

# Hammerwich Parish Council Minutes

## 18 February 2026

**Date:** 18<sup>th</sup> February 2026 (Wednesday)

**Time:** 7:00pm

**Venue:** WI Hall, Hammerwich

**In attendance:**

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

**Also in attendance:**

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

0 Member of the Public

**Clerk:**

Vivien Wang

**1. Apologies for Absence**

Apologies were received from Cllr Farrell and Cllr Hall 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 21 January 2026**

The minutes of the Parish Council Meeting held on 21 January 2026 was approved as true record.

**Vote Outcome: For: 10**

**Against: 0**

**Abstentions: 0**

Noted.

#### 4. Matters Arising

#13 Public Participation: The Council was unable to locate the mud patch reported by the MoP. **Cllr Ubhie to clarify the location with the MoP.**

#### 5. Chairman's Announcements

Nil.

**Noted.**

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

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

1. Grants for Clean & Green Scheme is confirmed for HPC, now awaiting document to be signed.
2. Individuals are encouraged to respond to the formal consultation on LGR of Staffordshire
3. Surface improvement for Leisure Greenway is in progress.
4. Cllr Silvester-Hall and Chair met with a group of residents who opposed to the planning application 25/01428/FUH (Brooklyn Road). They explained the detailed actions to the residents, and Cllr Silvester-Hall is now waiting for reply from the Senior Planning Officer on the comments made by the Legal Advisor at the planning meeting.
5. Cllr Silvester-Hall updated that the Greenbelt review report has reached LDC and she would share with HPC once available to her. **The Council asked the Clerk to arrange a meeting with Cllr Farrell for Greenbelt and Local Plan discussion, which Chair and Cllr King will attend on behalf of HPC.**
6. Community Asset Transfer and Community CIL will now be discussed at the March cabinet meeting of LDC.

Noted

(Cllr Silvestre-Hall left the meeting at 7:23pm)

#### 7. Planning Applications

The Council discussed the planning applications received since last meeting:

- 26/00098/FUH – Snowberry House, 44A Burntwood Road: **No comment. The Council reviewed the boundary of the property and asked the Clerk to send in a request for hedge-cutting on Pingle Lane.**
- 26/00121/FUH – 62 Highfields Road: **No comment.**
- 26/00114/FUH – 54A Highfields Road: **No comment.**

Noted.

## 8. Highways and Footpaths

### 1. To receive updates on SID repairs

The SID supplier has delegated a Midlands contractor to carry out the on-site check. While a solid quotation is not provided, the contractor indicated that traffic management is necessary for the inspection to be carried out, which would involve substantial money on top of the day charge by the engineers.

The Council discussed the option of dismantling all faulty SIDs and ship them back for free checking, which costs of postage, uninstalling and re-installing will occur. This option is then ruled out as there is no guarantee the problem could be completely solved given the uncertainty in the wiring and installation afterwards.

The Council then resolved to hire local electrician and electronic engineers for checking, with the awareness that this might void the supplier warranty which is running out by February 2026 anyway. **Within the approved £500 budget, Cllr Grundy and Cllr Turnbull will contact electrician and electronic engineers respectively to check the SIDs.**

Meanwhile, the Council has decided not to upgrade the SIDs to data capture capability as this would consume the batteries faster. **Instead, the Council asked the Clerk to check the trade-in price for buying a new SID.**

Noted.

## 9. **To appoint the committee team for Greenbelt Monitor and to receive update from the team lead**

Cllrs King, Grundy, Parkes-Stroud, Taylor, and Turnbull are appointed to the committee team of Greenbelt Monitor, with Cllr King as Chair.

Cllr Taylor declared an interest that she is a committee member doing fundraising for Burntwood Action Group (BAG).

The Council resolved that the committee should only involve HPC members for now as no official planning application is in place. The committee will consult Burntwood Action Group (BAG) when necessary.

Noted.

## 10. **To approve the appointment of new payroll handler**

The current payroll provider will cease their operation after June 2026. The Clerk has presented two quotations from other providers, namely Support Staffordshire and an accountancy firm in Warwickshire that was referred by the current provider.

Quotations by both are of similar level of fees, and the Council is aware of the significant increase compared to the current provider who was charging well below the market rate. **The Council unanimously resolved to appoint Support Staffordshire to handle the payroll from April 2026 given its local relevance.**

Noted.

#### **11. To approve the acceptance of grant from the Clean and Green Scheme**

The Council approved to accept the grant from the Clean and Green Scheme amounting to a maximum sum of £2,500. The grant will cover the following items:

1. 'Welcome to Hammerwich' sign at the access point of leisure greenway x 1  
The Council confirmed to put the Welcome to Hammerwich sign near to the Charrington crossroad. **Cllr King will explore anti-vandalism sign and check if Back the Track would be able to help with fitting.**
2. Notice boards on Council land at the Triangle x 1  
The Council decided to put up a front facing board close to one of the gates in Triangle. **Clerk to follow up with quotations.**
3. Hedge cutting at the green on Meerash Lane: **Clerk to contact LDC**
4. Painting and touch-up of the wooden bus shelter on the Burntwood Road:  
**Clerk to contact LDC**

Noted.

#### **12. To approve the response of HPC to the formal consultation of LGR in Staffordshire**

The Council approved the draft response and asked the Clerk to submit on behalf. The response stated that HPC objected to LGR in the first place and will support the 3-unitary proposal by LDC if LGR must go ahead.

Noted.

#### **13. To approve the Data Protection Policy**

The Council unanimously resolved to adopt the proposed Data Protection Policy.

Noted.

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

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

1. SPCA January Bulletin circulated

2. All statements for adverse land possessions of the green on Meerash Lane were completed. The Solicitor has submitted the application to HM Land Registry and the estimated completion is by 16 March 2027.
3. A Thank You note was received from Cllr Deaville of Staffordshire Moorlands for HPC's support to their opposition to LGR.
4. Business plan submitted to LDC for Community Asset Transfer of the land on Copsy Nook/Hospital Road. The Clerk received a phone call from LDC expressing that they would be recommending the Cabinet to transfer the land to HPC.
5. Reply received from the landowner concerning Footpath #11 diversion which indicated that he was satisfied with HPC's action and was prepared to consider the matter now closed.
6. The structural engineer referred by LDC was not responsive to our churchyard inspection request. While the Clerk is reaching out to others in the market, Cllr Turnbull said he knows a contact who are qualified to conduct a condition survey. He will contact on behalf. It is expected the quotations for tree surveys and structural inspections of the churchyard to be presented at the March meeting.
7. Details of TopCashback Sustainability Fund were shared
8. SPCA member survey email circulated
9. Correspondence with Staffordshire Playing Field Association (SPFA) shared. It was clarified that HPC won't do auto membership renewal and SPFA would provide renewal advice yearly.

Noted.

## 15. Accounts for Payment

The statements for the [Current Account](#) and [Savings Account](#) as at 31/01/2026 were £18,532.46 and £13,070.52 respectively.

Councillors are asked to approve the following accounts for payment:

	<b>Cost</b>	<b>VAT</b>	<b>Invoice No</b>	<b>BACS Ref# / Cheque Number</b>
Clerk's Wages – February	£822.96	-	-	BACS #343045108
Clerk's Expenses – stationery, postage & phone	£18.50	£2.49	FLX 112528	BACS #801660335
WCAVA – payroll January & February	£132.88	£2.60	5901 (January) 5992 (February)	BACS #115659355
Hammerwich WI – hall hire for January 2026	£45.50	-	593	BACS #32566127
Ansons Law – Solicitor fee for land on Meerash Lane	£1,872.80	£304.80	JEPS/178	BACS #167552063

Forvis Mazars LLP – external audit	£252.00	£42.00	2647873	BACS #492319369
SPCA – training (Financial for Cllrs)	£84.00	£14.00	SI-2122	BACS #884012148
LDC – Dead trees removal & crown lifted (Mansion Drive)	£1,392.00	£232.00	M0076042038	BACS #595292662
Hammerwich Youth & Community Centre – room hire	£20.00	-	44	BACS #423509398
Information Commissioner’s Office – annual fee	£52.00	-	000165560607	BACS #902061574
Support Staffordshire – annual membership fee	£25.00	-	7225	BACS #258498588
Staffordshire Playing Field Association – annual membership fee	£20.00	-	-	BACS #861189117
Unity Trust Bank - Service Charges (January & February)	£13.00 (Jan: £6; Feb: £7)	-	-	Direct Debit on 31/01/2026 & 28/02/2026

The Parish Council are asked to note the following income:

Source	Amount	Reference
Nil	-	-

**The accounts for payment were approved.**

**Vote Outcome: For: 10**

**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**

(Meeting reached 9:00pm and the Council has resolved to extend the meeting for 10 minutes)

1. **Chair asked the Clerk to request an on-site meeting with Cllr Hall regarding the solution to the parking problem on Highfields Road.**
2. **The Council asked the Clerk to check with Cllr Silvester-Hall for any information regarding the works being carried out at the Esso garage at Muckley Corner.**

Noted

Meeting closed at 9:11 pm