

MINUTES OF THE MEETING OF HINTS WITH CANWELL PARISH COUNCIL

Held at Hints Village Hall on Tuesday 18th November 2025 at 7:00pm

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

Guests in Attendance: SCC Cllr. A Farrell

Public in Attendance: One

Minute Taker & Clerk Gemma Burgess, clerk@hintswithcanwellparishcouncil.gov.uk

25/72. Casual Vacancy: It was noted that Cllr. S Shepherd resigned on October 16th, therefore a casual vacancy was declared. An election has not been claimed therefore the vacancy can be filled by co-option. It was agreed that the Clerk would make a poster to be distributed via the usual channels of noticeboards, newsletters, community communications and social media. Interested parties will be invited to attend meetings to get a better understanding of the parish council.

25/73. Apologies: None – all present.

25/74. Declarations of Interest and Dispensations: None relevant to agenda items.

25/75. Minutes:

RESOLVED: *That the Minutes of the Parish Council meeting held on Tuesday 16th September 2025, having been circulated, be confirmed and signed as a correct record.*

25/76. Public Participation: None.

25/77. An opportunity to address the Council for invited guests:

Apologies were received from LDC Cllr. Brian Yeates. The District councillor grant funding for “Clean and Green” initiatives was considered. The Clerk was directed to apply for funding to clean and clear road signs, cutting back verges, to ask about infrastructure like bins and flood prevention by clearing gullies. SCC Cllr. Alex Farrell reported on an upcoming meeting, along with PCSO Passmore, with the Mercedes garage about parking around the junction at Mile Oak. Action is being sought to curb antisocial behaviour and parking on the verge near the former Canwell Caravans. The County Councillor Community fund cannot be accessed by the parish council.

25/78. Defibrillators: The Clerk reported on a misunderstanding at the last meeting which rendered the decision made 25/69d invalid. In order for ‘Tamworth Have a Heart’ to take on the maintenance of defibrillators, ownership of the devices must be transferred to the charity which will maintain them for community use. It was agreed to seek the charity’s advice on potential further devices in the parish.

RESOLVED:

- *That ownership of the defibrillators and cabinets at Quinney Hall and Hints Village Hall be transferred to Tamworth Have a Heart Charity.*
- *That a donation of £500 be paid from Grant Funding to cover this year’s costs including battery replacements and that a smaller donation each year would be offered.*
- *That assurance be sought that if the charity ceased, the devices would remain in the community.*

25/79. Finance, Staffing and Administration:

- a. **Bank reconciliation:** The reconciliation at 31st October 2025 was checked and approved.

Reconciliation at 31st October 2025			
Accounts		Bank balances	
a. Balance b/f 1st April	32,729.04	25-Oct Lloyds Current	6942.9
b. Total Receipts	11,160.79	25-Oct Lloyds Savings	30,756.67
c. Total Payments	6,173.26	Petty Cash	17.00
		Add unrepresented income	0.00
d. Profit / Loss on year to date (b-c)	4,987.53	Less unrepresented cheques	0.00
e. Closing Balance (a+d)	37,716.57		37,716.57

- b. The budget progress as at 31st October 2025 was noted as below.

BUDGET CODE	EXPENDITURE at 31.10.25	25-26 Budget	Balance
Salary	2,551.23	4,581.15	2,029.92
Stationery	0.00	100.00	100.00
Map	0.00	40.00	40.00
Member	197.60	200.00	2.40
Insurance (P)	402.82	450.00	47.18
Bank (P)	29.75	60.00	30.25
Audit	173.50	220.00	46.50
Pro Fees	0.00	500.00	500.00
Training	0.00	200.00	200.00
Web	87.00	350.00	263.00
Phone	0.00	10.00	10.00
Hall	0.00	100.00	100.00
Defib	0.00	500.00	500.00
Election	0.00	0.00	0.00
IT	1,093.82	1,400.00	306.18
Petty(P)	0.00	30.00	30.00
Mow	450.00	720.00	270.00
Gen Maint	0.00	1,250.00	1,250.00
QH Maint	0.00	0.00	0.00
Grants (P)	0.00	1,500.00	1,500.00
CIL (P)	719.82	1,431.51	711.69
VAT(P)	0.00	0.00	0.00
Conting	0.00	0.00	0.00
Precept	10,584.00	10,584.00	0.00
CIL[R]	0.00	0.00	0.00
VAT [R]	449.58	0.00	
Bank[R]	127.21	240.00	112.79
Petty[R]	0.00	30.00	30.00

- c. Budget reallocation to cover the defibrillator grant was agreed as unnecessary.
- d. The grant funding request from Canwell Church for a woodland shelter is not currently being progressed due to fears of vandalism and other priorities. St Barts Church has submitted a quote for the fencing repairs to the footpath in Hints of £640+VAT.

RESOLVED: That Andrew White Fencing be instructed to carry out repairs to fencing on the footpath in Hints at a cost of £640.00+VAT to be paid from the CIL funds.

- e. The list of payments for November & December 2025 was approved as below.

Payments to authorise at this meeting 18th November 2025

Paid Date	Doc #	Type	Payee	Details	TOTAL Gross	VAT Element	Employee Costs	General Admin	Grounds Maint	Grants	Other
07/11/2025	2526-032	BACS	HMRC	M7 Deductions	69.60						
18/11/2025	2526-027	BACS	Tonks Brothers	Canwell Mowing September & October	216.00	36.00			180.00		
18/11/2025	2526-028	BACS	BWP Creative Ltd	Annual website hosting & domain renewal	329.04	54.84		274.20			
18/11/2025	2526-034	BACS	Clerk	M8 Salary	304.61		304.61				
18/11/2025	tbc	BACS	Tamworth Have a Heart	Grant funding for defib maintenance	500.00					500.00	
08/12/2025	2526-035	BACS	HMRC	M8 Deductions	69.80		69.80				
16/12/2025	TBC	BACS	Clerk & HMRC	M9 Salary & deductions total	374.41		374.41				
21/11/2025	TBC	DD	Lloyds	Account Charges 10.09-09.10.25	4.25			4.25			
21/12/2025	TBC	DD	Lloyds	Account Charges 10.10-09.11.25	4.25			4.25			
				TOTALS:	1,867.71	90.84	748.82	278.45	180.00	500.00	0.00

- f. The significantly increased SPCA subscription fee of £250 for 2026-27 was noted. The benefits of membership were considered.
RESOLVED: That provision for the increased fee be made in to 2026-27 budget.
- g. The draft budget and spending plans for 2026-27 were considered.
RESOLVED: That the budget for 2026-27 be approved (p6)
- h. The precept demand to fund the 2026-27 budget was considered. The decision was carried by majority as a unanimous decision couldn't be reached. The shortfall between receipts and payments will be funded from reserves at an estimated cost of £844.21. It was noted that the tax base figure has not yet been confirmed.
RESOLVED: That a precept demand of £10,796 be served on Lichfield District Council for 2026-27.
- i. **Asset Register:** Revisions to the asset register were considered.
RESOLVED:

- That the following items be disposed from the asset register:

					£3,857	£4,612	£2,863	
Item No.	Item	Location	Site area	Date acquired	Purchase price	Insured Value	Asset Value (For Accounts)	Notes
5	Defibrillator	Wall of Hints Village Hall	-	10/11/2015	£400	£1,300	£400	
6	Defibrillator	Wall of Quinney Hall	-	17/02/2022	£895	£1,300	£895	
7	Defibrillator box	Wall of Hints Village Hall	-	17/12/2015	£540	£540	£540	
8	Defibrillator box	Wall of Quinney Hall	-	17/12/2015	£540	£540	£540	
9	Laptop PC Hewlett Packard 15 BA55SA	Bangley Lodge Farm B78	-	31/08/2016	£292	£292	£0	
11	Motorola E6 Mobile	262 Penns Lane, B76 1LQ		14/01/2020	£86	£86	£0	

- That the revised asset register, including additions, be approved as at below:

Hints with Canwell Parish Council - Asset Register at 31st March 2026

Item No.	Item	Location	Site area	Date acquired	£2,080	£1,530	£959	Notes
					Purchase price	Insured Value	Asset Value (For Accounts)	
1	Canwell Field	South side of Slade Road, Canwell	1.4 acres approx	25/10/1990	£0	£0	£0	Title SF295213 See Note 1 below
2	Land including Quinney Hall	Junction of London Road/Slade Road, Canwell	0.6 acres approx	25/10/1990	£0	See Note 3 below	£0	Title SF295212 See Note 2 below
3	Noticeboard	Hints Village Hall	-	09/09/2014	£275	£0	£0	
4	Noticeboard	Quinney Hall	-	09/09/2014	£275	£0	£0	
5	Brother Printer DCP J4120D W	262 Penns Lane, B76 1LQ	-	31/08/2016	£66	£66	£0	
6	Laptop PC HP255 G1	Bangley Lodge Farm B78		13/11/2020	£488	£488	£488	
7	Oak Tree	Canwell Field		15/11/2022	£225	£225	£0	
8	Commemorative Queens Canopy Plaque	Canwell Field		15/11/2022	£155	£155	£0	
9	Motorola Edge 30	262 Penns Lane, B76 1LQ		22/09/2025	£125	£125	£0	
10	HP 255 G10 AMD Ryzen 7 16GB RAM 512GB SSD 15.6" LAPTOP	262 Penns Lane, B76 1LQ		22/09/2025	£471	£471	£471	

NB Any individual item purchased for less than £300 is deemed *de minimis* and with an asset value of Nil

Notes

- 1 Transferred to Council in 1990 by virtue of the Local Government (Property) (West Midlands) Order 1990 S.I. 1954 at nil consideration
Title absolute registered to the Council 5 April 1991
Asset value for local council accounting purposes is the historic cost

25/80. Planning:

- It was noted that approval has been granted to the following applications:
25/00939/FUL Retention and continued use of the existing building for car sale purposes at Wellsmead London Road Canwell Sutton Coldfield Staffordshire B75 5SE
25/00741/OUT Outline application for erection of a 5no. custom and self-build dwellings (all matters reserved except access) at Land Off Watling Street, Hints.
- The retrospective application **25/01371/FUL** at Wellsmead , London Road, Canwell, Sutton Coldfield was considered.

RESOLVED: That the following comment be approved:

Hints with Canwell Parish Council understands the need to modernise buildings and has no objection to a like-for-like replacement. The parish council has concerns about the accuracy of the application on the following grounds:

- While stating that the new shed is on the footprint of the old shed with no additional hardstanding needed (Planning Statement 4.2), it appears to be nearly twice as wide.
- The application form p10 states that the former shed was 49m2 and the newly built shed is 126m2.
- Planning Statement 4.4 states "No trees or vegetation are required to be removed as part of the proposal." Yet it appears from the old photo that trees and a hedge had to be removed to accommodate it.
- Although it is stated that there are no measurements for the original shed, this does not negate the need for measurements for the new shed, or the omission is being compounded.

The Parish Council appreciates how the planning officer took steps to ensure the inconsistencies on the previous application at this site were investigated/remedied and hopes for the same on this application.

25/81. Reports from Chairman, Councillors and Clerk:

- Cllr. P Fice will attend a meeting with Sarah Edwards MP. A letter from her regarding support for Local Neighbourhood Plans was noted.
- No-one is available to attend the SPCA AGM on 24th November.
- Correspondence from a member of the public raising concerns about transparency, councillors' interests and planning applications was noted.
- The potential to install more defibrillators in the parish and to have signage from the main road is to be added to the next agenda.

25/82. Meetings: The next meetings, all at Hints Village Hall (7:00pm unless specified) were agreed as: 20th January 2026, 17th March 2026, 19th May 2026

The Chairman thanked all those present for their attendance and declared the meeting closed at 8.58pm.

..... Signed

..... Date

Budget 26-27

Approved
Budget 26-27 Spent at 31.10.25 Predicted at 31.03.26 Agreed 26-27

EXPENDITURE

Employee Costs

Salary & Allowance	£4,581.15	£2,551.23	£4,000.00	£4,810.21
	£4,581.15	£2,551.23	£4,000.00	£4,810.21

General Administration

General Office/Stationery	£100.00	£0.00	£100.00	£100.00
Digital Mapping	£40.00	£0.00	£40.00	£40.00
Memberships	£200.00	£197.60	£200.00	£300.00
Insurance	£450.00	£402.82	£402.82	£550.00
Bank Charges	£60.00	£29.75	£50.00	£60.00
Internal Audit	£220.00	£173.50	£173.50	£220.00
Professional Fees	£500.00	£0.00	£0.00	£500.00
Training	£200.00	£0.00	£50.00	£200.00
Webhosting & Website	£350.00	£87.00	£361.20	£350.00
PAYG clerk mobile phone	£10.00	£0.00	£10.00	£10.00
Hall Bookings & heating	£100.00	£0.00	£100.00	£100.00
Defibrillator (defunct 2026-27)	£500.00	£0.00	£500.00	0
Election costs	£0.00	£0.00	£0.00	0
Software/Hardware	£1,400.00	£1,093.82	£1,093.82	600
Petty cash top-up	£30.00	£0.00	£30.00	30
TOTAL	£4,160.00	£1,984.49	£3,111.34	£3,060.00

Grounds Maintenance

mowing	£720.00	£450.00	£650.00	800
General Maintenance	£1,250.00	£0.00	£0.00	1250
Quinney Hall maintenance fund	£0.00	£0.00	£0.00	0
TOTAL	£1,970.00	£450.00	£650.00	£2,050.00

Grants/Donations

Grant Funding	£1,500.00	£1,500.00	£1,500.00	£1,700.00
CIL Spending	0	719.82	1500	0
VAT	£0.00	£0.00	£0.00	£0.00
contingency	£300.00	£0.00	£0.00	£300.00
PAYMENTS	£12,511.15	£6,485.72	£9,261.34	£11,920.21

EMR ACCRUAL

INCOME

INCOME from Footsteps	£0.00			£0.00
INCOME from precept	£10,584.00	£10,584.00	£10,584.00	£10,796.00
INCOME from CIL	£0.00	£0.00	£0.00	0
VAT	£0.00	£449.58	£449.58	0
Interest from Bank Accounts	£240.00	£127.21	£200.00	250
Petty cash & refunds	£30.00	£0.00	£0.00	30
RECEIPTS	£10,854.00	£11,160.79	£11,233.58	£11,076.00
to/from reserves	-£1,657.15	£4,675.07	£1,972.24	-£844.21

	Budget 31.03.26	Spent at 31.10.25	Predicted at 31.03.26	Predicted 31.03.27
Bank Balances				
Current				
Reserve				
Petty Cash				
TOTAL EXACT	£30,240.60	£34,915.67	£32,212.84	£31,368.63
TOTAL FOR AGAR	30,241			

Earmarked Reserves at 31.03	Predicted 31.03.26			Predicted 31.03.27
Quinney Hall Maintenance Fund	11,800.00			12,100.00
Election costs	1,800.00			2,100.00
CIL	0.00			0.00
Defibrillators	0.00			0.00
TOTAL EARMARKED RESERVES	13,600.00			14,200.00
TOTAL GENERAL FUND	16,640.60			£17,168.63