

Heath Hayes & Wimblebury Parish Council

Meeting of the Parish Council Held at Hayes Green Community Centre Wednesday 12th November 2025, 6.30 pm

Present: Cllr E Aston, J Aston, A Beach, V Davies, C Harborow, J Harper, J Hill,
P Theodorou, & L Wilson.

In Attendance:

Parish Clerk: Mrs L Bowman
Communications & Events Officer: Mrs R Finney-Edwards
County Councillor Mandry

Members of Public: 1

Minute Number	Item
11/25/119.0	Apologies Apologies received from Cllr D Cecil, P Hewitt & R Whorton
11/25/120.0	Declaration of personal & prejudicial interest in any item on the agenda Cllr J Aston & L Wilson, Planning.
11/25/121.0	To receive requests for dispensation
11/25/122.0	Public Participation None.
11/25/123.0	To Approve the Minutes of the meeting held on the 8th October 2025 The minutes of the meeting held on the 8 th October 2025 were approved as a true record. Proposed: Cllr V Davies Seconded: Cllr A Beach
11/25/124.0 11/25/124.1 11/25/124.2	Chair's Announcements The Chair thanked everyone for attending the Remembrance Services at Wimblebury and Heath Hayes, and special thanks to the Councillors who had delivered the Parish Newsletter. County Council's update Hayes Way Road: Highways refuse to rectify the condition of the road, as they consider it to have no safety issues. Highways are waiting for McCarthy Glen to take over the maintenance of the island off Hayes Way. The County Council Specialist team to do an additional weed spray within the Parish.
11/25/125.0	Clerks Report Council considered and noted the Clerk's Report. • All Parish planters, including the large planter on the Hednesford Road, had been filled with winter bedding plants. • The Christmas lights in Heath Hayes & Wimblebury had been successfully electrically tested and lights installed. • The two new flag poles had been delivered and would be installed at the Hayes Green Community Centre, the following flags would be flown: Union Flag, St George's Flag and Remembrance Flag.

	- The replacement memorial bench on John Street had been ordered; the family had approved the bench and the wording for the plaque: In loving memory of Kathleen Radford. - Staffordshire Highways had collected the speed indicator sign from the office, ready to be fitted as soon as the pole had been installed. - No election had been called, the notice of a casual vacancy had been placed on Council notice boards, the closing date for applications would be the 28th November 2025. The co-option to fill the vacancy would be at the next full Council meeting on the 10th December 2025. - The Clerk, Communications Officer and Chair had attended a Nalc webinar regarding Martyn’s Law - The Terrorism (Protection of Premises) Act 2025. - Council to note Clerks holidays: - 14th -28th November 2025 inclusive. - Councillors and staff had been delivering the Newsletter around the Parish. - The grant application form for 2026 had been uploaded onto the website. - Staffordshire County Council had confirmed that the new fingerpost had been ordered, it had taken time to verify the supplier on Staffordshire County Council approved supplier list. - The defibrillator battery for St John's Church needed to be replaced. The cost would be £230. Correspondence A resident had congratulated the Council on the newly published newsletter. Staffordshire Highways pedestrian crossing on John Street, Wimblebury. Staffordshire Highways, Hayes Way. Staffordshire Police, community engagement. SPCA monthly bulletin. SPCA Conference.																											
11/25/126.0	Income & Payments																											
11/25/126.1	Council noted the income received since the last report. <table><tr><th>Date</th><th>Source</th><th>Total</th></tr><tr><td>13/10/2025</td><td>HMRC VAT</td><td>£778.08</td></tr><tr><td>13/10/2025</td><td>Cannock Chase District Council</td><td>£60,386.00</td></tr><tr><td>22/10/2025</td><td>Newsletter Income</td><td>£125.00</td></tr><tr><td>31/10/2025</td><td>Events Income</td><td>£210.00</td></tr><tr><td>Total</td><td></td><td>£61,499.08</td></tr></table>	Date	Source	Total	13/10/2025	HMRC VAT	£778.08	13/10/2025	Cannock Chase District Council	£60,386.00	22/10/2025	Newsletter Income	£125.00	31/10/2025	Events Income	£210.00	Total		£61,499.08									
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11/25/126.2	Council noted the payments since the last report that had been authorised by the audit and governance committee, and the monthly finance report. <table><tr><th>Date</th><th>Payee</th><th>Total</th></tr><tr><td>01/10/2025</td><td>Lloyds Corporate Card, Bank Charges</td><td>£3.00</td></tr><tr><td>06/10/2025</td><td>Mediline Consultants</td><td>£125.00</td></tr><tr><td>15/10/2025</td><td>EE</td><td>£43.20</td></tr><tr><td>16/10/2025</td><td>RCS Plants Ltd</td><td>£642.54</td></tr><tr><td>16/10/2025</td><td>Flying Colours & One Stop Promotions</td><td>£843.78</td></tr><tr><td>16/10/2025</td><td>Screwfix Ltd</td><td>£38.58</td></tr><tr><td>16/10/2025</td><td>RNR Traffic Management</td><td>£2,328.00</td></tr><tr><td>16/10/2025</td><td>PAM Print Consultants</td><td>£50.00</td></tr></table>	Date	Payee	Total	01/10/2025	Lloyds Corporate Card, Bank Charges	£3.00	06/10/2025	Mediline Consultants	£125.00	15/10/2025	EE	£43.20	16/10/2025	RCS Plants Ltd	£642.54	16/10/2025	Flying Colours & One Stop Promotions	£843.78	16/10/2025	Screwfix Ltd	£38.58	16/10/2025	RNR Traffic Management	£2,328.00	16/10/2025	PAM Print Consultants	£50.00
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	16/10/2025	Drummer Remembrance Parade	£100.00
	16/10/2025	Cannock Chase District Council	£745.70
	16/10/2025	Staffordshire First Aid Group	£100.00
	22/10/2025	Administration Costs	£3,621.37
	31/10/2025	Service Charge	£8.10
	31/10/2025	Drummer Remembrance Parade	£130.00
	31/10/2025	Lloyds Corporate Card, Events	£75.94
	Total		£8,855.21
11/25/126.3	Council noted the bank reconciliation up to 31 st October 2025		
	Reserves Brought Forward 1 st April 2025		£135,562.93
	Income		£127,413.26
	Payments		£90,842.27
	Balance as per bank statement 31 st October 2025		£172,133.92
11/25/126.4	Council noted the Community Infrastructure Levy receipt for 2025, £4,140.89.		
11/25/127.0	Audit & Governance Committee		
11/25/127.1	Council noted the draft minutes from the Audit & Governance committee meeting on Wednesday, 23 rd October 2025 and the actions therein.		
11/25/127.2	Council to discuss and approve the budget for 2026/27		
	Resolved: Council agreed the precept demand of £125,602, being a 4% increase for 2026/27.		
	Proposed: Cllr P Theodorou Seconded: Cllr C Harborow		
11/25/127.3	Council agreed on Earmarked Reserves 2026/27		
	Community Infrastructure Levy £7,312.74		
	Parish Maintenance £5,000		
	Election Costs £4,500		
	Proposed: Cllr C Harborow Seconded: Cllr A Beach		
11/25/128.0	Police Report		
11/25/128.1	Council noted the Police Report 01/09/2025 – 30/09/2025		
	• 5 incidents of ASB at different location. • 3 incidents of ASB at same location. • No Burglaries reported. • No thefts of motor vehicles reported. • No shoplifting reported. • No incidents of Criminal Damage. • 2 Transport related incidents.		
11/25/128.2	Council noted the Police Report 01/10/2025 – 30/10/2025		
	• 4 incidents of ASB. • 1 Burglary reported. • 2 Theft of motor vehicles reported. • 2 Vehicle crime incidents. • 0 shoplifting reported. • 2 incidents of Criminal Damage. • 1 Transport related incidents.		
11/25/128.3	Council noted the response from the Police Commissioner regarding the lack of information received on the monthly police reports.		
11/25/128.4	Council noted the Chase Rural data.		
	Council would like to respond to the Police Commissioner and request further information on the 17 violence and sexual offences that occurred in August 2025.		

11/25/129.0 11/25/129.1	Planning Committee Council noted the planning applications received that the committee considered. <table><tr><th>Application Number</th><th>Date</th><th>Location</th><th>Description</th><th>Comments</th></tr><tr><td>CH/25/0296</td><td>10/10/2025</td><td>21 John Street, WS12 0FT</td><td>Two-storey rear extension.</td><td>No objection</td></tr><tr><td>CH/25/0298</td><td>13/10/2025</td><td>9 Partridge Close, WS11 7LA</td><td>Garage conversion</td><td>No objection</td></tr><tr><td>CH/25/0302</td><td>14/10/2025</td><td>21 Rochester Way WS12 3YH</td><td>Retrospective rear garden play area</td><td>Concerned with neighbours' privacy.</td></tr></table>	Application Number	Date	Location	Description	Comments	CH/25/0296	10/10/2025	21 John Street, WS12 0FT	Two-storey rear extension.	No objection	CH/25/0298	13/10/2025	9 Partridge Close, WS11 7LA	Garage conversion	No objection	CH/25/0302	14/10/2025	21 Rochester Way WS12 3YH	Retrospective rear garden play area	Concerned with neighbours' privacy.
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11/25/129.2	Council noted the planning decisions received from Cannock Chase District Council. <table><tr><th>Application Number</th><th>Date</th><th>Location</th><th>Description</th><th>Comments</th></tr><tr><td>CH/25/0280</td><td>14/10/2025</td><td>153 Hill Street, WS12 2DW</td><td>Application for a lawful development certificate for the change of use from Class C3(a) to Class C2 to provide a care home for up to three children</td><td>Granted</td></tr><tr><td></td><td>10/07/2025</td><td>206 Cannock Road, WS12 3HF</td><td>Prior approval for the erection of a single-storey rear extension</td><td>No objection. 09/25/84.1 Granted 28/10/2025</td></tr></table>	Application Number	Date	Location	Description	Comments	CH/25/0280	14/10/2025	153 Hill Street, WS12 2DW	Application for a lawful development certificate for the change of use from Class C3(a) to Class C2 to provide a care home for up to three children	Granted		10/07/2025	206 Cannock Road, WS12 3HF	Prior approval for the erection of a single-storey rear extension	No objection. 09/25/84.1 Granted 28/10/2025					
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11/25/130.0	Open Spaces Council received the photographic list of work completed during the month. - Weeding along Sidon Hill Way. - Corner of Asquith Drive, large tree cut back. - Cut back bushes on Asquith Drive. - Grass cutting and tidy up over Arthur Street play area and park. - All planters filled with winter bedding plants. - Bushes cut back on Knighton Road. Councillors had been asked to identify areas within the Parish that required the length man to attend to. All Council owned grit bins needed refilling, the grit bin on Arthur Street needed strimming around, a tree on Freemantle Drive needed overhanging trees strimming and the alley behind St John's could do with clearing.																				
11/25/131.0	Events Committee Council to review Remembrance Sunday Services in Wimblebury and Heath Hayes. Both services had been well attended, timings had run extremely smoothly, but it had been very unfortunate that a technical fault had occurred with the new generator, resulting in most people being unable to hear the service at the gates. The Council suggested an ex-serviceman to do a reading. The pavement around the gates needed barriers to give more space, and a stage to assist with visibility had been suggested.																				

	Council had been notified of the next 2 Council events and asked for volunteers. Christmas Fayre 22nd November 12-3pm, Council agreed to change the venue to the CONS Club, Heath Hayes due to a great success of stalls been involved it was deemed unsafe to hold the event at Wimblebury Community Centre as it would cause health and safety issues. Christmas Parade 6th December, meet at Wimblebury Community Centre at 3.40pm. Volunteers would be required to dress the float on the Saturday morning.
11/25/132.0	Data Protection Policies
11/25/132.1	Council reviewed and approved the following policies.
	Privacy Policy
	Proposed: Cllr C Harborow Seconded: Cllr V Davies
11/25/132.2	Data Breach Policy
	Proposed: Cllr A Beach Seconded: Cllr C Harborow
11/25/132.3	Consent form
11/25/132.4	Nalc Data Retention advice notes
11/25/132.5	Retention of Documents Policy
	Proposed: Cllr C Harborow Seconded: Cllr V Davies
11/25/132.6	Quote to shred all old Council documents in line with the retention policy.
	Resolved: Baroco Limited
	Proposed: Cllr J Hill Seconded: Cllr V Davies
11/25/133.0	Council Christmas Tree
11/25/133.1	Council considered purchasing a Christmas Tree to be sited on Library land.
	Resolved: to purchase a 12ft Christmas Tree from Treeway Fencing.
	Proposed: Cllr V Davies Seconded: Cllr Wilson
11/25/133.2	Council to consider purchasing Christmas lights to decorate the tree.
	Resolved: to purchase 2000 LED lights from Screwfix
	Proposed: Cllr V Davies Seconded: Cllr L Wilson
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.
	Resolved: Cllr P Theodorou would like to enquire further into the position. Councillors would like to request that the trustees of the Community Centre consider installing CCTV on the premises.
11/25/136.0	Items for Information or Future Agendas
11/25/137.0	Date of Next Meeting - Council Meeting Wednesday, 10th December 2025

Meeting ended at: 7.30pm

Signed:

Dated: