

Hammerwich Parish Council Meeting Minutes

17 June 2026

Date: 17th June 2026 (Wednesday)

Time: 7:00pm

Venue: WI Hall, Hammerwich

In attendance:

Councillors Greenway (Chair), King, Grundy, Parkes-Stroud, Smith, and Turnbull

Also in attendance:

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

1 Members of the Public

Clerk:

Vivien Wang

1. Apologies for Absence

Apologies received and accepted from Cllr Ubhie and Wasdell for being away and unwell respectively. Cllr Thomas was 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.

Noted.

3. To fill vacancies on the council by co-option

Mr Parkes-Stroud was co-opted to be a councillor of Hammerwich Parish Council, representing Triangle Ward, after he submitted his CV, spoke to the Council and attended 3 council meetings. He signed the acceptance of office and register of interests, then moved to the councillor's seats and join in the discussion.

Mr Smith also spoke about himself at the meeting. His CV was received, and the Council will vote on his co-option at the next meeting when he attends council meetings for the third time.

4. Approval of Minutes of Meetings held on 20 May 2026 and note the Minutes of Annual Parish Meeting held on 20 May 2026.

The minutes of the Annual Council Meeting held on 20 May 2026 was approved as true record and signed.

The Council also noted the minutes of the Annual Parish Meeting held on 20 May 2026.

Noted.

5. Matters Arising

Nil.

6. Chairman's Announcements

The Chair welcome Cllr Parkes-Stroud to the Council.

On behalf of the Council, she also thanked Back The Track for the works carried out to maintain the upkeep and tidiness of the Greenway. **The Council has asked the Clerk to write a thank you for this.**

7. County/District/Police Reports

Councillor J Silvester-Hall (LDC)

1. Food waste collection will start from 20th July, which is a statutory requirement from the central government.
2. Enforcement notices regarding the development on the Woodhouses were served.
3. A community protection warning was served regarding the situation at 117 Norton Lane.
4. Thanked Cllr King for alerting issues of the Greenway.
5. Community Asset Transfer (CAT) is confirmed. Cllr Silvester-Hall will follow-up with LDC to advise HPC on the next steps.
6. Councillors discussed about the cylinder on the field next to the Coppy Nook Playing Field, and Cllr Silvester-Hall agreed to check with LDC on the purpose and ownership.

Noted.

(Cllr Silvestre-Hall left the meeting at 7:45 pm)

8. Planning Applications

The Council discussed the planning applications received since last meeting:

1. 26/00593/FUH – Lisieux, Hospital Road: The Council has **no objection**.
2. 26/00682/COU –Land Adj High Ash Grange, Meerash Lane: The Council has **no objection**.
3. 26/00725/FUH – 65 Burntwood Road: The Council is concerned that this proposal is not complying with the 45-degree rule.

Noted.

9. To receive the Internal Audit Report 2025/26

The Council noted the report from Internal Audit 2025/26 and its remark on the HR matter. The Council will discuss this issue at the next meeting.

10. To approve the Annual Governance Statements 2025/26

The Council reviewed and approved the Annual Governance Statement 2025/26.
The statement was then signed off by the Chair and the Clerk.

11. To approve the Annual Accounting Statements 2025/26

The Council reviewed and approved the Annual Accounting Statement 2025/26.
The statement was then signed off by the Chair.

12. To receive report from Greenbelt Monitor committee

Cllr King reported that the Greenbelt Review by LDC was published, and warned that a few areas of the greenbelt in Hammerwich parish could be “potentially” greybelt. He also reported on the objections HPC put in against the development on Highfields Road.

Noted.

13. To received update of the SIDs repair

The progress of SIDs repair was reported by the Clerk. The estimated return time of the SIDs is mid-July if the tests continue to go well.

Noted.

14. To approve the cost of tree work at the Mansion Drive Park

Fallen/dead branches of trees are reported at the Mansion Drive park. **The Council approved the cost of £420 (ex-VAT) for LDC GM team to remove them.**

Noted.

15. To approve the budget for Council office set-up at HYCC

The Clerk reported that there is restriction in the Constitution of HYCC to lease out the room for non-education use, hence, the HYCC is only offering hiring arrangement with HPC. The Clerk presented the risks of such arrangement, and the Council might be asked to move out of the space at a short notice, forgoing its investments in it. The Council regarded the risk very low and agreed to proceed with hiring the space.

The Council then resolved unanimously to a budget of £3,000 for office set-up, which involves small scale plastering, painting, putting up signages and purchasing of office equipment. As the hiring fee for the space is yet to be advised by HYCC, which is expected to be insignificant, the Council will commence the office set-up only when the detail is finalized. It is advised that HYCC will hold a committee meeting on 1st July to discuss the details.

Noted.

16. Correspondence Received and Sent

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

1. The first Council owned noticeboard is installed at the Triangle.
2. Notice from SPCA regarding the freezing of SID permission by SCC is shared.
3. Structural inspection of churchyard carried out on 10th June. Tree inspection is in progress.
4. Clean and Green project updated.
5. AGAR 2025/26 will be submitted after this meeting, with the period of exercise of public rights from 19th June to 30th July 2026.
6. Play equipment inspection by ROSPA will take place in August, £83 (ex-VAT) for each area, two areas in total.
7. Next parish network meeting will take place on 29th June, hosted by Streethay Parish Council. Chair and Vice-Chair will attend on behalf of HPC.
8. SCC is running Local Nature Recovery Strategy consultation. Link to consultation shared.
9. HPC was informed by HYCC that its Constitution has indicated that the land of HYCC should be vested with The Official Custodian for Charities. It is unclear whether HYCC still wants HPC to be the Custodian Trustee. HPC will await update from HYCC. Cllr Grundy to remind them.

Noted.

17. Accounts for Payment

The statements for the [Current Account](#) and [Savings Account](#) as at 31/05/2026 were £46,550.43 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 – June	£822.96	-	-	BACS #579063712
Hammerwich WI – hall hire for May 2026	£45.50	-		BACS #9690209
HMRC – Employer NI (June-26)	£58.64	-	-	BACS #858018325
Grant to Hammerwich Gardening Guild	£200.00	-	-	BACS #440702477
Black Rose Solutions Limited – Internal Audit	£191.82	£31.97	211325	BACS #533358758
Unity Trust Bank - Service Charges (June)	£7.00	-	-	Direct Debit on 30/06/2026

The Parish Council are asked to note the following income:

Source	Amount	Reference
Nil	-	-

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.

Noted

18. Public Participation

Nil

19. Items for discussion at the next meeting

1. HR matters

Noted

Meeting closed at 8:57 pm