

MINUTES OF THE MEETING OF HINTS WITH CANWELL PARISH COUNCIL

Held at Hints Village Hall on Tuesday 17th March 2026 at 7:00pm

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

Guests in Attendance: SCC Cllr. Alex Farrell

Public in Attendance: None

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

26/10. Apologies: None – all councillors in attendance.

26/11. Declarations of Interest and Dispensations: No declarations relevant to agenda items.

26/12. Minutes:

RESOLVED: That the Minutes of the Parish Council meeting held on Tuesday 20th January 2026, having been circulated, be confirmed and signed as a correct record.

26/13. Public Participation: None.

26/14. An opportunity to address the Council for invited guests:

Apologies were received from LDC Cllr. Brian Yeates.

SCC Cllr. Alex Farrell reported:

- The Link Bus scheme will not be continued due to lack of uptake.
- A petrol station is planned for the former 'Canwell Caravans' site but a planning application hasn't been submitted yet.
- There is a new leader of Staffordshire County Council.
- Potholes are a big problem everywhere in the area, he will follow up any that are referred to him as being particularly bad.
- The Bloor Homes development at Mile Oak is scheduled to go to the planning committee in early summer, following pre-planning approval from the county.
- He will look into land being sold in Hints with "pre-planning".

26/15. Finance, Staffing and Administration:

- a. **Bank reconciliation:** The reconciliation at 28th February 2026 was checked and approved.

Reconciliation at 28th February 2026

Accounts		Bank balances	
a. Balance b/f 1st April	32,729.04	26-Feb Lloyds Current	3533.62
b. Total Receipts	11,221.25	26-Feb Lloyds Savings	30,817.13
c. Total Payments	9,584.54	Petty Cash	15.00
		Add unrepresented income	0.00
d. Profit / Loss on year to date (b-c)	1,636.71	Less unrepresented cheques	0.00
e. Closing Balance (a+d)	34,365.75		34,365.75

b. The budget progress as at 28th February 2026 was noted as below.

BUDGET CODE	EXPENDITURE at 28.02.26	25-26 Budget	Balance
Salary	4,048.87	4,581.15	532.28
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)	46.75	60.00	13.25
Audit	173.50	220.00	46.50
Pro Fees	0.00	500.00	500.00
Training	0.00	200.00	200.00
Web	361.20	361.20	0.00
Phone	0.00	10.00	10.00
Hall	62.00	100.00	38.00
Defib	0.00	500.00	500.00
Election	0.00	0.00	0.00
IT	1,111.82	1,388.80	276.98
Petty(P)	0.00	30.00	30.00
Mow	630.00	720.00	90.00
Gen Maint	0.00	1,250.00	1,250.00
QH Maint	0.00	0.00	0.00
Grants (P)	500.00	1,500.00	1,000.00
CIL (P)	1,359.82	1,431.51	71.69
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]	187.67	240.00	52.33
Petty[R]	0.00	30.00	30.00

- c. The receipts and payments to 28th February 2026 were noted. (attached at pp5-6)
- d. It was noted that a payment of £60 had been made to Hints Village Hall for hall hire in 2025 between meetings.
- e. The list of payments for March and April 2026 was approved as below. A request from Staffordshire Search and Rescue, a volunteer-led charity working alongside the emergency services to locate missing and vulnerable people across Staffordshire, for a donation towards a search drone was considered.

RESOLVED: That a donation of £100 be paid by BACS toward the search drone fund.

Payments to authorise at this meeting 17th March 2026

Paid Date	Doc #	Type	Payee	Details	TOTAL Gross	VAT Element	Employee Costs	General Admin	Grounds Maint	Grants	Other
25/03/2026	2526-058	DD	FioTek	Antivirus 01/03/26 to 31/03/26	7.20	1.20		6.00			
17/03/2026	2526-057	DD	Lloyds	Account Charges 10.01-09.02.26	4.25			4.25			
17/03/2026	2526-054	BACS	Clerk	M12 Salary	304.81		304.81				
17/03/2026	2526-055	BACS	HMRC	M12 Deductions	69.60		69.60				
17/03/2026	2526-050	BACS	GeoXSphere	Parish Online Subs	45.00		7.50	37.50			
17/03/2026	2526-056	BACS	Cartridgepeople.com (reimburse)	LC227XL&225XL Printer Cartridges	69.28	11.55		57.73			
17/03/2026	2526-052	BACS	Asda Mobile (reimburse)	Phone top up	10.00			10.00			
17/03/2026	2526-051	BACS	Asda Stores Ltd (reimburse)	Paper	8.80	1.47		7.33			
25/04/2026	TBC	DD	FioTek	Antivirus 01/04/26 to 30/04/26	7.20	1.20		6.00			
21/04/2026	TBC	BACS	HMRC & Clerk	Salary & Deductions	374.41		374.41				
17/04/2026	TBC	DD	Lloyds	Account Charges 10.02-09.03.26	4.25			4.25			
10/04/2026	TBC	BACS	ACWArb Limited	Tree work at Quinney Hall	1,176.00	196.00			980		
				Totals	2,080.80	211.42	756.32	133.06	980.00	0.00	0.00

- f. Responsibilities at Quinney Hall were considered and the Ear-Marked Reserves at year-ending 31st March 2026 were approved as below.

RESOLVED: That the Quinney Hall Tree Work EMR be moved into the in-year budget on 1st April 2026.

Earmarked Reserves		at 31.03.26
Quinney Hall Maintenance Fund		£20,000.00
Election costs		£1,500.00
CIL		£71.69
Quinney Hall Tree Work		£980.00
TOTAL EARMARKED RESERVES		£22,551.69

- g. The Asset Register at year-ending 31st March 2026 was approved as 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 G3	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	

- h. Options for sector-specific finance software were considered.

RESOLVED: That a 5-year advantEDGE Finance module contract be entered into at a cost of £209 per year plus a set-up fee of £155 to be paid from the 2025-26 budget, with £100 reallocated from Training to IT and the remainder coming direct from the IT budget.

	One-off Set up	Annual	5-year cost
Option 1	£155	£209	£1045+155= £1200
Option 2	£348	£300	£1500+£348=£1848

26/16. Reports from Chairman, Councillors and Clerk:

- **Clean & Green Fund:** There was no update available. The Clerk was directed to request an update from Cllr. B Yeates asking for a timeline of when the action promised would be delivered.
- **Local Government Reorganisation:** It was agreed to support the joint proposal from Lichfield District Council, Tamworth Borough Council and South Staffordshire District Council, to create three new

unitary councils as below.

- North Staffordshire Unitary – covering the existing areas of Newcastle-under-Lyme, Stoke-on-Trent and Staffordshire Moorlands
 - South-West Staffordshire – covering the existing areas of Cannock Chase, Stafford and South Staffordshire
 - South-East Staffordshire – covering the existing areas of Lichfield, East Staffordshire and Tamworth
- **Winter Service Policy – Grit Bins:** It was noted that SCC are in the process of preparing a refreshed Winter Service Policy and that all assessments and installations of new grit bins have been paused until September. The grit bin on Hints Lane is damaged and the one on School Lane needs refilling.
- **Environment Agency:** The area around the ford is being tidied up.

26/17. Quinney Hall:

- a. **Tree Work:** Following a site visit in February, remedial work on the trees at Quinney Hall had been instructed under delegated authority from the General Maintenance budget at a cost of £980+VAT.
- b. **Re-pointing:** There are several areas of concern above the kitchen window and frontage; a lintel also needs to be installed. A rough cost of £1000 has been given for the works and the Council is awaiting an itemised full quote in order to proceed. Cllr. D Lucas will progress the matter.
- c. **Confidential Matters:**
***RESOLVED:** That the meeting be closed to members of the public via the Public Bodies (Admission to Meetings) Act 1960, to allow for discussion of confidential matters, publicity of which would be prejudicial to the public interest.*
- i. A request from a member of the public relating to the Quinney Hall lease was considered.
***RESOLVED:** That the Quinney Hall Management Committee be informed and that a copy of the lease, without home addresses, be supplied to the interested party.*

26/18. Meetings: It was noted that the main room at Quinney Hall is not available on 14th July.

The next meetings (all at Hints Village Hall) agreed as:

19th May 2026 – Annual Parish Assembly 7pm

19th May 2026 – Annual Parish Council Meeting at 7:15pm

14th July, 15th September, 17th November

The Chairman thanked all those present for their attendance and declared the meeting closed at 8.20pm.

..... Signed

..... Date

Payments 01.04.25 – 28.02.26

Invoiced Date	Doc #	Type	Payee	Details	TOTAL Gross	VAT	Employee Costs	General Admin	Grounds Maint	Grants	Other
01/04/2025	2526-001	BACS	Earth Anchors	SURREY RECYCLED TRADITIONAL SEAT 1.8 M	863.78	143.96					719.82
16/04/2025	2526-002	BACS	Clerk	Salary M1	296.17		296.17				
22/04/2025	NOT RECD	DD	Lloyds	Account Charges to 31.03.25	4.25			4.25			
07/05/2025	2526-003	BACS	HMRC	M1 Deductions	67.40		67.40				
13/05/2025	2526-005	BACS	SPCA	Annual Subscription	145.60			145.60			
13/05/2025	2526-006	BACS	Tonks Brothers	Canwell Mowing April & May	216.00	36.00			180.00		
13/05/2025	2526-007	BACS	Microshade	Annual Application Hosting & set up	592.61	98.77		493.84			
13/05/2025	2526-008	BACS	Kim Squires	Internal Audit 24-25	173.50			173.50			
13/05/2025	2526-009	BACS	Clerk	M2 Salary	295.97		295.97				
13/05/2025	2526-004	BACS	ICO	Annual Subscription	52.00			52.00			
17/05/2025	2526-013	DD	Lloyds	Account Charges 10.03-09.04	4.25			4.25			
07/06/2025	2526-010	BACS	HMRC	M2 Deductions	67.60		67.60				
10/06/2025	2526-012	BACS	Clerk	M3 Salary	296.17		296.17				
27/05/2025	2526-014	BACS	Clear Councils	Insurance Cover 01.06-31.05.26	402.82			402.82			
17/06/2025	TBC	DD	Lloyds	Account Charges 10.04-09.05.25	4.25			4.25			
09/07/2025	2526-015	BACS	Clerk	M4 Salary	295.97		295.97				
09/07/2025	2526-011	BACS	HMRC	M3 Deductions	67.40		67.40				
09/07/2025	2526-019	BACS	Tonks Brothers	Canwell Mowing June	108.00	18.00			90.00		
21/07/2025	2526-020	DD	Lloyds	Account Charges 10.05-09.06.25	4.25			4.25			
06/08/2025	2526-016	BACS	HMRC	M4 Deductions	67.60		67.60				
12/08/2025	2526-017	BACS	Clerk	M5 Salary	296.17		296.17				
19/08/2025	2526-023	DD	Lloyds	Account Charges 10.06-09.07.25	4.25			4.25			
16/09/2025	2526-021	BACS	Tonks Brothers	Canwell Mowing July & August	216.00	36.00			180.00		
21/09/2025	2526-024	DD	Lloyds	Account Charges 10.07-09.08.25	4.25			4.25			
06/09/2025	2526-016	BACS	HMRC	M5 Deductions	67.40		67.40				
16/09/2025	2526-025	BACS	Clerk	M6 Salary	347.97		347.97				
16/09/2025	2526-022	BACS	Edge Business Systems	Webhosting for hintsvillage.com	102.00	17.00		85.00			
22/09/2025	2526-033	BACS	Laptops Direct	New laptop & phone	719.97	119.99		£599.98			
21/10/2025	2526-029	DD	Lloyds	Account Charges 10.08-09.09.25	4.25			4.25			
08/10/2025	2526-026	BACS	HMRC	M6 Deductions	80.60		80.60				
21/10/2025	2526-031	BACS	Clerk	M7 Salary	304.81		304.81				
07/11/2025	2526-032	BACS	HMRC	M7 Deductions	69.60		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	2526-036	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	2526-037	BACS	Clerk	M9 Salary	304.81		304.81				
21/11/2025	2526-030	DD	Lloyds	Account Charges 10.09-09.10.25	4.25			4.25			
21/12/2025	2526-040	DD	Lloyds	Account Charges 10.10-09.11.25	4.25			4.25			
06/01/26	2526-042	BACS	Andrew White Fencing Ltd	Fencing near Hints Church (CIL)	768.00	128.00					640.00
08/01/2026	2526-038	BACS	HMRC	M9 Deductions	69.60		69.60				
19/01/2026	2526-041	DD	Lloyds	Account Charges 10.11-09.12.25	4.25			4.25			
20/01/2026	2526-039	BACS	FloTek	Antivirus 01/12/25 to 31/12/25	7.20	1.20		6.00			
20/01/2026	2526-045	BACS	FloTek	Antivirus 01/01/26 to 31/01/26	7.20	1.20		6.00			
20/01/2026	2526-043	BACS	Clerk	M10 Salary	304.61		304.61				
20/01/2026		Petty Cash	Hints Village Hall	Heating	2.00			2.00			
17/02/2026	2526-048	DD	Lloyds	Account Charges 10.12-09.01.26	4.25			4.25			
25/02/2026	2526-053	DD	FloTek	Antivirus 01/02/26 to 28/02/26	7.20	1.20		6.00			
23/02/2026	2526-046	BACS	Clerk	M11 Salary	304.81		304.81				
09/02/2026	2526-044	BACS	HMRC	M10 Deductions	69.80		69.80				
06/02/2026	2526-049	BACS	Hints Village Hall	2025 Village Hall Hire	60.00			60.00			
<i>Items marked * are expenditure incurred under LGA 1972 s137</i>					9,584.54	692.16	4,048.87	2,353.69	630.00	500.00	1,359.82

Receipts 01.04.25 – 28.02.26

Date	Payee	Details	TOTAL	VAT Refund	Precept	Bank Interest
09/04/25	Lloyds Bank	Interest	21.07			21.07
16/04/25	LDC	Precept 25-26	10,584.00		10,584.00	
24/04/25	HMRC VAT	24-25 VAT refund	449.58	449.58		
09/05/25	Lloyds Bank	Interest	17.57			17.57
09/06/25	Lloyds Bank	Interest	19.32			19.32
09/07/25	Lloyds Bank	Interest	17.66			17.66
11/08/25	Lloyds Bank	Interest	19.43			19.43
09/09/25	Lloyds Bank	Interest	17.00			17.00
09/10/25	Lloyds Bank	Interest	15.16			15.16
10/11/25	Lloyds Bank	Interest	16.18			16.18
10/12/25	Lloyds Bank	Interest	14.67			14.67
09/01/26	Lloyds Bank	Interest	15.69			15.69
09/02/26	Lloyds Bank	Interest	13.92			13.92
			£11,221.25	£449.58	£10,584.00	£187.67