

MINUTES OF THE MEETING OF HINTS WITH CANWELL PARISH COUNCIL

Held at Hints Village Hall on Tuesday 10th September 2024 at 7:30pm

Present: Cllr. S Petford (Chair), Cllr. S Clarke (Vice-Chair), Cllr. P Fice, Cllr. G Kynaston, Cllr. P Kynaston, Cllr. P.D Lucas & Cllr. S Shepherd

Guests in Attendance: SCC Cllr. D Smith, PCSO Costas Karpi

Public in Attendance: Five

Minute Taker & Clerk Gemma Burgess, clerk@hintswithcanwellpc.co.uk

24/49. Apologies: None, all present.

24/50. Declarations of Interest and Dispensations: None relevant to agenda items.

24/51. Minutes: *RESOLVED:* *That the Minutes of the Parish Council meeting held on Tuesday 9th July 2024, having been circulated, be confirmed and signed as a correct record.*

24/52. Public Participation: Residents raised concerns relating to increased anti-social behaviour at the ford and the spread of verges creating more accessible places to congregate. There have been balaclava-wearing quad bike riders who are unapproachable and there were concerns that horses on the bridleway could be spooked causing injury.

24/53. An opportunity to address the Council for invited guests:

Cllr. D Smith reported that:

- The Carroway Head resurfacing issue has been resolved.
- The government hasn't accepted LDC's home building plans, with an additional 2500 houses needed.
- Solar devices will be replacing reflective road studs.

PCSO Karpi reported that:

- Patrols are being made to the ford and any antisocial or criminal behaviour will be dealt with.
- More signage will be put out at the ford.
- Officers can issue a Section 59 (driving causing alarm, harassment or distress) when they encounter issues.
- Residents are encouraged to report all incidents to the police so they can be logged.
- A member of the public who has been driving dangerously and at excessive speed will be investigated.
- The issue of naked ramblers will be referred to the Sargeant.

24/54. Maintenance Quinney Hall: It was reported that, despite repeated requests, quotes have not been received from the two contractors approached regarding remedial work at Quinney Hall.

24/55. Risk Management: Risk factors needing management were considered.

- **Email and webhosting:** Emails and the website are currently hosted in several different places by the Clerk. Parish Councils have been advised to move to a gov.uk domain to enhance cyber security, retain greater control over email and website management and improve credibility. There is a Cabinet Office grant of £100 available to assist with this change.

RESOLVED: That all email and website hosting moves to a gov.uk domain and that the grant funding be applied for.

- **Archives:** The Council's hard copy archives are currently stored at the Clerk's house and are expected to move around with changing personnel. The digital archives are backed up on the Clerk's laptop but councillors do not have access.

RESOLVED: That archiving hard copy documents in Stafford be investigated and that a cloud-based storage solution, accessible to councillors, also be investigated.

- **Contingency planning for loss of Clerk:** The difficulties that would arise from losing the Clerk were considered. The Clerk was directed to compile a list of contacts who would be able to support.
- **Banking arrangements:** It was noted that 3 councillors and the Clerk have online access to the Lloyds accounts, which is adequate.
- **Payroll/HMRC:** The difficulties of submitting payroll without access to the Clerk's laptop were considered. The Clerk will seek advice.

24/56. Finance, Staffing and Administration:

- a. **Bank reconciliation:** The reconciliation at 31st August 2024 was checked and approved. The petty cash was checked and agreed.

Reconciliation at 31st August 2024																	
<u>Accounts</u>	<u>Bank balances</u>																
a. Balance b/f 1st April	30,903.93																
b. Total Receipts	10,169.23																
c. Total Payments	2,848.33																
d. Profit / Loss on year to date (b-c)	7,320.90																
e. Closing Balance (a+d)	38,224.83																
	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Stat 273 HSBC Deposit Account</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Stat 533 HSBC Current Account</td> <td style="text-align: right;">1,625.49</td> </tr> <tr> <td> 24-Aug Lloyds Current</td> <td style="text-align: right;">11,086.33</td> </tr> <tr> <td> 24-Aug Lloyds Savings</td> <td style="text-align: right;">25,483.01</td> </tr> <tr> <td> Petty Cash</td> <td style="text-align: right;">30.00</td> </tr> <tr> <td>Add unrepresented income</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Less unrepresented cheques</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td></td> <td style="text-align: right;">38,224.83</td> </tr> </table>	Stat 273 HSBC Deposit Account	0.00	Stat 533 HSBC Current Account	1,625.49	24-Aug Lloyds Current	11,086.33	24-Aug Lloyds Savings	25,483.01	Petty Cash	30.00	Add unrepresented income	0.00	Less unrepresented cheques	0.00		38,224.83
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- b. The list of payments for September and October 2024 was approved as below:

Payments to authorise at this meeting 10th September 2024

Paid Date	Doc #	Type	Payee	Details	TOTAL Gross	VAT Element	Employee Costs	General Admin	Grounds Maint	Grants	Other
10/09/2024	2425-023	BACS	HMRC	M5 Deductions	64.80		64.80				
21/09/2024	TBC	DD	HSBC	Account Charges to 31.08.24	8.00			8.00			
10/09/2024	2425-031	BACS	EDGE Business Systems	hints-village webhosting	102.00	17.00		85.00			
07/10/2024	2425-032	BACS	HMRC	M6 Deductions	64.80		64.80				
10/09/2024	2425-033	BACS	Clerk	Salary M6	285.12		285.12				
07/11/2024	2425-034	BACS	HMRC	M7 Deductions	64.80		64.80				
08/10/2024	2425-035	BACS	Clerk	Salary M7	285.12		285.12				
10/09/2024	2425-036	BACS	SJL	Canwell Field Mowing June	116.81	19.47			97.34		
10/09/2024	2425-037	BACS	SJL	Canwell Field Mowing July	116.81	19.47			97.34		
10/09/2024	2425-038	BACS	ACWArb	Canwell Field tree work	456.00	76.00			380.00		
				TOTALS:	1564.26	131.94	764.64	93.00	574.68	0.00	0.00

- c. **New Website:** It was noted that the current website does not have the correct security certificates and that it had been agreed for the Council to move to a gov.uk domain. The two quotes received from approved domain registrars and specialists in the parish council sector were considered.

RESOLVED:

- That a new Wordpress website from 'Parish Council Websites' be approved at a cost of £569 for the website build and £21.85 per month hosting for website and emails be approved.
 - That £600 be moved from general reserve to the website/hosting 24-25 budget.
- d. **Lloyds Bank Mandate:** All councillors were encouraged to submit their details to the Clerk to be added to the mandate.
- e. **Direct Debit Mandates (DDM) for the Lloyds Account:** It was noted that the Ionos DDM has already been moved and the ICO DDM was signed by two councillors. There are now no active DDMs on the HSBC account.
- f. **Closure of the HSBC accounts:** It was noted that all regular payments and Direct Debits have now been moved to the Lloyds account.

RESOLVED: That notice be given on the HSBC accounts for closure.

24/57. Planning: The following application was considered:
24/00893/PND Prior Notification: Change of use of agricultural buildings to form 3no. new dwellings
Barn Adj Rose Cottage Hints Lane Hints Tamworth Staffordshire
RESOLVED: No objection, subject to neighbours' comment and compliance with regulations.

The Clerk was directed to make the following response under delegated authority:

24/00925/FUH Erection of a rear extension and associated works
Rose Cottage, Hints Lane, Hints, Tamworth
Comment: No objection, subject to neighbours' comment and compliance with regulations.

24/58. Reports from Chairman, Councillors and Clerk:

- The organisers of the Canwell Show reported that very positive comments had been received and the show will be back on 9th August 2025. Cllr. D Lucas commented that it had been well-attended, with a great selection of music and stalls.
- Cllr. P Fice met with SCC Highways Officers and works are progressing. (report attached pp4-5) It was noted that the parish council had reported the stones in gullies from resurfacing on 08/06/23. There are no funds available for a measuring pole at the ford.
- It was not felt necessary to comment on the Neighbourhood Plan for Shenstone & Little Aston or the LDC Taxi Policy 2024.
- Cllrs. P Fice, P Kynaston & G Kynaston will attend the Parish Network Meeting on October 16th in Shenstone.
- Concerns were raised over liability relating to property which is being stored on Canwell Field. The Clerk was directed to get legal advice.
- Cllr. S Petford continues to liaise with the Environment Agency regarding the ford.
- Any photos of the parish for the new website would be appreciated.

24/59. Meetings: The next meetings, all at Hints Village Hall (7:30pm unless specified) were agreed as:
November 12th 2024, January 14th 2025, March 11th 2025

The Chairman thanked all those present for their attendance and declared the meeting closed at 9:17pm.

..... Signed

..... Date

Hints with Canwell Parish Council - Report of meeting with Staffordshire County Council representatives on 28th August 2024.

Attendees;	
Amy Humphries	Communities Highway Officer, Lichfield
Garry Hunt	Community Highway Manager, Lichfield
David Smith	County Councillor
Peter Fice	Hints with Canwell PCC Councillor

The meeting was requested by Hints with Canwell Parish Council to review the outstanding SCC Reports. We visited the various locations in and around Hints and Canwell and viewed the damage/disrepair so that further consideration could be given for bringing some of the issues to a resolution.

As context, Garry explained that they have received around 50,000 reports of damage to roads and highways in the last 12 months and that they have to prioritise those locations that require immediate remediation over more maintenance type of issues.

In response to why things have not been actioned previously he stated that the average time for completion of these types of issues is 3 years. This is due to lack of funding, resource and other priorities that have a greater call on Council funds such as Social Care costs.

Key areas of discussion and actions;

1. **Drains/Gulleys in Hints** that are full and not operating effectively. This is either from excessive foliage or in the case of School Lane as a result of being full with chippings following the resurfacing of the road;
 - a) On Watling Street (top of School Lane) – photo 1
 - b) 30 metres down School Lane – photo 2
 - c) Immediately outside Hall Farm Bungalow – photos 3, 4 & 5 – Garry commented he wished this issue had been reported immediately after resurfacing for Contractor remediation.

Action – Amy will check to see if there have been any SCC Reports already raised for these and liaise. This issue does look to have been raised in a group under 4327981.

2. **Drains/Gulleys in Canwell** that are full and not operating effectively, all of which have previously been reported;
 - a) The gulleys on London Road (4342299, 4342305 & 4342313) have been inspected and are awaiting scheduling for the work to be carried-out.

Action – Amy to ascertain the likely timeframe for completion of these works.

3. **Overgrown pavements in Canwell;**
 - a) 4350221 between Quinney and Woodshade has apparently been re-inspected and is awaiting scheduling.
 - b) 4341214 between Footsteps and Sutton Road – this will be re-examined to establish if there is a pavement and not a grass verge. Previous work stopped at school car park.

Action - Old Google maps to be viewed and Amy will revert with response.

4. **Potholes on Roads;**
 - a) Poor state of road immediately outside Hillwood Autos was observed and all agreed this constituted a dangerous situation. Work is “in-hand” with another part of their team.

Action – Amy will speak with the relevant team for an update on likely scheduling.

- b) Junction of London Road and Camp Road was observed as being a poor quality repair and will be raised with the relevant team.

Action – Garry to check which team is responsible and report back.

Miscellaneous items;

- a) The Ford at the bottom of Rookery Lane was observed and a discussion as to whether a “measuring pole” could be introduced. The view was that as the Ford is clearly marked by road signage that this was not likely to be granted.
- b) The fallen trees and debris blocking the natural water flow was also discussed and contact is to be made with their Environmental Team.

Action – Amy to liaise with Environment Team and revert.

- c) Trees and foliage impeding access up Brockhurst Lane from the Ford was discussed, and a discussion will be held to establish responsibility between HS2 and LCC.

Action – Amy to establish responsibility and revert.

The meeting was conducted in a convivial manner with a greater understanding of the issues achieved by all parties.

Cllr Peter Fice

Hints with Canwell Parish Council

28th August 2024