

# Hammerwich Parish Council Minutes

## 17 December 2025

**Date:** 17<sup>th</sup> December 2025 (Wednesday)

**Time:** 7:00pm

**Venue:** WI Hall, Hammerwich

**In attendance:**

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

**Also in attendance:**

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

**Clerk:**

Vivien Wang

**1. Apologies for Absence**

Cllr Thomas was absent. Apologies were received from Cllr Farrell of SCC.

**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 19 November 2025**

The minutes of the Parish Council Meeting held on 19 November 2025 was approved as true record.

**Vote Outcome: For: 9**

**Against: 0**

**Abstentions: 0**

**Noted.**

#### **4. Matters Arising**

Nil.

#### **5. Chairman's Announcements**

Chair reported that she had attended the Committee Meeting of Burntwood Dragons FC with Cllr Parkes-Stroud. She had also attended the AGM of SPCA with the Clerk, and the Planning Training held by LDC with a number of councillors from HPC.

**Noted.**

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

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

1. Cllr Silvester-Hall updated that the EOI of CAT from Hammerwich PC regarding the land on Coppy Nook has been recorded by LDC.
2. Submissions of CIL Strategic Fund by community organisation and Clean & Green Scheme from HPC were received.
3. There are change of staff within the Planning team in LDC. Cllr Silvester-Hall to share the detail of changes with HPC.
4. The call-in of planning application 25/01428/FUH (Brooklyn Road) is in progress.
5. It is advised that significant engineering work to install a large-scale gate at the Copse on Norton Lane is noted. Enforcement case against this is raised at LDC.
6. A consultation of mini-nature reserve land is in progress. There is suggestion to replace the land near to Coulter Lane due to a potential large-scale land development nearby.

Noted

(Cllr Silvestre-Hall left the meeting at 7:22pm)

#### **7. Planning Applications**

No new planning application has been received since the last meeting.

Noted.

#### **8. Highways and Footpaths**

1. To approve the call-out of engineer to check the SIDs  
The new batteries are not working properly in SID #2 and #3. The Council has been in contact with the manufacturer and is trying to diagnose the problem remotely before paying for a call-out.
2. To feedback to the proposed diversion of Footpath #11 Hammerwich

The proposal has been reviewed, and **it's agreed unanimously that HPC has no objection and it is for the officer in RoW to decide.** The Council has agreed to reinstate the permanent signage/stile at both end of the path.

The Council has also noted the email from Mr Evans in regard to this matter. **Chair will respond to his untrue allegations after a draft reply was consented by the full council.**

Noted

**9. To receive the resident survey report regarding the land development off Highfields Road**

The Clerk reported that there has been strong engagement from the parish with 334 responses received (94% object to the land development). Chair reiterated that HPC will hold an extraordinary meeting when the consultation notice of the related planning application has reached HPC. **The Clerk to publish the survey result on website.**

Noted.

**10. To approve the Precept of 2026/27**

Two proposals of Precept 2026/27 were presented to full council together with an analysis of current year spending for consideration. **The Council has unanimously agreed that the Precept 2026/27 will be £38,700**, which is +13.8% v.s. last year. The increase is aimed to cover drain clearance within the village and the installation of a council notice board at The Triangle.

Noted.

**11. To approve the adoption of an IT Policy**

As a requirement of AGAR this year, Parish Councils are expected to have an IT Policy in place. **A draft IT policy was presented to the full council and is approved unanimously.**

Noted.

**12. To approve the subscription to Support Staffordshire**

**The Council has approved unanimously to subscribe to Support Staffordshire at a cost £25/year.** The Council will benefit from the member price of training courses, and free advice service in the context of neighbour plan and LGR.

Noted

**13. To approve the subscription of Mapping Services of Parish Online**

**The Council has approved unanimously to subscribe to the mapping services of Parish Online (£220/year ex-VAT), which will allow enriched information (e.g. bins and footpaths) to be shown on the website, plus an easy access of land ownership information within Hammerwich.**

Noted.

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

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

1. Monthly bank account fee will be increased from £6 to £7 starting February 2026.
2. Enquiry received regarding a tree on the land next to 90 Hospital Road. It was clarified that the land is still owned by the land developer.
3. SPCA Annual Report 2025 was received and circulated.
4. A dedicated email address of Severn Trent for Parish Council was shared.
5. The fir tree at the Triangle has been trimmed back following a request from a resident.
6. Clerk's old laptop was handed over for disposal at an approved equipment disposal company.
7. A thank you letter has been posted to Mr. Ponsonby for his sponsorship to the flowerbed maintenance.
8. LDC has advised that a business plan is required for our EOI of CAT regarding the land on Coppy Nook/Hospital Road. **The Council agreed for a meeting to be arranged between Burntwood Dragons FC and HPC (Chair, Clerk and Cllr Parkes-Stroud) to work out the plan.**
9. A letter from Staffordshire Moorlands DC was received, calling for HPC to sign their letter to Prime Minister expressing the objection to the LRG. The Council has asked the Clerk to draft a letter to express the Council's support.
10. An email from a resident was received expressing her concern about the overflowing of dog bins and waste bins at the Coppy Nook Playing Field. Since the bins are inside the playing field, **the Council has asked Cllr Parkes-Stroud to pass this request on to Burntwood Dragons FC.**

Noted.

#### **15. Accounts for Payment**

The statements for the Current Account and Savings Account as at 30/11/2025 were £32,067.12 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 – December	£822.96	-	-	BACS #114823088
Clerk's Expenses – land search fee, postage & mileage	£98.85	-	-	BACS #225763875
Hammerwich WI – hall hire for November 2025	£38.50	-	574	BACS #101569103
WCAVA – December payroll & Employer NI	£110.57	£1.30	5858	BACS #926819438
Lichfield District Council – Ground maintenance	£11,517.6 0	£1,919.6 0	M0076038602	BACS #831589677
Cllr Dave King – postage claim	£3.68	£0.61	-	BACS #93895814
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
Nil	-	-

**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. H&S risk assessment of churchyard

**Noted**

Meeting closed at 8:38 pm