



HINTS WITH CANWELL PARISH COUNCIL

MINUTES OF THE MEETING

Held at Hints Village Hall on Tuesday 14th July 2026 at 7:00pm

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

Guests in Attendance: SPCA Robert Pritchard

Public in Attendance: None

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

26/36. Apologies: Apologies were received from Cllr. S Clarke and Cllr. D Lucas.

RESOLVED: *That the reasons for absence be approved.*

26/37. Declarations of Interest and Dispensations: Cllr. G Kynaston declared a non-pecuniary interest in item 26/41g as a member of the PCC at Canwell Church. A dispensation is not necessary.

26/38. Minutes:

- a. **RESOLVED:** *That the Minutes of the Annual Parish Council meeting held on Tuesday 19th May 2026, having been circulated, be confirmed and signed as a correct record.*
- b. The minutes of the Annual Parish Assembly held on Tuesday 19th May were noted.

26/39. Public Participation: None.

26/40. An opportunity to address the Council for invited guests:

Apologies were received from LDC Cllr. Brian Yeates, SCC Cllr. Alex Farrell & PCSO Deryn Small. SPCA County Executive Officer Robert Pritchard was welcomed to the meeting. He reported on the work the SPCA is doing to support local councils as the organisation heads into its 100th year. He offered support on training, briefing, advice and any other matters. There is a current focus on well-being and health and funding avenues were suggested. It is hoped that the sector can react positively to local government reorganisation.

26/41. Finance, Staffing and Administration:

- a. **Bank reconciliation:** The reconciliation at 30th June 2026 was checked and approved.

Bank Account Latest Reconciliations

Start of year 01/04/26

up to 30/06/26

Lloyds Current

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date
2	£15,841.78	£4,779.23	£4,779.23	01/05/26	30/06/26
Uncleared and unrepresented effects			Debit (£)	Credit (£)	Balance (£)
Total uncleared and unrepresented			0.00	0.00	

Lloyds Savings

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date
2	£30,842.04	£39,870.41	£39,870.41	01/05/26	30/06/26
Uncleared and unrepresented effects			Debit (£)	Credit (£)	Balance (£)
Total uncleared and unrepresented			0.00	0.00	

Petty Cash

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date
2	£13.00	£13.00	£13.00	01/05/26	30/06/26
Uncleared and unrepresented effects			Debit (£)	Credit (£)	Balance (£)
Total uncleared and unrepresented			0.00	0.00	

- b. The budget progress as at 30th June 2026 was noted (attached at pp4-6).
RESOLVED: That a virement of £28 be made from Contingency to Memberships budget.
- c. The receipts and payments to 30th June 2026 were noted. (attached at pp7-8)
- d. The list of payments for July & August 2026 was approved. (attached at p9)
- e. A motion raised by SPCA to support mandatory training for parish councillors was considered. It was agreed that training is very beneficial and should be offered to councillors, but that making it mandatory would be onerous on small councils and volunteers.
- f. It was noted that, due to limitations on scope, CIL funding cannot be spent as agreed at item 26/33b.
- g. Grant funding to Canwell Church towards accessibility maintenance under s137 was considered.
RESOLVED: That £1300 be granted towards the on-going maintenance of the grounds for wider community benefit and safety under s137.

- 26/42. Planning:** The comment made under delegated authority on application 26/00684/OUTM Canwell Caravans Ltd, London Road, Canwell, Sutton Coldfield, B75 5ST was noted. (attached at pp10-12)

26/43. Reports from Chairman, Councillors and Clerk:

- The church lighting in Hints will be checked by an electrician due to a malfunctioning sensor which has led the lights to be permanently on.
- Inconsiderate parking on School Lane is blocking commercial traffic from delivering to houses and businesses. Cllr. P Fice will enquire regarding signage.
- Neighbourhood Watch was discussed – the Clerk was directed to check with PCSOs on how it can be set up.
- It is hoped that lamppost poppies can be put up this year for Remembrance. Cllr. P Fice will assist and the Clerk will purchase.

Considered:

- a. Quotes for remedial work at Quinney Hall were considered.

RESOLVED:

- *That Level Line Construction be instructed to undertake re-pointing work at a cost of £425+VAT*
 - *That JMI be instructed to install a lintel to support a replacement window in the kitchen at a cost of £640+VAT.*
 - *That permission be given for Quinney Hall Management Committee to replace 2 UPVC windows in the Quinney Hall kitchen.*
- b. Grit bins in the parish were considered. The bin on Hints Lane needs attention and the others at School Lane and by the village hall are appropriate.

26/45. Meetings: The next meetings (all at Hints Village Hall) agreed as:

2026: 15th September, 17th November, 2027: 19th January, 16th March, 18th May, 13th July

The Chairman thanked all those present for their attendance and declared the meeting closed at 8.36pm.

..... Signed

..... Date

Financial Budget Comparison

Comparison between 01/04/26 and 30/06/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

	2026/27	Reserve Movements	Actual Net	Balance
INCOME				
General Administration				
11 Precept	£10,796.00	£0.00	£10,796.00	£0.00
12 CIL	£0.00	£0.00	£3,343.08	£3,343.08
13 VAT	£0.00	£0.00	£786.68	£786.68
14 Interest from bank accounts	£250.00	£0.00	£41.46	-£208.54
15 Petty cash and refunds	£30.00	£0.00	£0.00	-£30.00
Total General Administration	£11,076.00	£0.00	£14,967.22	£3,891.22
Total Income	£11,076.00	£0.00	£14,967.22	£3,891.22

Financial Budget Comparison

Comparison between 01/04/26 and 30/06/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Reserve Movements	Actual Net	Balance
EXPENDITURE					
Staffing					
100	Salary & Allowance	£4,810.21	£0.00	£1,123.23	£3,686.98
Total Staffing		£4,810.21	£0.00	£1,123.23	£3,686.98
General Administration					
110	General Office/Stationery	£100.00	£0.00	£0.00	£100.00
111	Digital Mapping	£40.00	£0.00	£0.00	£40.00
112	Memberships	£300.00	£0.00	£327.71	-£27.71
113	Insurance	£550.00	£0.00	£457.82	£92.18
114	Bank Charges	£60.00	£0.00	£12.75	£47.25
115	Internal Audit	£220.00	£0.00	£181.50	£38.50
116	Professional Fees	£500.00	£0.00	£0.00	£500.00
117	Training	£200.00	£0.00	£0.00	£200.00
119	PAYG clerk mobile phone	£10.00	£0.00	£0.00	£10.00
120	Hall Bookings & heating	£100.00	£0.00	£0.00	£100.00
121	Defibrillator	£0.00	£0.00	£0.00	£0.00
122	Election costs	£0.00	£0.00	£0.00	£0.00
123	IT	£950.00	£0.00	£411.84	£538.16
124	Petty cash top-up	£30.00	£0.00	£0.00	£30.00
Total General Administration		£3,060.00	£0.00	£1,391.62	£1,668.38
Maintenance					
130	Mowing	£800.00	£0.00	£270.00	£530.00
131	General Maintenance	£1,250.00	£980.00	£980.00	£1,250.00

Financial Budget Comparison

Comparison between 01/04/26 and 30/06/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Reserve Movements	Actual Net	Balance
132	Quinney Hall maintenance fund	£0.00	£0.00	£0.00	£0.00
Total Maintenance		£2,050.00	£980.00	£1,250.00	£1,780.00
Grants					
140	Grant Funding	£1,700.00	£0.00	£0.00	£1,700.00
141	CIL Spending	£0.00	£0.00	£0.00	£0.00
142	VAT	£0.00	£0.00	£0.00	£0.00
143	contingency	£0.00	£0.00	£0.00	£0.00
Total Grants		£1,700.00	£0.00	£0.00	£1,700.00
Total Expenditure		£11,620.21	£980.00	£3,764.85	£8,835.36
Total Income		£11,076.00	£0.00	£14,967.22	£3,891.22
Total Expenditure		£11,620.21	£980.00	£3,764.85	£8,835.36
Total Net Balance		-£544.21		£11,202.37	

Receipts and Payments Cash book

on or after 01/04/26 and on or before 30/06/26

Rec/Paid Date	Invoice	Payment	Receipt	Customer/Supplier	Details
09/04/26	04-26 Interest		£13.09	Lloyds Bank	Interest
09/04/26			£786.68	HMRC (VAT)	VAT reclaim from 25-26
17/04/26	CIL 25-26		£3,343.08	Lichfield District Council	CIL income from 24/00893/PNDBarn Adj Rose Cottage, Hints Lane
17/04/26	Precept 26-27		£10,796.00	Lichfield District Council	Precept 26-27
17/04/26	SI-525	£1,176.00		ACWarb Limited	Dead horse chestnut- dismantle and fell to just above ground level. Young oak- remove lower limb growing into the building. Laurel- hard trim back on the side to keep clear of parking bays. Self set oaks- fell Prune back one limb from exit/entry gatew
20/04/26	481596088	£4.25		Lloyds Bank	Charges incurred from 10 February 2026 to 9 March 2026
21/04/26	M1 Salary	£304.81		Clerk	Month 1 Salary & Allowance
27/04/26	260400454709	£7.20		Flotek Group Limited	IT Services (Anti-Virus)
07/05/26	M1 HMRC	£69.60		HMRC (PAYE)	Month 1 HMRC deductions from salary
11/05/26	05-26 Interest		£13.52	Lloyds Bank	Interest
20/05/26	0051d4160655	£52.00		Information Commissioner's Office	Annual Data Protection Fee
20/05/26	484106530	£4.25		Lloyds Bank	Charges incurred from 10 March 2026 to 9 April 2026
20/05/26	85	£275.71		Staffordshire Parish Council's Association	SPCA & NALC memberships 26-27
20/05/26	Invoice 26/07	£181.50		Kim Squires Audit	Internal Audit 25-26
20/05/26	LCO01297	£457.82		Clear Councils	Local Councils Insurance Renewal from 01.06.26
20/05/26	M2 Salary	£304.81		Clerk	Month 2 Salary & Allowance
26/05/26	260500464361	£7.20		Flotek Group Limited	IT Services (Anti-Virus)
08/06/26	M2 HMRC	£69.60		HMRC (PAYE)	Month 2 HMRC deductions from salary
09/06/26	06-26 Interest		£14.85	Lloyds Bank	Interest
16/06/26	M3 Salary	£304.61		Clerk	Month 3 Salary & Allowance
19/06/26	486700180	£4.25		Lloyds Bank	Charges incurred from 10 April 2026 to 9 May 2026
25/06/26	260600476529	£7.20		Flotek Group Limited	IT Services (Anti-Virus)
26/06/26	20997	£324.00		Tonks Brothers	Grass Cutting on Canwell Field - April, May, June

Rec/Paid					
Date	Invoice	Payment	Receipt	Customer/Supplier	Details
	Total Receipts		£14,967.22		
	Total Payments	£3,554.81			
	Net Payments	-£11,412.41			

Hints with Canwell Parish Council

Expenditure transactions - payments approval list Start of year 01/04/26

Payment Run 2026-07-14

No	Payment Reference	Gross	Vat	Net	To pay Invoice date	Invoice no.	Details	Payment Reference	Total
1034		£4.25	£0.00	£4.25	£4.25 11/07/26	TBC	Lloyds Bank - Charges incurred from 10 June 2026 to 9 July 2026		
1030		£304.81	£0.00	£304.81	£304.81 14/07/26	M4 Salary	Clerk - Month 4 Salary & Allowance		
1032	BACS	£69.60	£0.00	£69.60	£69.60 14/07/26	M4 HMRC	HMRC (PAYE) - Month 4 HMRC deductions from salary		£139.40
1036		£216.00	£36.00	£180.00	£216.00 14/07/26	TBC	Tonks Brothers - Grass Cutting on Canwell Field - July & August		
1010		£7.20	£1.20	£6.00	£7.20 25/07/26	TBC	Flotek Group Limited - IT Services (Anti-Virus)		
1035		£4.25	£0.00	£4.25	£4.25 11/08/26	TBC	Lloyds Bank - Charges incurred from 10 July 2026 to 9 August 2026		
1031		£304.61	£0.00	£304.61	£304.61 18/08/26	M5 Salary	Clerk - Month 5 Salary & Allowance		
1033	BACS	£69.80	£0.00	£69.80	£69.80 18/08/26	M5 HMRC	HMRC (PAYE) - Month 5 HMRC deductions from salary		£139.40
1011		£7.20	£1.20	£6.00	£7.20 25/08/26	TBC	Flotek Group Limited - IT Services (Anti-Virus)		
Total		£987.72	£38.40	£949.32	£987.72				

Signature

Date

Signature

08/07/26 06:22 PM Vs: 9.16.03

OBJECTION TO PLANNING APPLICATION 26/00684/OUTM

Site: Canwell Caravans Ltd, London Road, Canwell, Sutton Coldfield, B75 5ST

Hints with Canwell Parish Council wishes to object to planning application 26/00684/OUTM on the grounds of highway safety, unsustainable development and conflict with the Lichfield Local Plan and the National Planning Policy Framework (NPPF). We recognise that this site sits outside of the parish boundary but will have significant impact on residents within Hints and Canwell parish.

1. Unacceptable Highway Safety Impacts

This outline application seeks approval of access arrangements for a petrol filling station, sales kiosk, workshop, car wash and two jet wash bays.

The site is accessed from London Road, which serves the A38 corridor and is subject to a 60mph speed limit. Vehicles using the proposed development will be required to slow, turn into the site, wait for gaps in traffic and accelerate from a standing start when leaving the site. These manoeuvres are inherently more hazardous on a route associated with 60mph traffic conditions, especially given the curvature of the road and lack of visibility.

The applicant has not demonstrated that the existing access can safely accommodate these additional turning movements. The Transport Statement provides no robust evidence regarding:

- the safety of increased turning movements;
- potential queuing associated with the petrol station and car wash facilities;
- the effect of vehicles decelerating and accelerating near the site access;
- the interaction of site traffic with fast-moving traffic associated with the A38 corridor;
- whether visibility and junction arrangements remain suitable for the proposed intensification of use.

As access is the principal matter for determination under this outline application, these issues should be fully resolved before planning permission is granted.

2. Significant Increase in Traffic Movements

The applicant's own Transport Statement predicts that the proposed petrol station would generate approximately:

- 63 arrivals and 62 departures during the weekday AM peak hour;
- 62 arrivals and 63 departures during the weekday PM peak hour;
- approximately one vehicle arrival per minute.

The previous caravan sales use generated only:

- 7 arrivals and 2 departures in the AM peak hour;
- 4 arrivals and 7 departures in the PM peak hour.

The applicant's own figures therefore indicate increases of between 56 and 60 additional vehicle movements during weekday peak periods.

This represents an approximately eight to fifteen-fold increase in traffic movements compared with the previous lawful use of the site. It is therefore difficult to accept the conclusion that this increase does not constitute a material impact.

3. Reliance on Unsupported "Pass-By" Assumptions

The Transport Statement repeatedly states that trips to the development will be "pass-by" trips, with motorists already travelling on the A38 briefly diverting onto the site.

However, the proposal includes:

- eight fuel filling bays;
- a sales kiosk;
- a vehicle workshop;
- a car wash;
- two jet wash bays;
- parking for 19 cars and six vans.

These facilities are capable of generating destination trips in their own right. The assumption that the majority of traffic will merely be redistributed existing traffic has not been robustly justified.

The applicant has therefore failed to demonstrate that the true traffic impacts of the development have been adequately assessed.

4. Existing Road Safety Concerns

The Transport Statement records an average of approximately 1.4 collisions per year in the vicinity of the site over the latest five-year period.

This equates to approximately seven recorded collisions over five years. The existence of recorded collisions does not demonstrate the absence of road safety concerns.

The proposal would substantially increase vehicle movements and introduce numerous additional turning manoeuvres at the site access. The applicant has not demonstrated that these additional movements would not increase collision risk.

5. Conflict with Local Plan Policies

The Lichfield Local Plan seeks to ensure that development:

- provides safe and suitable access;
- does not adversely affect the operation and safety of the highway network;
- promotes sustainable patterns of development and reduces reliance on private vehicles.

The applicant's own planning documents acknowledge that very few trips are expected to be made on foot because of the rural location of the site.

The proposal is therefore overwhelmingly car-dependent and conflicts with the objectives of Local Plan Policies CP5, ST1 and ST2, which seek to encourage sustainable travel and ensure that development is supported by safe transport arrangements.

Conclusion

The applicant has failed to demonstrate that the existing access arrangements are suitable for an approximately eight to fifteen-fold increase in traffic movements associated with a petrol filling station, workshop and car wash facilities.

As access is the only matter for determination at this stage, the Council must be fully satisfied that the development would not result in an unacceptable impact on highway safety.

In the absence of robust evidence regarding visibility, turning movements, queuing, collision risk and the interaction of site traffic with the 60mph A38 corridor, we respectfully request that Lichfield District Council refuses planning application 26/00684/OUTM on highway safety grounds and because it conflicts with the objectives of the Local Plan and the National Planning Policy Framework.