



Heath Hayes and Wimblebury Parish Council

Minutes of the Full Council meeting held at Hayes Green Community Centre at 6.30pm on Wednesday 11th December 2024

PRESENT

Councillors	Aston (E)	Aston (J)	Beach (Part)	Bernard (Chair)
	Davies (Part)	Harborow (Part)	Harper (Part)	Hill
	Preece	Whorton	Wilson	

In attendance: Mrs S Buxton – Parish Clerk
4 prospective councillors

12/24/150.0 Apologies

Agreed to accept the apologies for Cllrs Hewitt and Theodorou

12/24/151.0 Declaration of personal & prejudicial interest in any item on the agenda

Cllrs J Aston and Wilson – Planning

Cllr Bernard – Hayes Green Community Centre

12/24/152.0 To receive any requests for dispensation

None

12/24/153.0 Co-option of Councillors

Five applications have been received for the four vacancies

A secret ballot took place

Agreed that Andrea Beach (Hawkes Green), Vicky Davies (Old Heath Hayes), Chris Harborow (Hawkes Green) and Jason Harper (New Heath Hayes) be duly co-opted to the council

Cllrs Beach, Davies, Harborow and Harper completed their Declarations of Acceptance of Office and joined the meeting

12/24/154.0 Chair to close the meeting for public session

There were no members of the public present

12/24/155.0 Chair to re-open the meeting

12/24/156.0 Minutes of the last meeting

Proposed: Cllr J Aston; Seconded: Cllr Wilson

Agreed that the minutes of the meeting held on 13th November 2024 be signed as a true and correct record

12/24/157.0 Matters Arising

Student Volunteers - Cllr Bernard has a meeting with Kingsmead School re: supporting student volunteers in the summer this week – **Cllr Bernard to action**

Deer project – it was reported that the project to install deer on the islands had been cancelled and a motion proposing this had been received from three councillors

Poppy wreaths – the clerk notified the meeting that CCDC remove the wreaths in due course

Christmas – feedback

The chair reported that this had been cancelled due to the weather;

the clerk reported that the traffic management company would not be charging the council;

Proposed: Cllr Wilson; Seconded: Cllr Harper

Agreed that the selection boxes bought for the event would be distributed to the nurseries within the parish – **Cllr Wilson to action**

Proposed: Cllr Wilson; Seconded: Cllr J Aston

Agreed that the Lantern Parade in 2025 will take place on Saturday 6 December 2025 – **Clerk to book**

Councillors asked if CCDC could be contacted to see if the fee for the road closure could be carried forward to a future event – **Clerk to action**

12/24/158.0 Committee Memberships

Proposed: Cllr Wilson; Seconded: Cllr J Aston

Agreed that councillors would join committees as follows:-

Planning	Cllr Harborow
Open Spaces & Sustainability	Cllrs Harper, Hill, Whorton
Events, Youth, Community & Christmas	Cllrs Beach, Harborow, Davies
Audit & Governance	Cllrs Harper, Hill, Wilson

The council committee memberships are now as follows:-

Planning	Open Spaces & Sustainability	Events, Youth Community & Christmas	Audit & Governance
Cllrs:-	Cllrs:-	Cllrs:	Cllrs:
Bernard	E Aston	E Aston	J Aston
Harborow	J Aston	J Aston (V Chair)	Bernard (Chair)
Hewitt	Harper	Beach	Harper
Whorton	Hewitt	Davies	Hewitt
	Hill	Harborow	Hill
	Preece	Preece	Theodorou
	Whorton	Wilson (Chair)	Wilson

12/24/159.0 Committee Meetings

Minutes Events, Youth, Community and Christmas Committee held on 27th November 2024 – these will be presented to the next meeting as the version sent to councillors was incomplete

Minutes UKSPF Working Party held on 27th November 2024

Proposed: Cllr Wilson; Seconded: Cllr Harborow

Agreed that the minutes of the UKSPF Working Party held on 27th November 2024 be signed as a true and correct record

The chair reported that the lights on the library tree are lit by the parish council following prior agreement

The clerk reminded councillors that the UKSPF funding has to be spent by end of February 2025

12/24/160.0 Chair's Announcement and County Councillor Update

None

12/24/161.0 Clerk's Report

- Councillors were in receipt of the clerk's report
- Chase Matters – on line resident magazine being issued first week in December – deadline for copy 13 Nov
- Press release – Local Business strengthens position as industry lead thanks CCDC for UKSPF Funding
- Staffordshire Libraries – What's on in your library?
- Library News – November and December
- Support Staffs – details of support Staffs BCSE forums
- Breakthrough Communications – newsletter re: Communications and Compliance
- Stolen vehicle – Norton Canes area
- Burglaries – Woodfield Way and Albany Drive
- New Road Crime Teams have arrested 70+ people and recovered 19+ stolen vehicles in first month
- Criminal damage to vehicle in Eagle Grove
- Report re: increase in tool thefts, particularly from vans
- Launched a team focussing on rural communities
- Opportunity to take part in Neighbourhood Watch survey

12/24/162.0 Police Report – 5 to 28 November 2024

Vehicle Crime – 7 incidents

5/11/24	Hemlock Ind Park Est – keyless theft, vehicle removed on back of a white pickup
12/11/24	Peregrine Way – vehicle set alight
20/11/24	Hednesford Road – 4 motorbike riders, without helmets, wearing balaclavas and no lights – driving towards Five Ways Island, overtook vehicle which was clipped during incident
23/11/24	Woodford Way – lock of campervan damaged
24/11/24	Bank St car park – driver side quarter panel window smashed
25/11/24	Arthur Street – side window smashed overnight and ignition tampered with
28/11/24	Elder Close – 2 young males, stole car off driveway which was left unattended with keys in ignition and engine running to defrost windows

Burglary – 3 incidents

12/11/24	Albany Drive
12/11/24	Woodford Way

23/11/24 Charterfield Drive

Criminal Damage – 1 incident

17/11/24 Damage by previous tenants and multiple police raids

Drugs – 1 incident

12/11/24 Driver stopped due to driving manner – positive drug swipe

Agreed to note the contents of the police report

12/24/163.0 Finance

Finance Report and Bank Reconciliation to 30 November 2024

Proposed: Cllr Wilson; Seconded: Cllr Aston

Agreed to approve the finance report and bank reconciliation to 3 November 2024 below.

	Actual 2024/25 To Date	Budget 2024/25 Total	Apr-Jun	Jul-Sep	Oct	Nov
Income						
Precept	£116,127	£116,127	£58,064	£0	£58,064	£0
VAT Recovered	£2,185	£2,000	£2,185	£0	£0	£0
Street lights	£83	£0	£83	£0	£0	£0
TOTAL INCOME	£118,395	£118,127	£60,332	£0	£58,064	£0
Expenditure – Admin						
VAT on Payments	£823	£0	£443	£157	£62	£3
Staff costs	£37,015	£59,880	£9,384	£11,111	£4,430	£3,399
Staff Travel Exp	£153	£100	£22	£63	£5	£0
Clerk - Training	£45	£200	£0	£0	£45	£0
Payroll	£406	£220	£0	£203	£0	£0
Phone/Broadband	£176	£350	£36	£54	£16	£16
Post/Stationery etc	£691	£450	£558	£38	£57	£0
IT Software/mntnce	£337	£1,000	£51	£98	£90	£0
Newsletter/adverts	£0	£5,000	£0	£0	£0	£0
Office/room rental	£0	£4,400	£0	£0	£0	£0
Office 365/email	£69	£500	£69	£0	£0	£0
Web Hosting	£50	£100	£50	£0	£0	£0
Insurance	£1,805	£2,200	£0	£0	£1,805	£0
Subscriptions	£2,856	£1,200	£0	£1,314	£229	£0
SLCC	£0	£300	£0	£0	£0	£0
ChasewaterFriends	£0	£25	£0	£0	£0	£0
Audt fees	£512	£1,050	£500	£6	£0	£0
Bank Charges	£86	£180	£27	£21	£9	£8
Election Costs	£0	£4,500	£0	£0	£0	£0
Chair Allowance	£0	£500	£0	£0	£0	£0
Councillor Training	£0	£500	£0	£0	£0	£0
Miscellaneous	£31	£150	£31	£0	£0	£0
Comm Invest Levy	£333	£0	£333	£0	£0	£0
	£45,389	£82,805	£11,505	£13,065	£6,749	£3,426
Expenditure Servs Support						
HG Comm Hall	£14,000	£11,600	£0	£7,000	£0	£0

Cannel Mount Parish	£550	£2,000	£550	£0	£0	£0
Maintenance	£1,009	£4,000	£719	£141	£9	£0
Highways Projects	£0	£5,000	£0	£0	£0	£0
S.144 Events	£1,829	£7,000	£918	£455	£0	£0
Christmas Lights	£149	£4,000	£55	£0	£94	£0
S137 Dons/Grants	£9,000	£9,000	£9,000	£0	£0	£0
	£26,537	£42,600	£11,242	£7,596	£103	£0
Total Expenditure	£71,926	£125,405	£22,747	£20,660	£6,852	£3,426
Surplus/Deficit	£46,469	-£7,278	-£3,820	-£3,468	£51,212	-£3,426
Reserves B/F	£102,531		£143,935	£122,923	£119,455	£170,667
Reserves C/F	£102,531	-£7,278	£140,115	£119,455	£170,667	£167,240

Bank Reconciliation - 30/11/2024

Unity Trust Bank

	£
Bank Balance per Statement	£167,240.28
Reserves B/F	£170,666.66
Receipts	£0.00
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	£170,666.66
Less: Payments	£3,426.38
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Cash Book bank balance	£167,240.28

12/24/163.1 Payments to be made*Proposed: Cllr Wilson; Seconded: Cllr Aston***Agreed** that the payments listed below be approved for payment

ESPO	Stationery	£45.48
CCDC	Road Closure – Remembrance	£362.00
D Woodward	Drummer – Remembrance	£130.00
S Buxton	Expenses – wreaths, paper, post, gloves, paint	£746.27
Treeway	2 Christmas trees	£330.00
Treeway	5 sheets of ply	£119.40
CCDC	Road closure – Christmas	£362.00
XS Events	PA System – Remembrance	£540.00
A Footman	Expenses – travel, petrol, oil	£32.59
Npower	Christmas lights – standing charge	£59.58
Staff	Salaries/pension	£644.32

12/24/163.2 Payments made since the last meeting

Lloyds	Bank and card charges	£11.28
Staff	Salaries and pension	£3,392.85

12/24/163.3 Bank Mandate

Proposed: Cllr Wilson; Seconded: Cllr Bernard

Agreed that Cllrs Davies and Harborow be added to the bank mandate as both signatories and online approvers

The bank mandate is now as follows:-

Name	Signatory	Online
J Aston	Y	View and authorise
J Bearnard	Y	View and authorise
S Buxton	N	View and submit
V Davies	Y	View and authorise
C Harborow	Y	View and authorise
A Hewitt	Y	View and authorise – <i>to be removed</i>
P Hewitt	Y	View and authorise
P Theodorou	Y	Needs to phone bank personally to unlock access

12/24/163.4 Budget 2025/26

The councillors were in receipt of detailed budget preparation papers

Clerk's laptop

Proposed: Cllr Wilson; Seconded: Cllr Davies

Agreed that the council purchase a new laptop and additional monitor for the clerk

Hayes Green Community Centre

Following a discussion on Community Centre funding,

Proposed: Cllr Harborow; Seconded: Cllr Whorton

Agreed to increase the grant to the Community Centre to £18,000

Communication Officer, Website, IT - costs for these had been included in the budget and they were two items to be discussed in full at the January meeting. The meeting felt that looking at a single supplier for emails, website, back up, IT support etc offered several benefits to the council

Budget

Proposed: Cllr J Aston; Seconded: Cllr Hill

Agreed to approve the budget presented to the council as adjusted during the meeting

Precept

Proposed: Cllr Harborow; Seconded: Cllr Preece

Agreed to set the Precept at £127,177 for the year 2025/26

12/24/163.5 UKSPF Funding

The current situation is:-

- Hedgetrimmer – received £108
- Two dog bag dispensers - ordered £500
- Two grit bins – to order – estimate £1,000
- SID on Hemlock Way – opposite McDonalds – currently obtaining the relevant permissions £3,800
- Three new bus shelters – currently obtaining relevant permissions £12,600
- Plants for planters – order to be placed before deadline £500

Ideas going forward are:-

- 5 Christmas lights for Wimblebury
- Survey for lights at Wimblebury
- Generator

Proposed: Cllr Wilson; Seconded: Cllr J Aston

Agreed that the council will purchase a generator, something like a Honda 4 stroke generator and Cllr Harborow will assist with the specification

12/24/163.6 Grants

The clerk clarified that the grant process would operate as per previous years, and begin in the new year

12/24/164.0 Website, IT and emails

There are significant issues with the council's website, emails and IT, including a website which doesn't meet the current accessibility guidelines and cannot be easily be amended; two email domains and lack of IT support and back up

Agreed to discuss this at the January meeting

12/24/165.0 Council Administration

Issues raised by Cllr Theodorou – a number of issues relating to the clerk's administration of council business had been raised immediately prior to the October meeting and requested as an agenda item by Cllr Theodorou. The item has now been on two meeting agendas, but Cllr Theodorou has been unable to attend to explain his concerns.

Proposed: Cllr Hill; Seconded: Cllr Bernard

Agreed that the council did not accept that there were any issues with regards to the clerk's administration of council business. If a councillor has issues that need to be discussed, the public arena is not the appropriate place and they should be discussed with the chair first. The council agrees this matter has now been discussed and closed and will be removed from future agendas

12/24/165.1 Publication of Minutes

Minutes are published on the website when the links are working, but a request has been received for them to be also included on noticeboards. None of the council noticeboards, have capacity for the minutes to be displayed

Agreed that a copy of the signed minutes will be made available in the library for the public to access

12/24/166.0 Finger Post – Five Ways Island

The clerk reported that she had not had time to contact SCC re: the finger post, but will do so for the next meeting

12/24/167.0 Planning

Agreed to note the following planning applications

CH/24/318	51 Wimblebury Road, Heath Hayes	Single storey rear extension
CH/24/319	5 Keys Park Road, Littleworth	Application for the proposed lawful development of a single storey rear

		extension following demolition
CH24/327	10 Buckingham Place, Heath Hayes	Erection of a two storey side and single storey rear extension

12/2
4/16

8.0 Items for future meetings

- Facebook
- Communications Officer
- Newsletter

12/24/169.0 Date of next meeting

Agreed that the next meeting be held on Wednesday 8th January 2025

12/24/170.00 Exclusion of the public

The public to be excluded because of the likely disclosure of exempt information as defined in Public Bodies (Admissions to Meetings) Act 1960 Section 2

There being no other business the chair declared the meeting closed