Hammerwich Parish Council Meeting Minutes
21 October 2026

Date: 21st October 2026 (Wednesday)
Time: 7:00pm
Venue: WI Hall, Hammerwich

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

Also in attendance:
Councillor Janice Silvester-Hall from Lichfield District Council (LDC)
6 Members of the Public

Clerk:
Vivien Wang

1. **Apologies for Absence**

   Apologies received and accepted from Cllr Thomas for being away at work.

   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 16 September 2026**

   The minutes of the Council Meeting held on 16 September 2026 was approved as true record and signed.

   Noted.

4. **Matters Arising**

   Nil

5. Chairman's Announcements

Cllr Parkes-Stroud resigned from the Council due to medical ground.

Chair also reported that she did not attend the Executive AGM of Staffordsire Playing Field Association due to personal reason.

6. County/District/Police Reports

Councillor J Silvester-Hall (LDC)

1. Voting had taken place at LDC regarding National Scheme of Delegation on Planning. Parish Council will receive more information by end of next week on how planning application will be consulted. Outline of the scheme was shared by Cllr Silvester-Hall, and call-in by District Councillor is no longer possible.
2. The enforcement case on Norton Lane is still on-going.

Noted.

7. Planning Applications

The Council discussed the planning applications received since last meeting:

1. 26/01226/COU: The Council resolved to support the planning application

Noted.

8. Local Planning

8.1 To receive report from Greenbelt Monitor committee

Cllr King updated that all consultation of 26/00236/OUTMEI has been completed and the case is now awaiting to be determined.

8.2 To respond to LDC Local Plan and Call for Sites

The Council discussed on the submission for Call for Sites and decided to only submit sites from the brownfield list.

8.3 To respond to Walsall Local Plan consultation

The Council discussed and agreed on "No Comment" for this.

Noted.

9. Council Administration

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

Chair and the Clerk reported that some free office furniture is sourced. The signage will be installed soon, ready for the office opening.

9.2 To consider the opening ceremony of the council office

The Council resolved to hold an opening ceremony of the council office at 6pm on 19th November 2026. County and district councillors to be invited.

The Council has asked Cllr Grundy to express thank you on behalf of the Council at the coming committee meeting of HYCC.

9.3 To approve the asset register 2026/27

Notice boards and printer have been added to the register. The Council has reviewed and approved unanimously the Asset Register 2026/27.

9.4 To approve the insurance renewal of the Council

The Council has approved unanimously on the insurance renewal for 2026/27.

Noted.

10. Highways & Footpaths

10.1 To receive update of the SIDs repair

Cllr King reported that new control board will be replaced in the SID and the unit will be shipped by end of October. All other SIDs are working normally now.

10.2 To consider the drainage cleanse plan of the village

The Council reviewed the drainage plan and agreed to book a 1-day work for drainage cleanse. Cllr King will circulate the plan from SCC and reconfirm exactly which drain(s) to be worked on.

Cllr King updated that Cllr Hall from SCC had attended the flooded BT manhole on Meerash Lane. SCC Highways will initiate a meeting with BT once a ticket is raised.

Noted.

11. Parks and Open Spaces

11.1 To consider replacing the wooden play equipment at Mansion Drive Park

The Clerk reported that LDC can only replace the equipment in timber material, cost £1,360 (ex-VAT). **The Council resolved to proceed with the replacement.**

11.2 To respond to the complaints about trees at Oakfield Park

The Clerk reported that the trees next to Blackthorne Avenue have been inspected by arborist and are confirmed health and safe. **Councillors discussed and asked the Clerk to reply to the resident that they can cut back any overhanging branches to the property boundary.**

11.3 To consider including tree belt maintenance in the ground maintenance schedule

The Clerk explained the tree belt maintenance was removed from the schedule two years ago to make savings. With the increasing concerns from parishioners on trees, it is suggested to include this back in the schedule from 2027/28. The expected cost

will be £1,704.40 plus inflation rate. **The Council unanimously resolved to support this.**

11.4 To receive the ROSPA inspection reports

ROSPA inspection reports on play areas have been received and circulated. No major or high risks have been identified. The relevant report has also been shared with the tenant - Burntwood Dragons Football Club.

11.5 To receive update on the adverse possession of land on Meerash Lane, and approve action and costs (if applicable)

The Clerk reported that the Land Registry has requested HPC to provide evidence that the concerned land is no longer highway maintainable at public expense. Previous e-mail communications from Highways would not be accepted, hence, the solicitor has suggested HPC to carry out a Highways Search to either confirm the recorded highways status or provide information which may support a challenge. **The Council has resolved to pay £175 (ex-VAT) to carry out this search.**

Noted.

12. Churchyard

12.1 To receive update on Churchyard transfer

Chair said request has been put forward to the Church regarding their provision of indemnity prior to the transfer. She also updated that the Community Payback team is eager to commence the works at the churchyard.

12.2 To receive and consider the letter submitted by the neighbour

The neighbour of the Churchyard has written to HPC expressing their concern of including their privately-owned wall in the churchyard structural inspection report which is available on the public domain.

The Council apologised for the inclusion without prior consent and agreed to redact the relevant part before re-uploading. The relevant meeting deck will also be redacted.

The minutes of 16th July 2026 full council meeting #11 read *"HPC will facilitate this by finding out the costs of carrying out: 1) tree works; and 2) works to the boundary walls."*; even though there wasn't any specific mention about any neighbouring property, the **Council also agreed for the following sentence to be added after "boundary walls" to provide clarity: *"excluding private property boundary wall."***.

The Council asked the Clerk to write to the resident about the above actions.

Noted.

13. Correspondence Received and Sent

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

1. SIDs new process by SCC is circulated. All new SIDs must comply with national regulations, which means they will need to be moved every six months. Any existing devices can remain in situ until the end of their operational life.
2. A request of bollards at Highfields Road by a resident has been forwarded to Cllr Hall at SCC.
3. Overflow of dog bin at Norton Lane was reported and followed up.
4. Briefing from SPCA regarding Protecting Clerks and Council Staff from Third-Party Harassment has been circulated.
5. CIL Annual Report 2025-26 has been submitted to LDC. HPC is also informed there will be £0 CIL money for the upcoming transfer.
6. Final Council logo shared.
7. Personnel change at LDC ground maintenance team updated.
8. Bookings at Hammerwich WI Hall are cancelled from November onwards.
9. New council meeting dates circulated and posted on website.
10. Clerk has completed the CiLCA qualification in October 2026.
11. Emails regarding planning application on Highfields Road received and dealt with by Cllr King.
12. Report of an aggressive dog near Mill Lane was received.
13. Two emails from Tina Henshall were received and shared to the Council.

Noted.

14. Accounts for Payment and Bank reconciliation

The statements for the Current Account and Savings Account as at 30/09/2026 were £6,111.66 and £43,390.10 respectively.

Councillors are asked to approve the following accounts for payment:

	Cost	**VAT**	**Invoice No**	**BACS Ref# / Cheque Number**
Clerk's Wages – October	£643.41	-	-	BACS #61604429
Clerk's expense – keys and toner	£105.82	£17.64	GB6969R0BAEUI	BACS #9249648
Clerk's expense – office printer	£74.00	£12.33	GB699BNE5AEUI	BACS #233002009
HMRC – Employer NI (Oct-26)	£31.71	-	-	BACS #52003880
Hammerwich WI – hall hire for September 2026	£45.50	-	661	BACS #818257265
Zurich Municipal – insurance 2026/27	1,340.30	-	560719629	BACS #594374080
LDC – tree works at Manion Drive and Triangle Parks	£913.54	£152.26	M0076069950	BACS #277260038
ROSPA – Play area inspection	£256.80	£42.80	102282	BACS #737350516

SPCA – Cllr Intro Training (PS)	£54.00	£9.00	310	BACS #34457464
Support Staffordshire – process payroll Jul-Sep 2026	£90.00	-	7691	BACS #798795943
Royal British Legion – Poppy Wreath	£25.00	-	-	Cheque #300007
Mr DK Greenway – filing cabinet key cuts	£18.10	£3.02	I426672	BACS #29970278
Cllr D King – SID postage and parking	£19.40	£3.24		BACS #886003180
Unity Trust Bank – Service Charges (October)	£7.00	-	-	Direct Debit on 31/10/2026

The Parish Council is asked to note the following income:

Source	Amount	Reference
Interest	£188.30	Interest from July to September 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 September 2026 had been shared and approved by the Council. Cllr J Smith will be the non-signatory to check and sign on behalf of the full Council.

Noted

15. Public Participation

1. **Neighbour of the Churchyard**
   The neighbour of the churchyard who submitted the letter under item 12.2 was present. She thanked the Council for agreeing to redact the documents. She also provided some background on how they built the privately owned retaining wall and confirmed that they own that specific wall and are responsible for its maintenance. She would therefore appreciate it if all relevant information could be removed from the public domain.

   The resident also expressed her sadness about the current condition of the churchyard.

2. **PCC**
   Two representatives from the PCC were present and expressed their understanding about the transfer procedure of the churchyard. They said once HPC takes over the maintenance, HPC will be responsible for grass mowing and maintaining the passageway only. HPC was then expected to inform and consult PCC on all other works, including the boundary wall. PCC

said they will arrange grass cutting one last time before winter, then insisted that the responsibility is handed over by end of October.

The Council insisted the PCC should provide a clear list of responsibilities to be transferred, as the Council is cautious about the due diligence due to the involvement of public money.

Cllr Silvester-Hall suggested both HPC and PCC to meet with the Monitoring Officer at LDC, who might be able to offer help through the same experience in other localities.

3. **Neighbour of Oakfield Park**
   Two residents from Blackthorne Avenue were present to express her concern about the overgrown of tree branches from Oakfield Park into their property. They complained about the falling of sweet chestnut onto their garden and the risks of causing human casualty. They also said that the long tree branch has facilitated the squirrels gaining access to their loft.

(A member of the public left the meeting at 9:20pm)

The Council reiterated that the residents could cut back the overgrown to their property boundary. The Council has no legal obligation to do so and does not want to set a precedent. However, the resident said the tree branch is too high that they can't reach using their own tools and they will not pay for others to do it.

Councillors and the residents exchanged views and could not reach an agreement. The Council asked the Clerk to contact the Parks Team at LDC to see if there is any solution from the team's point of view.

Noted.

(Cllr Silvester-Hall and 4 members of the public left the meeting at 9:30pm)

16. Items for discussion at the next meeting

Nil.

Meeting closed at 9:31 pm