



5th November 2025

Councillors are summoned to a Full Council Meeting of Heath Hayes and Wimblebury Parish Council which will be held at Hayes Green Community Centre at 6.30pm on Wednesday 12th November 2025, when the following business will be transacted.

The press and public are invited to attend the meeting.

Kind Regards

L Bowman

Mrs Laurie Bowman
Parish Clerk

A G E N D A

Minute Number	Item	Attachment
11/25/119.0	Apologies To consider and approve the apologies.	
11/25/120.0	Declaration of personal & prejudicial interest in any item on the agenda	
11/25/121.0	To receive requests for dispensation	
11/25/122.0	Public Participation Members of the public are invited to address the Council on any issue over which it has a power. 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. 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.	
11/25/123.0	To Approve the Minutes of the meeting held on the 8th October 2025	(1)
11/25/124.0	Chair's Announcements & County Council's update	
11/25/125.0	Clerks Report Council to consider and note the Clerk's Report.	(2)

Clerk: **Mrs L Bowman** Dated: 5th November 2025
Hayes Green Community Centre, Heath Way, Heath Hayes
Phone: 07951409707 Email: clerk@hhandw-pc.gov.uk

11/25/126.0	Income & Payments	
11/25/126.1	Council to note the income received since the last report.	(3)
11/25/126.2	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)
11/25/126.3	Council to note the bank reconciliation up to 31 st October 2025	(5)
11/25/126.4	Council to note the Community Infrastructure Levy receipt for 2025	(6)
11/25/127.0	Audit & Governance Committee	
11/25/127.1	Council to note draft minutes from the Audit & Governance committee meeting on Wednesday, 23 rd October 2025 and the actions therein.	(7)
11/25/127.2	Council to discuss and approve the budget for 2026/27	(8)
11/25/127.3	Council to agree the Earmarked Reserves 2026/27 Community Infrastructure Levy £7,312.74 Parish Maintenance £5,000 Election Costs £4,500	
11/25/128.0	Police Report	
11/25/128.1	Council to note the Police Report 01/09/2025 – 30/09/2025	(9)
11/25/128.2	Council to note the Police Report 01/10/2025 – 30/10/2025	(10)
11/25/128.3	Council to note the response from the Police Commissioner regarding the lack of information received on the monthly police reports.	(11)
11/25/128.4	Council to note the Chase Rural data.	(12)
11/25/129.0	Planning Committee	
	Council to note the planning applications received that the committee considered and decisions received from Cannock Chase District Council.	(13)
11/25/130.0	Open Spaces	
	Council received the photographic list of work completed during the month.	(14)
11/25/131.0	Events Committee	
	Council to review Remembrance Sunday Services in Wimblebury and Heath Hayes.	
11/25/132.0	Data Protection Policies	
	Council to review and approve the following policies.	
11/25/132.1	Privacy Policy	(15)
11/25/132.2	Data Breach Policy	(16)
11/25/132.3	Consent form	(17)
11/25/132.4	Nalc Data Retention advice notes	(18)
11/25/132.5	Retention of Documents Policy	(19)
11/25/132.6	Quote to shred all old Council documents in line with the retention policy.	(20, 21, 22)
11/25/133.0	Council Christmas Tree	
11/25/133.1	Council to consider purchasing a Christmas Tree to be sited on Library land.	(23)
11/25/133.2	Council to consider purchasing Christmas lights to decorate the tree.	(24, 25)
11/25/134.0	Spam Emails	
	Should a spam email be received, the advice is to block the sender.	
11/25/135.0	Hayes Green Community Centre	
	Councillors to consider becoming a trustee of the Hayes Green Community Centre.	
11/25/136.0	Items for Information or Future Agendas	
11/25/137.0	Date of Next Meeting - Council Meeting Wednesday, 10th December 2025	