



**Full Council Meeting**  
**Held at Hayes Green Community Centre at 6.30pm**  
**Wednesday, 10<sup>th</sup> December 2025**

**A G E N D A**

Minute Number	Item	Attachment
12/25/138.0	<b>Elect Chair</b> Council to elect Chair of the Meeting.	
12/25/139.0	<b>Apologies</b> To consider and approve the apologies.	
12/25/140.0	<b>Declaration of personal &amp; prejudicial interest in any item on the agenda</b>	
12/25/141.0	<b>To receive requests for dispensation</b>	
12/25/142.0	<b>Public Participation</b> Members of the public are invited to address the Council on any issue over which it has a power. <i>Members of the public wishing to raise issues which are not on the agenda are asked to notify the Clerk at least 8 hours before the meeting. Members of the public may not take part in the Council meeting itself.</i>  <i>A person who attends a meeting is permitted to report on the meeting while the meeting is open to the public. To 'report' means to film, photograph, or make an audio recording of the meeting proceedings; however, as a matter of courtesy, the Chair should be advised before any recording takes place.</i>	
12/25/143.0	<b>To Approve the Minutes of the meeting held on the 12<sup>th</sup> November 2025</b>	(1)
12/25/144.0	<b>Chair's Announcements &amp; County Council's update</b>	
12/25/145.0	<b>Co-option</b> Council to consider co-option application. Signing of the declaration of acceptance of office.	(2)
12/25/146.0	<b>Clerks Report</b> Council to consider and note the Clerk's Report.	(3)
12/25/147.0	<b>Income &amp; Payments</b>	
12/25/147.1	Council to note the payments since the last report that had been authorised by the audit and governance committee, and the monthly finance report.	(4)
12/25/147.2	Council to note the income received since the last report	(5)
12/25/147.3	Council to note the bank reconciliation up to 30 <sup>th</sup> November 2025	(6)
12/25/147.4	Council to note agreed precept calculations.	(7)

Clerk: **Mrs L Bowman** Dated: **4<sup>th</sup> December 2025**  
**Hayes Green Community Centre, Heath Way, Heath Hayes**  
Phone: 07951409707 Email: clerk@hhandw-pc.gov.uk

12/25/148.0	<b>Police Report</b> The PCC's office had decided to no longer provide Parish Reports, due to the data being accessible on public websites and through the Staffordshire police internet site and Police UK website.					
12/25/149.0 12/25/149.1	<b>Planning Committee</b> Council to note the planning application received that the committee considered.					
	<b>Application Number</b>	<b>Date</b>	<b>Location</b>	<b>Description</b>	<b>Comments</b>	
	CH/25/0320	05/11/2025	1 Carlton Close WS12 3TF	Relocation of the side garden wall and gate to improve access.	No objection	
12/25/149.2	Council to note the planning decisions received from Cannock Chase District Council.					
	<b>Application Number</b>	<b>Date</b>	<b>Location</b>	<b>Description</b>	<b>Comments</b>	
	CH/25/0298 Granted with conditions 25/11/2025	13/10/2025	9 Partridge Close WS11 7LA	Garage conversion	No objection	
12/25/150	<b>Open Spaces</b> Council received the photographic list of work completed during the month.					(8)
12/25/151	<b>Events Committee</b> Council to note the draft minutes of the events committee meeting held on the 19 <sup>th</sup> November 2025 and to review the Christmas Fayre, Christmas Parade and Carol Service.					(9)
12/25/152	<b>Patient Participation Group</b> Cllr Hewitt to inform the Council of the duties and benefits of the Patient Participation Group.					
12/25/153	<b>Canva Pro</b> Council to agree to sign up to Canva Pro for 1 year.					(10)
12/25/154	<b>Newsletter</b> Council to decide on newsletter size A4 or A5 6000 off 36pp A5 stitched booklet 130g silk £1190 6000 off A4 stitched booklet 130g silk £1446					(11)
12/25/155	<b>Items for Information or Future Agendas</b>					
12/25/156	<b>Date of Next Meeting –</b> Meeting to be rearranged to: Council Meeting, Wednesday, 7 <sup>th</sup> January 2026					

The public and the press are excluded from the next part of the meeting due to the confidential nature of the business.