

Hammerwich Parish Council Minutes

18 March 2026

Date: 18th March 2026 (Wednesday)

Time: 7:00pm

Venue: WI Hall, Hammerwich

In attendance:

Councillors Greenway (Chair), Grundy, Thomas, Turnbull, and Ubhie

Also in attendance:

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

1 Member of the Public

Clerk:

Vivien Wang

1. Apologies for Absence

Apologies received and accepted from Cllr King and Parkes-Stroud for being unwell, and from Cllr Wasdell and Smith for being away. Apologies 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. He also declared he is a member of the Hammerwich Gardening Guild.

Chair declared an interest that she is a member of the Hammerwich Gardening Guild.

Noted.

3. Approval of Minutes of Meetings held on 18 February 2026

The minutes of the Parish Council Meeting held on 18 February 2026 was approved as true record.

Vote Outcome: For: 5

Against: 0

Abstentions: 0

Noted.

4. Matters Arising

#4 Matters Arising: Cllr Ubhie clarified the location of the mud patch which is on a pavement under Highways' remit. The mud patch was said to have caused by the parked vehicles damaging the grass verge. It is concluded Cllr Ubhie will advise the resident to take photo and report to Highways through "Report It".

5. Chairman's Announcements

Chair reported on the resignation of Cllr Taylor with immediate effect. She also sends best wishes to Cllr Parkes-Stroud who is unwell in the hospital.

Noted.

6. County/District/Police Reports

Councillor J Silvester-Hall (LDC)

1. LinkUp on-demand bus service will be ending on 28 March 2026.
2. Fly-tipping will receive a fine. Residents are encouraged to report.
3. Food waste collection is delayed for numerous councils.
4. Results of Strategic CIL fund announced with BW Dragons Football Club granted £80K for the changing room upgrade. Next round of funding will be opened in Spring.

Noted.

7. Planning Applications

The Council discussed the planning applications received since last meeting:

1. The Council has **no comment** towards the following planning applications:
 - 26/00241/FUH – 17 Crane Drive, Burntwood
 - 26/00270/FUH – 2 Knoll Close
2. 26/00353/FUH – 89 Highfields Road: **Details of the existing shed was not provided, hence the council concluded as insufficient information to comment. The Council asked the Clerk to request the info and seek for an extension to the consultation period.**
3. 26/00236/OUTMEI – Land South of Highfields Road:
 - **The Council agreed to file a formal objection.** A collated document to be e-mailed to the full Council for review prior to the submission to planning department by 10th April.
 - Cllr Silvester-Hall confirmed that she will be calling-in this case.

- The Council thanked Cllr Silvester-Hall for her effort in clarifying with planning department in terms of greenbelt. It was understood that the result of Greenbelt review carried out by LDC is not yet available to parish councils.

Noted.

(Cllr Silvestre-Hall left the meeting at 7:40pm)

8. To receive report from Greenbelt Monitor committee

The report will be postponed to the next meeting when Cllr King (Chair of the Committee) is present. The minutes of committee meeting had been circulated.

Noted.

9. To receive update on SID repairs

The Clerk reported that the SIDs were checked by a qualified electrician and found that the faulty SIDs were equipped with different charge relays when compared to the newest one installed in 2023. However, the supplier insisted for the SIDs to be shipped back instead of supplying new charge relays remotely.

The Council then resolved to have the 3x SIDs (unit, batteries and solar panel) taken down by the electrician. At a reasonable cost, the Clerk will arrange a pack and send courier to ship the units back to the supplier. Final cost to be communicated by email.

Noted.

10. To approve the expenses on projects in the Clean and Green Scheme

The Clerk presented the costs of the 4 projects, and **the council unanimously approved the following costs (all ex-VAT). The total cost is £3,365, partly funded by LDC grant (£2,500) and partly by HPC precept (£865, budgeted).**

1. Welcome to Hammerwich sign: £70 (Printing only. Installation by Back the Track for free)
2. Notice Board: £950
3. Hedge cut – Meerash Lane: £1,370
4. Bus shelter clean up: £975

The Council also approved to print 10x of doggie doo signs at £67.00.

Noted.

11. To approve the grant application from Hammerwich Gardening Guild

Quorum was not met for this motion so will be discussed at the next meeting.

Noted.

12. To approve the request of bollards to be installed on the grass verge on Highfields Road

The Council agreed installing bollards will help improve the parking problem on the grass verge of Highfields Road. **As it is under the remit of SCC Highways, the Council has asked the Clerk to raise the request to Cllr R Hall of SCC.**

Noted.

13. To approve the placement of recruitment poster of Litter Heros on council owned assets

Councillors objected as they believed advertising on council owned assets on the roadside will cause distractions to motorists. **Instead, the Council would accept community advertisements on future notice board. The Clerk to respond accordingly.**

Noted.

14. Correspondence Received and Sent

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

1. Resignation from Cllr Taylor received and reported to LDC. Respective email account was deactivated. The delegation to SPFA will be re-appointed in the annual meeting in May, and the Council is in the process of collecting the council owned speed device. **It is agreed Cllr Grundy will replace Cllr Taylor to be the bank signatory for the Council.**
2. Contracted ground maintenance service of 2026/27 will cost £11,950 (ex-VAT), +3.8% as per the RPI index change in January.
3. Clean & Green agreement signed by Clerk on behalf of HPC.
4. HPC response to formal consultation of LGR in Staffordshire was submitted on 22nd February 2026.
5. Resident reported on the obstruction of Hammerwich #23 bridleway. The Council had reported the case to Right of Way.
6. Two reports received regarding the missing grit bin on Highfields Road. The Council had reported the case and encouraged the residents to report as well.
7. As per request from residents, the Council is following up with SCC Planning regarding the screening and visibility improvement of the Water Treatment Plant.
8. A proposed letter to request for a hedge cut was drafted and will be posted to the occupier of 44A Burntwood Road.

9. Payroll provider switchover in the process, expect to commence from April 2026.
10. Welcome pack from Support Staffordshire received and shared with the full council. HPC membership will be from February 2026 to February 2027.
11. Press release from WI Hall regarding roof repair received and shared.
12. The Clerk will be on leave from 30th March to 2nd April with no access to email and council phone.
13. The Clerk has attended a Data Protection Training delivered by Breakthrough Communications on 2nd March 2026.

Noted.

15. Accounts for Payment

The statements for the Current Account and Savings Account as at 28/02/2026 were £13,788.82 and £13,070.52 respectively.

Councillors are asked to approve the following accounts for payment:

	Cost	VAT	Invoice No	BACS Ref# / Cheque Number
Clerk's Wages – March	£822.96	-	-	BACS #247491224
Clerk's Expenses – stationery & Office 365	£87.49	£14.58	-	BACS #334084638
WCAVA – March & Year-end	£70.34	£1.95	6044 (March) 6047 (Year-end)	BACS #138620263
Hammerwich WI – hall hire for February 2026	£45.50	-	604	BACS #179268788
Parish Online – mapping service subscription	£264.00	£44.00	41UD013-0006	BACS #17070383
Hammerwich Youth & Community Centre – room hire (6/3/2026)	£20.00	-	49	BACS #863201557
Unity Trust Bank - Service Charges (March)	£7.00	-	-	Direct Debit on 31/03/2026

The Parish Council are asked to note the following income:

Source	Amount	Reference
Nil	-	-

The accounts for payment were approved.

Vote Outcome: For: 5

Against: 0

Abstentions: 0

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

Noted

16. Public Participation

A member of the public was present to raise the following concerns:

1. The big signage of Hammerwich Cricket Club at the junction of Overton Lane and Burntwood Road posed distraction to drivers. It's suggested to move away from the junction. Chair agreed to speak to the club.
2. The tanks of the Water Treatment Plan are an eyesore especially from the Greenway. He suggested that the promised screening and visibility improvement works should be followed up. The Council responded that this has been followed up by the council (see item #14.7 of this minutes).

Noted.

(The member of the public left at 8:20pm)

17. Items for discussion at the next meeting

1. Churchyard inspection
2. Petrol station at Muckley Corner

Noted

Meeting closed at 8:26 pm