

Hammerwich Parish Council Meeting Minutes

15 July 2026

Date: 15th July 2026 (Wednesday)

Time: 7:00pm

Venue: WI Hall, Hammerwich

In attendance:

Councillors Greenway (Chair), King, Grundy, Parkes-Stroud, J Smith, P Smith, Thomas, Turnbull and Ubhie

Also in attendance:

Councillor Janice Silvester-Hall from Lichfield District Council (LDC)
2 Members of the Public

Clerk:

Vivien Wang

1. Apologies for Absence

Apologies received and accepted from Cllr Wasdell for being unwell.

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 did ground maintenance job for the church before. 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 and Cllr King also declared an interest that they are members of Hammerwich Gardening Guild.

Noted.

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

Mr Paul Smith was co-opted unanimously 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.

Noted.

4. Approval of Minutes of Meetings held on 17 June 2026

The minutes of the Council Meeting held on 17 June 2026 was approved as true record and signed.

Noted.

5. Matters Arising

Nil.

6. Chairman's Announcements

The Chair said she had flown a flag during the Armed Force Day, and she had attended the Parish Network Meeting together with Cllr King.

7. County/District/Police Reports

Councillor J Silvester-Hall (LDC)

1. Extra funding for the cinema development at Lichfield City Centre was approved at the full council meeting of LDC.
2. Delegation and a crossed-party advisory group was established for the Local Plan. It is expected to re-do the call-for-site exercise.
3. The nearby Coulter Lane development was recommended for approval by the planning officer.
4. Next round of Strategic CIL fund will be open for application in October.
5. Enforcement notice was served to the owner of the Norton Lane development.

Noted.

(Cllr Silvestre-Hall left the meeting at 7:24 pm)

8. Planning Applications

No planning applications have been received since last meeting.

Noted.

9. To receive report from Greenbelt Monitor committee

Cllr King reported that he had met the case officer of 26/00236/OUTMEI to ensure all information that HPC put in are received.

There is currently an environmental review going on until end of September/October; hence the case might be up for determination towards end of the year.

Chair thanked Cllr King, Turnbull and Grundy for all the works done.

Noted.

10. To received update of the SIDs repair

The Clerk reported that the manufacturer is aiming to return the repaired SIDs by this week. Cllr Grundy will liaise with the electrician on the re-installation. The budget for the dismantle and re-install works is £500.

Noted.

11. To receive the notice of Churchyard closure and decide follow-up

HPC was notified by St John the Baptist Church, Hammerwich on 30th June 2026 that churchyard was officially closed since February 2026, even though an official notice was not received by HPC. The Council is aware that a request to transfer the responsibility has to be served by the Church to start the transfer process.

HPC has then written back to the Church to clarify the Council's position and provide details about what maintenance and repair are expected before the transfer of responsibility.

As a follow-up, a representative of the Church was present at this meeting to hand in a notice requesting HPC to take over the responsibility for ground maintenance of the churchyard. The notice is dated 14th July 2026. The Council pointed out that there are significant issues raised in the structural and tree inspection reports, and the Church is obliged to fix the issues before transferring the responsibility.

The representative from the Church expressed it is financially impossible for them to carry out the repair works, while HPC suggested them to seek support from the dioceses. **HPC will facilitate this by finding out the costs of carrying out: 1) tree works; and 2) works to the boundary walls. Information will be presented for discussion at the September meeting.**

(Due to the interest declared, Cllr Grundy left the meeting room when the grass cutting status of the churchyard was discussed.)

The Church said that all invoices regarding grass cutting have been settled, and no more cuts have been rescheduled. Councillors emphasized that the church should continue to cut the grass during the transition period, otherwise the Council will face a big bill upon taking up the responsibility; however, the Church said they have no money to do so even though they are aware of their maintenance responsibility.

PCC will share the full Quinquennial Inspection Report (dated December 2023) with HPC.

Noted.

12. To receive update on council office set-up at the HYCC

An “Agreement for Management, Office Occupation and Meeting Use” was received from Hammerwich Youth and Community Centre (HYCC). **The agreement was unanimously approved by the Council and signed by the Chair at the meeting, to be commenced on 1st December 2026. The agreed rental amount is £30 per month, with no additional charge for the Council to use the Centre for the monthly Council meeting.**

The Council will start interior renovation works for the office space during summer.

Noted.

13. Correspondence Received and Sent

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

1. MP Summer Village Tour 2026 in Hammerwich will take place on 31st July at 10:30-11:30am in Hammerwich WI Hall.
2. The motion on planning system changes from Checkley Parish Council was circulated to the Council
3. All works in the Clean and Green projects are completed except the hedge cut on Meerash Lane which is pencilled in August.
4. AGAR submitted to the external auditor on 18th June 2026. The exercise of public right will be from 19th June to 30th July 2026.
5. Original copies of the Licence for Alteration of the changing room on Coppy Nook received by the Council for record keeping.
6. £30,000 will be moved from the Council’s Current Account to the interest-bearing Savings Account to maximize the interest income. Certain amount of fund will remain in the Current Account to settle regular transactions.
7. A resident has contacted the Council: i) requesting to trim the conifers by the pumping station; and ii) requesting to paint and touch-up the bus shelter at The Triangle (Henny Hay Road). The Council has asked Cllr King to contract Severn Trent regarding item (i). The paint of the bus shelter is regarded in good condition; hence no painting is needed. The Clerk would instead follow-up on replacing the missing tile at the roof.

Noted.

(2 members of the public left the meeting at 8:35pm)

14. Accounts for Payment

The statements for the [Current Account](#) and [Savings Account](#) as at 30/06/2026 were £45,224.51 and £13,201.80 respectively.

Councillors are asked to approve the following accounts for payment:

	Cost	VAT	Invoice No	BACS Ref# / Cheque Number
Clerk's Wages – July	£822.96	-	-	BACS #161728972
Clerk's Wages – August	£822.96	-	-	BACS #957774036 (pay on 19/8/2026)
Clerk's expense – stationery and phone	£17.80	£2.97	FLX 117324	BACS #42476695
HMRC – Employer NI (July- 26)	£58.64	-	-	BACS #262032836
HMRC – Employer NI (Aug-26)	£58.64	-	-	BACS #257469916 (pay on 19/8/2026)
Hammerwich WI – hall hire for June 2026	£45.50	-	643	BACS #679416656
SPCA - training	£48.00	£8.00	276	BACS #755658298
LDC – Oakfield Park tree work (Feb 2025)	£252.00	£42.00	M0076042386	BACS #70099012
LDC – noticeboard installation	£144.00	£24.00	M0076058778	BACS #87725514
LDC – bus stop renovation	£1,170.00	£195.00	M0076058781	BACS #120631597
Ansons Law – changing room alteration	£1,030.80	£171.80	JEPS 249	BACS #363758630
Support Staffordshire – payroll fee	£145.00	-	7478	BACS #434083859
HWA (Structural Engineers)	£1,092.00	£182.00	SI-105354	BACS #411874988
Parish Online – Gov.uk & website service	£468.00	£78.00	41UD013-0007	BACS #816778451
Unity Trust Bank - Service Charges (July)	£7.00	-	-	Direct Debit on 31/07/2026
Unity Trust Bank - Service Charges (August)	£7.00	-	-	Direct Debit on 31/08/2026

The Parish Council are asked to note the following income:

Source	Amount	Reference
Interest	£63.87	Interest from April to June 2026

The accounts for payment were unanimously approved.

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

A bank reconciliation as of 30th June 2026 had been shared and approved by the Council. Cllr Thomas will be the non-signatory to check and sign on behalf of the full Council.

Noted

15. To approve the executive power during Council recess

In absence of an August meeting, executive power was unanimously approved to the Chair and Vice Chair with consultation with the Clerk, during council recess.

Noted.

16. Public Participation

Nil

17. Confidential: HR matters

The Clerk left the meeting room when the Council discussed this agenda.

The employment committee reported back from the committee meeting and proposed a service bonus of [REDACTED] (redacted) to be awarded to the Clerk upon completion of her CiLCA qualification and four years of services in October 2026.

The committee noted that although contracted for 7 hours/week, the Clerk is generally available during normal business hours and responds promptly to enquiries and requests. Councillors noted that her performance is at a level comparable with that of a CiLCA qualified Clerk, a qualification that she is expected to obtain by autumn 2026.

Councillors resolved to approve a [REDACTED] (redacted) service bonus will be awarded to the Clerk upon completion of her CiLCA qualification and four years' service in October 2026.

Noted.

18. Items for discussion at the next meeting

1. Churchyard transfer update
2. Council office set-up
3. BT manhole on Meerash Lane
4. Drain clearance in the parish

Noted

Meeting closed at 8:47 pm