

Hammerwich Parish Council Minutes

15 April 2026

Date: 15th April 2026 (Wednesday)

Time: 7:00pm

Venue: WI Hall, Hammerwich

In attendance:

Councillors Greenway (Chair), King, Grundy, Smith, Ubhie and Wasdell

Also in attendance:

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

1 Member of the Public

Clerk:

Vivien Wang

Prior to the meeting, the Council paid tribute to Cllr Janice Parkes-Stroud who had sadly passed away last month. Councillors stood and had a minute of silence in memory of Cllr Parkes-Stroud and ended with a prayer. Meeting started afterwards.

1. Apologies for Absence

Apologies received and accepted from Cllr Turnbull for being away. Cllr Thomas is 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 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.

Cllr King declared an interest that he is a member of the Hammerwich Gardening Guild.

Noted.

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

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

Vote Outcome: For: 3

Against: 0

Abstentions: 3

Noted.

4. Matters Arising

#16 Public Participation: Chair and Cllr Ubhie had been in touch with Hammerwich Cricket Club expressing the concern from a MoP regarding the potential distraction caused by the big signage at the junction of Overton Lane and Burntwood Road. The request to tune down the signage had been put forward, even though it was noted the display was within private property. The Council concluded no action to be taken for the moment.

5. Chairman's Announcements

Chair expressed the great sadness about the passing of Cllr Parkes-Stroud, and on behalf of the council she sent deepest condolences to her family.

Chair also reported that she had met with Cllr Silvester-Hall regarding the Copse on Norton Lane earlier the day.

Noted.

6. County/District/Police Reports

Councillor J Silvester-Hall (LDC)

1. Cllr Silvester-Hall paid tribute to Cllr Parkes-Stroud.
2. A site meeting with Enforcement and the developer of the Copse was held with the presence of herself, Chair and Vice-Chair of HPC today. Observations from the site meeting are shared.
3. Enforcement is working on the situation at the development on Woodhouses.
4. Cabinet review of Community Asset Transfer (CAT) is postponed to 12th May due to delay in other applications.
5. A greenbelt review meeting at LDC will be held next week, however no information would be made available before 7th May due to purdah of some of the involving local authorities.
6. Food waste collection is postponed to summertime the earliest.

Noted.

(Cllr Silvestre-Hall left the meeting at 7:29pm)

7. Planning Applications

The Council discussed the planning applications received since last meeting:

1. 26/00353/FUH – 89 Highfields Road: The Council has **no comment**.
2. 26/00370/FUL (Section 73) – Warren House Veterinary Centre: The Council has **no objection**.
3. 26/00390/FUL – Starbucks, Barracks Lane: The Council has **no objection**.
4. 26/00419/FUH (Section 73) – 12 Sedgemoor Avenue: The Council has **no comment**.
5. 26/00418/COU – Poplars Farm, Walsall Road: **The Council strongly objects to the formation of a new access track to Barracks Lane**. Reasons as below:
 - The traffic on Barracks Lane is already too heavy for a new access to be added.
 - The proposed access is too close to the neighbouring Starbucks which gets busy at times.
 - Hedges around will likely block the visibility of the traffic going in/out of the proposed new access track

Noted.

8. To receive report from Greenbelt Monitor committee

Cllr King reported back from the committee meeting. He also updated that there are over 200 objections to the Highfields Road development currently on the planning portal.

Noted.

9. To approve the delivery cost of sending SIDs back to base

Clerk reported that 3 sets of SIDs have been taken down and shipped back to the supplier on 10th April for checking. The pack and send costs are £464.65 (ex-VAT). **The Council has retrospectively approved the cost**. Initial diagnose of the SIDs will be available by end of the week.

Chair reported that the speed device was returned by ex-Cllr Taylor, and it is noted that the sticker on the device states that calibration expired in 2014.

Noted.

10. To approve the grant application from Hammerwich Gardening Guild

To be discussed at the next meeting.

Noted.

11. To approve the cost for structure and tree inspections of churchyard

The Council resolved unanimously to appoint HWA (Structural Engineers) Ltd to carry out the structure inspection at £910 (ex-VAT) inclusive of expenses. For cost saving, the Council has asked the Clerk to check with HWA whether they are able to do tree inspection at the same time.

In terms of the responsibility of the grave stones, the Council noted the recommendation for hiring a solicitor to handle the churchyard transfer as indemnity might be necessary.

Noted.

12. Correspondence Received and Sent

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

1. Request for bollard on Highfield Road has been submitted, and Cllr Hall of SCC has it included in his May agenda.
2. Planning officer of SCC has confirmed that a large number of plantings has taken place along the northern and western boundaries of the Water Treatment Site.
3. There is £0 CIL for HPC for the period October-March 2025/26.
4. Email from Internal Auditor regarding new assertions for IA/AGAR has been shared to the full council. The Clerk has flagged areas of concerns as per the email.
5. A birthday invitation is received from Hammerwich WI. Cllrs Grundy and Smith will attend on behalf of HPC.
6. New payroll provider has come into service starting from April with no issue reported.
7. The hard copy of the Licence for Alterations of Coppy Nook changing room has been signed by Chair and posted back to the solicitor.
8. Progress of Clean and Green projects are updated.
9. AGAR 2025-26 documents received from Mazars.
10. VAT reclaim submitted for October-March 2025/26, amounting to £2820.38.
11. PCSO Racheal Orwin reached out and confirmed her attendance at the May meeting.
12. A vacancy has arisen in the SPCA Executive Committee.
13. Strategic CIL Fund is open now, closing on 8th May at 5pm. Cllr King will share the information to Hammerwich Cricket Club, Cllr Grundy will share to Community Centre, while Chair will share to Burntwood Dragons for AstroTurf or Carpark projects.

Noted.

13. Accounts for Payment

The statements for the Current Account and Savings Account as at 31/03/2026 were £12,471.53 and £13,137.93 respectively.

Councillors are asked to approve the following accounts for payment:

	Cost	VAT	Invoice No	BACS Ref# / Cheque Number
Clerk's Wages – April	£822.96	-	-	BACS #228157029
Hammerwich WI – hall hire for March 2026	£45.50	-	614	BACS #137147216
Staffordshire Signs	£121.80	£20.30	58337	BACS #363007873
Pack and Send – courier of SIDs	£557.59	£92.94	GB- BRMW020169A 0	BACS #433808509
SPCA – membership fee	£758.00	-	74	BACS #48906869
Noticeboard Company – Noticeboard at The Triangle	£892.18	£148.70	7292	BACS #698690636
Unity Trust Bank - Service Charges (April)	£7.00	-	-	Direct Debit on 30/04/2026

The Parish Council are asked to note the following income:

Source	Amount	Reference
Interest	£67.41	For January to March 2026

The accounts for payment were approved.

Vote Outcome: For: 6

Against: 0

Abstentions: 0

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

A bank conciliation as of 31st March 2026 had been shared and approved by the Council. Cllr Ubhie will be the non-signatory to check and sign on behalf of the full Council.

Noted

14. Public Participation

The partner of the late Cllr Parkes-Stroud was present. He appreciated all the support the Council had given during the difficult time.

Noted.

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

15. Items for discussion at the next meeting

1. Report from Employment Committee

Noted

Meeting closed at 8:53 pm