

Hammerwich Annual Parish Council Meeting Minutes

20 May 2026

Date: 20th May 2026 (Wednesday)

Time: 7:15pm

Venue: WI Hall, Hammerwich

In attendance:

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

Also in attendance:

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

3 Members of the Public

Clerk:

Vivien Wang

1. Apologies for Absence

Apologies received and accepted from Cllr Turnbull for being away. Cllr Farrell of LDC also sent in apologies.

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. Appointment of Chair

Cllr Greenway was nominated by Cllr Wasdell and seconded by Councillor Grundy for Chairman for 2026/27. She accepted the nomination.

The council resolved unanimously to appoint Cllr Greenway as Chairman for 2026/27.

4. Appointment of Vice Chair

Cllr King was nominated by Cllr Greenway and seconded by Cllr Ubhie for Vice Chairman for 2026/27. He accepted the nomination.

The council resolved unanimously to appoint Cllr King as Vice Chairman for 2026/27.

5. Appointment of Committees

The Council appointed the following committee members:

Greenbelt Monitor Committee

- Cllr King
- Cllr Turnbull
- Cllr Grundy

Employment Committee

- Cllr Smith
- Cllr Grundy
- Cllr Wasdell

6. Appointment to Outside Bodies

Councillors discussed the appointments to outside bodies for 2026/27.

The following appointments were made:

Ridgeway School Governor – Cllr Grundy
Youth and Community Centre – Cllr Grundy
Burntwood Dragons & Phoenix Football Club - vacant
Staffordshire Playing Field Association – Cllr Smith

Noted.

7. Approval of Minutes of Meetings held on 15 April 2026

The minutes of the Parish Council Meeting held on 15 April 2026 was approved as true record and signed.

Vote Outcome: For: 7

Against: 0

Abstentions: 0

Noted.

8. Matters Arising

Nil.

9. Chairman's Announcements

Nil.

10. County/District/Police Reports

Councillor J Silvester-Hall (LDC)

1. The result of LGR is expected soon.
2. Community Asset Transfer (CAT) will be discussed in June Cabinet meeting of LDC
3. Greenbelt review was release on 8th May
4. Strategic CIL fund is now opened for proposals
5. Councillor Community Fund is available
6. The blueprint for Burntwood has been passed by the Cabinet of LDC
7. Community Protection Warning was issued by Police for Copse on Norton Lane. The recent report from residents regarding the loss of Skylards has been forward to Ecologist at LDC for investigation.

Noted.

(Cllr Silvestre-Hall left the meeting at 7:48 pm)

11. Planning Applications

The Council discussed the planning applications received since last meeting:

1. 26/00481/FUH – 62 Highfields Road: The Council has **no objection**.
2. 26/00379/FUH – 112 Highfields Road: The Council has **no objection**.
3. 26/00627/ADV – Starbucks, Barracks Lane: The Council has **no objection**.

Noted.

12. To approve the governance documents: Stand Orders, Financial Regulations, and Risk Register for the Council

The Council resolved unanimously to approve the Standing Orders, Financial Regulations, and Risk Register for 2026/27.

13. To appoint the bank signatories

Cllr Greenway, Cllr King and Cllr Grundy are appointed as the bank signatories for 2026/27.

14. To receive report from Greenbelt Monitor committee

Cllr King reported that the land (BUR 15) concerning 26/00236/OUTMEI is not classified as grey belt. However, the classification of the land (BUR 12) next to Coppy Nook is worrying.

A meeting with planner is scheduled on 21st May to further clarify the situation.

Noted.

15. To received update of the SIDs repair

SIDs repair is still on-going by the manufacturer. It is confirmed that the one (out of the three) SIDs has degraded batteries.

The manufacturer has set-up tests and the results indicated that a radar component inside the sign is drawing more power than it should. While the radar supplier is working on the solution, the SID manufacturer is also carrying out tests that hopefully could resolve the issue without needing to wait for the test results from the radar supplier.

No concrete timeline can be defined for the moment.

Noted.

16. To approve the Council's appointment as Custodian Trustee of Hammerwich Youth and Community Centre (HYCC)

The Council is reviewed the proposal and unanimously approved for the Council to become the Custodian Trustee of HYCC.

17. To approve the Council taking on ultimate advisory and overseeing role for HYCC

The Council unanimously approved to take on the ultimate advisory and overseeing role for HYCC.

18. To approve the Council setting up an office in the HYCC and the allocated budget

The Council unanimously approved to set-up an office in HYCC at a nominal fee. It will be used for storing documents and equipment, and for resident visits (by appointment only).

Standing Order was removed for the presentative from HYCC to speak. It was confirmed that there is no heating in the room, and wall painting is needed.

A site visit will be arranged, and a **budget proposal for office set-up will be submitted for approval at the next meeting.**

(A member of the public left meeting at 8:25pm)

19. To approve the grant application from Hammerwich Gardening Guild

Councillors approved granting £200 to Hammerwich Gardening Guild to support the speaker fee.

Vote Outcome: For: 4

Against: 0

Abstentions: 3

Noted.

20. To approve the cost for tree inspections of churchyard

The Council resolved unanimously to appoint the team from LDC to carry out the tree inspection at £420 (ex-VAT).

Noted.

21. Correspondence Received and Sent

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

1. A fallen tree branch was reported in the Mansion Drive park. The Council is checking the cost to removal the dead branch.
2. A report from resident received regarding the disappearance of Skylards near the copse on Norton Lane.
3. A letter from SCC was received regarding grit bin management proposal. Councillors confirmed there is no HPC-owned grit bin in the parish.
4. The Council is informed about the new wave of Councillor Community Fund launched from 1st May to 30th November.
5. The Council has given permission for the Sheriff of Lichfield City Council to wear their Chain of Office at the Hammerwich Hall Summer Fete and Care Home Open Week on 20th June.
6. An email was sent to a Councillor regarding the overgrown hedge on Overton Lane near the entrance to a footpath. Cllr King advised that the entrance has been cleared by volunteer, while the rest to be looked into again in end of the year after the nesting season.
7. The change of bank signatory to Cllr Grundy has been completed.
8. Information was received confirming that Councils are no longer required to publish the home address of an elected or co-opted member.
9. Annual refreshing of Councillors' Register of Interests and acceptance of Code of Conduct will be carried out at this meeting.
10. "Clean and Green" Project updated.
11. Internal audit of HPC will take place on 4th June 2026.

Noted.

22. Accounts for Payment

The statements for the Current Account and Savings Account as at 30/04/2026 were £50,786.88 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 – May	£822.96	-	-	BACS #178674200
Clerk expenses – land search fee, stationery and postage	£41.35	£2.23	-	BACS #727757619
Hammerwich WI – hall hire for April 2026	£45.50	-	623	BACS #294863681
LDC – Bins emptying	£3,202.36	£533.72	M0076052846	BACS #260201751
HMRC – Employer NI (April-26)	£58.64	-	-	BACS #616807618
HMRC – Employer NI (May-26)	£58.64	-	-	BACS #823728330
Unity Trust Bank - Service Charges (May)	£7.00	-	-	Direct Debit on 31/05/2026

The Parish Council are asked to note the following income:

Source	Amount	Reference
LDC	£38,700.00	Precept 2026/27
HMRC VAT reclaim	£2,820.38	Claim for October 2025 to March 2026 (XDV126000101290)

The accounts for payment were approved.

Vote Outcome: For: 7

Against: 0

Abstentions: 0

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

Noted

23. Public Participation

Nil

24. Confidential item – report from Employment Committee

Redacted

25. Items for discussion at the next meeting

1. Co-option of Councillors
2. Sign-off AGAR
3. Budget proposal for Council office set-up
4. Report from internal audit

Noted

Meeting closed at 9:00 pm