Hammerwich Parish Council Meeting Minutes
16 September 2026

Date: 16th September 2026 (Wednesday)
Time: 7:00pm
Venue: WI Hall, Hammerwich

In attendance:
Councillors Greenway (Chair), King, Grundy, J Smith, P Smith, Thomas, Turnbull, Ubhie, and Wasdell

Also in attendance:
Councillor Robin Hall from Staffordshire County Council (SCC)
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 Parkes-Stroud for being unwell. Cllr Farrell from SCC 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. She also declared that she lives near to the land development off 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.

   Noted.

3. **Approval of Minutes of Meetings held on 15 July 2026**

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

   Noted.

4. Matters Arising

Nil.

5. Chairman's Announcements

Nil.

6. County/District/Police Reports

Councillor R Hall (SCC)

1. Cllr Hall reported on various issues regarding his Burntwood South constituency.
2. He updated on the overgrown conifers on Grange Road that enforcement is in action.

Councillor J Silvester-Hall (LDC)

1. LGR for Staffordshire is paused, pending review by the government.
2. HPC is suggested to clarify with LDC on the progress of CAT of Coppy Nook Playing Field.
3. Existing Local Plan of LDC is extended for 30 months while new consultation is open.
4. Highway issues are noticed after tenants moved into the HMO property on Brooklyn Road.
5. Enforcement action is in place to tackle the unauthorized development on Wall parish that bordering Hammerwich
6. Enforcement action in Copse is still in progress.
7. The planning meeting for Highfield's Road development (26/00236/OUTMEI) is expected in November.

Noted.

(Cllr Robin Hall and Cllr Silvestre-Hall left the meeting at 7:32 pm)

7. Planning Applications

The Council discussed the planning applications received since last meeting:

1. 26/00971/FUH: No objection
2. 26/00970/LBC: No objection
3. 26/01121/FUH: No objection

Noted.

8. Local Planning

8.1 To receive report from Greenbelt Monitor committee

Cllr King reported on the latest comments submitted to LDC from the Ecology Manager and National Highways. So far, the comments from various consultees are not supporting the development.

Cllr King also clarified that the position and comment made by Burntwood Action Group (BAG) do not represent HPC.

8.2 To respond to LDC Local Plan and Call for Sites

Chair reported that Cllr King and herself will be meeting Cllr Farrell and relevant officers of LDC Planning regarding Local Plan tomorrow.

The Council delegated the power to Cllr King and Cllr Turnbull to study the local plan consultation documents and draft an input on HPC's behalf.

Noted.

9. Council Administration

9.1 To receive update on council office set-up at the HYCC and approve relevant expenses

The Clerk reported that plastering and wall painting of the office space have been completed with pictures shared. 4x double wall sockets, new light, safety door chain, and an outdoor noticeboard are installed. The expected expense on outdoor signage is reported. The expense to date is £1,938.78, and the total expense will be within the approved budget of £3,000.

9.2 To decide on the change of council meeting dates

The Council resolved unanimously to move the meeting dates to the **3rd Thursday of the month from November onwards** as the hall of HYCC is not available on Wednesday evenings. Meeting time remains as 7.00pm-9.00pm.

9.3 To adopt a logo for the Council

Councillors resolved to adopt a logo for HPC (Option A). The logo is created based on the elements from Hammerwich heritage.

9.4 To appoint a Council representative to Burntwood Dragons & Phoenix Football Club

Council resolved to appoint Cllr P Smith to be the representative.

Noted.

10. Highways & Footpaths

10.1 To receive update of the SIDs repair

1 of the 3 repaired SIDs doesn't work after re-installing. After liaising, the unit will be shipped back to the manufacturer for further checking.

10.2 To consider requesting SCC to put in a zebra crossing by Coppy Nook Playing Field

Chair reported that she has raised the topic with Cllr Hall of SCC and is advised the request shall come from Burntwood Dragon & Phoenix Football Club (BDPFC). HPC will share the information with BDPFC.

10.3 To consider drain clearance plan for the village

Councillors agreed to collate a wish list of drain clearance, while the Clerk to check the clearance plan with SCC. Will revisit this topic at the next meeting.

Cllr King reported that a volunteer had recently helped with footpath and drain clearance within the parish. A thank you card is prepared and will be sent on behalf of HPC.

Noted.

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

11.1 To receive update on Churchyard transfer

The Clerk reported that quotations for the boundary wall repair (design and drawing only) and tree inspections are obtained and shared with the Church. Both HPC and the Church have escalated the issue to the Lichfield Dioceses, and the Church advised that they are awaiting comments and directions from the Lichfield Diocesan Registry on which maintenance elements might be transferred to the Parish Council and which retained by the church.

With regard to the question of part of the boundary wall having been used to form a structural element of a neighbouring property, they will also see if they can obtain a copy of the sale conveyance of the Old Rectory from the Church of England Record Centre, to see if there were any such permissions granted in the conveyance, with an appropriate clause re. future maintenance.

As the supposed deadline to transfer is October 2026, HPC holds the position that PCC must maintain the land in decent order before handing over. HPC could maintain the ground (such as grass cuttings) but will not assume the responsibility of the wall until it is properly maintained and repaired.

11.2 To consider applying for Community Payback Project for churchyard and ground maintenance

Councillors resolved to apply for this free service. Works nominated are: i) Weeding of the churchyard; ii) Clearance of selected footpaths; iii) Maintenance of the islands on Pingle Lane and Church Lane.

Noted.

12. Parks and Open Spaces

12.1 To consider replacing the wooden play equipment at Mansion Drive park

The wooden fort is damaged and needs replacing. Instead of the quoted timber replacement, the Council has asked the Clerk to check the replacement cost of using materials like plastic composite which is believed to be more durable.

12.2 To approve tree inspections at Oakfield Park and consider the request of tree works from residents

Reports received from two properties next to Oakfield Park regarding tree overgrown. A site visit had been carried out and checked the tree inspection is due in February 2027. **The Council agreed to have the trees inspected by then.** Clerk reported that the inspection cost increased significantly from £4.00 to £5.90 per tree, and there are 219 trees in the park.

Noted.

13. Correspondence Received and Sent

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

1. Hedge cutting on Meerash Lane was completed in August, partly funded by Clean & Green project.
2. A resident on Barn Croft requested the Council to cut a tree branch as it was said to be touching their chimney. The Council had explained and advised that they are free to cut the overgrown back to the property boundary.
3. The Clerk reported on the flooding of BT manhole on Meerash Lane to OpenReach, and an urgent team had been out to look at it. The attending officer concluded that the water in the manhole was due to an obvious leak up the road and had nothing to do with their company. Councillors said the water leak had been fixed but the manhole is still constantly filled with water. They asked the Clerk to report to OpenReach again.
4. A resident reported on flooding outside 44 Hospital Road which flooded his driveway and sometimes contained sewage. It is the remit of SCC, so Chair said she will connect the resident to Cllr Hall.
5. A dead tree is reported at Triangle Park and resting over the brook. The Council resolved to have it removed at the cost of £341.28 (ex-VAT).
6. AGAR 2025/26 completed without issue.
7. Digital AGAR will be voluntary for next submission (2026/27), and mandatory from 2028/29.
8. Latest pay award updated by NALC, dated back from 1st April 2026. Back pay to the Clerk will be arranged in October.
9. Poppy wreath ordered for Remembrance Service and ready at the October meeting.
10. The Clerk has attended a tender process training in end August.
11. Cllr P Smith had completed Councillor Introduction training on 8th September
12. The Council was invited to a Civic Service held by Burntwood Town Council on 13th September. Chair had sent her apologies.
13. The Clerk had completed the Neighbourhood Plan survey on behalf of HPC
14. LGA update from SPCA shared but their call for evidence continues.

15. SPCA AGM (Local Council Conference) 2026 detailed shared, and Councillors are welcome to join.

Noted.

(2 members of the public left the meeting at 8:54pm)

14. Accounts for Payment

The accounts for payment were unanimously approved.

The statements for the Current Account and Savings Account as at 31/07/2026 were £12,422,81 and £43,201.80 respectively.

The statements for the Current Account and Savings Account as at 31/08/2026 were £11,534.21 and £43,201.80 respectively.

Councillors are asked to approve the following accounts for payment:

	Cost	VAT	Invoice No	BACS Ref# / Cheque Number
Clerk's Wages – September	£643.41	-	-	BACS #430827514
Clerk's expense – phone & notice board for office	£391.33	£65.22	FLX 118922 (£10) 8161 (£381.33)	BACS #438410542
HMRC – Employer NI (Sep-26)	£31.71	-	-	BACS #86060160
Hammerwich WI – hall hire for July 2026	£45.50	-	652	BACS #181112454
Yorkshire Local Councils Associations – tender training	£37.60	-	INV-6442	BACS #465984729
LDC – hedge cut on Meerash Lane	£1,644.00	£274.99	M0076066504	BACS #910338793
LDC – Tree inspection (churchyard)	£504.00	£84.00	M0076060207	BACS #876733206
BEMMS LTD – SIDs checking and installation	£498.00	-	AG 08/26/01	BACS #148647551
BSP 1 LTD – office plaster and	£1,620.00	-	1209	BACS #337837578
Unity Trust Bank – Service Charges (September)	£7.00	-	-	Direct Debit on 30/09/2026

The Parish Council is asked to note the following income:

Source	Amount	Reference
LDC	£2,500.00	Grant for Clean & Green Project. Remittance Notice

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

Noted

15. Public Participation

Nil

16. Items for discussion at the next meeting

1. Insurance renewal
2. Asset register
3. Drain clearance in the parish
4. Openning ceremony of council office

Noted

Meeting closed at 8:58 pm