the resident survey regarding land development off Highfields Road**

The Clerk updated the latest statistics on survey responses. **Councillors discussed and agreed to further advertising at their usual communication channels.**

Posters were put up in the parish, and **the printing cost of £150 (ex-VAT) was approved.**

Noted.

(Meeting reached 9:15pm and the Council has resolved to extend the meeting for 15 minutes)

### **14. Correspondence Received and Sent**

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

1. Adverse possession of land on Meerash Lane: Statement signed and returned by Cllr Wasdell. Statement by LDC still under revision. Cllr Wasdell thanked the Clerk for assisting the process.
2. Enquiry regarding the porta cabins at the Cricket Club was received. It is still to be clarified whether a planning permission is required. Chair to follow-up with Cllr A Farrell.
3. Letter from HPC regarding support of LDC proposal on LGR was submitted on 27<sup>th</sup> October.
4. SPCA AGM & Conference will be held on 24<sup>th</sup> November 2025 at 10am.
5. The Council was notified that the membership fee for SPCA will be significantly increased from £309 to £500 in 2026 due to changes brought by LGR.
6. Briefing document from SPCA regarding Town and PC agendas and minutes was shared.
7. Precept 2026/27 documents from LDC are expected to arrive in early December, hence Precept discussion will be postponed to the December meeting.
8. HPC was notified on the consultation of Walsall Borough Local Plan. **It is agreed that HPC has no comment.**
9. 7 councillors will attend the Planning and Enforcement Training held by LDC on 4<sup>th</sup> December.
10. A list of training provided by Support Staffordshire was shared.
11. Clerk's backpay calculation was shared and payout is done in November.
12. Internal audit date is pencil marked on 4<sup>th</sup> June 2026.
13. £1,500 sponsorship was received from a local business to support a 1-year maintenance of flower bed at Lichfield Road/Stockhay Lane. A thank you letter will be sent to express gratitude.

14. LDC Strategic CIL Fund details shared. HPC will share the info with relevant local organisations (action councillor in brackets):
- a. Burntwood Dragons FC (Chair)
  - b. Ridgeway School (Chair)
  - c. Hammerwich Scouts (Cllr Grundy)
  - d. Hammerwich Cricket Club (Chair)
15. Notice received regarding the increase of meeting venue hire fee from £11/hr to £13/hr from January 2026.

Noted.

## 15. Accounts for Payment

The statements for the Current Account and Savings Account as at 31/10/2025 were £33,042.21 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 – November, backpay and prior year adjustments	£1,327.0 3	-	-	BACS #33788851
Clerk's Expenses – phone, poster printing & postage	£193.60	£31.67	FLX 108649 (£10)	BACS #265037860
Hammerwich WI – hall hire for October 2025	£38.50	-	564	BACS #655891298
WCAVA – November payroll	£7.80	£1.30	5800	BACS #890023983
Lichfield District Council – Lease of land	£1.00	-	M0076033926	BACS #803356837
Cllr Val Grundy – printing of exit poll	£68.00	-	-	BACS #487594421
Stocksigns Ltd. – SID batteries	£262.62	£43.77	HS68311/2	BACS #713392109
Michael Halliday – finger posts engraving	£380.00	-	-	BACS #669786513
G.E. Collis & Sons – Wood for finger posts	£25.63	£4.26	195579	BACS #193613857
G.E. Collis & Sons - Finger posts	£49.91	£8.31	195669	BACS #181504450
SPCA – FOI training	£90.00	£15.00	SI-2050 SI-2051	BACS #678177483
Unity Trust Bank - Service Charges	£6.00	-	-	Direct Debit on 30/11/2025

The Parish Council are asked to note the following income:

Source	Amount	Reference
HMRC VAT reclaim	£1,423.16	Claim for April to September 2025 (XDV126000101290)
Sponsorship by M.A. Ponsonby Ltd	£1,500.00	Sponsorship of 1-year maintenance of flower bed junction Lichfield Road & Stockhay Lane

**The accounts for payment were approved.**

**Vote Outcome: For: 9**

**Against: 0**

**Abstentions: 0**

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

**Noted**

**16. Public Participation**

Nil

**17. Items for discussion at the next meeting**

1. Precept 2026/27
2. IT Policy

**Noted**

Meeting closed at 9:28 pm