



Heath Hayes and Wimblebury Parish Council

Minutes of the Full Council meeting held at Hayes Green Community Centre
at 6.30pm on Wednesday 8th January 2025

PRESENT

Councillors	E Aston	J Aston	Beach	Davies
	Harborrow	Harper	Hill	Preece
	Theodorou	Whorton	Wilson (Chair)	

In attendance: Mrs S Buxton – Parish Clerk

1/25/176.0 Apologies

Agreed to accept the apologies of Cllr Bernard

1/25/177.0 Declaration of personal & prejudicial interest in any item on the agenda

Cllr J Aston and Wilson declared an interest in planning

1/25/178.0 To receive any requests for dispensation

None

1/25/179.0 Chair to close the meeting for public session

There were no members of the public present

1/25/180.0 Chair re-opened the council meeting

1/25/181.0 To consider minutes of the meeting held on 11th December 2024

Proposed: Cllr J Aston; Seconded: Cllr Harper

Agreed that the minutes of the meeting held on 11th December 2024, be signed as a true and correct record

1/25/182.0 Matters arising

1/25/182.1 Insurance – Cllr Theodorou asked the clerk to look through the past minutes for his questions re: insurance and to report to the next meeting

1/25/182.2 Council administration – Cllr Theodorou queried the minute relating to Council administration although he was not present

1/25/182.3 .gov.uk domain - Cllr Theodorou queried why the delay on moving to a .gov.uk

domain. This item is on the agenda later

1/25/182.4 Student volunteers - this will be carried forward to the next meeting when Cllr Bernard will be able to report

1/25/182.5 Christmas lights/decorations – feedback was positive. The library tree lights had not been working initially because the timer inside the library had been switched off, so the council will receive an invoice for this call out

1/25/183.0 Committee meetings

1/25/183.1 Events, Youth, Community and Christmas- the minutes had been circulated again as the copy sent out with the December agenda was incomplete

1/25/184.0 Chair's Announcements and County Councillor Update

Cllr Hewitt reported on the council's gritting schedule

1/25/185.0 Clerk's report

Councillors were in receipt of the Clerk's report. She drew their attention:-

- Two trees have come down in Cannel Mount – ***the Clerk to arrange removal***
- Flagpole at Community Centre has broken – ***the Clerk will arrange a replacement***

1/25/186.0 Police Report

None received

1/25/187.0 Finance

1/25/187.1 Finance report and bank reconciliation to end of December- the clerk asked for this to be carried forward to the next meeting due to a shortage of time to prepare

1/25/187.2 Payments to be made

6/1/25 Lite Ltd Christmas lighting in Heath Hayes and Norton Canes £3,732.00
Recharge to be made to Norton Canes for their share

1/25/187.2 UKSPF – the council discussed a number of projects to be set against UKSPF Funding which need to be actioned as soon as possible to meet the funding deadline

Proposed: Cllr Davies; Seconded: Cllr J Aston

Agreed that the council would spend it's UKSPF funding as follows:-

Quantity	Supplier	Description	Location	Estimated cost
5	To be decided	Christmas lights in Wimblebury – testing lamp posts, installing connection boxes and purchase of lights	Wimblebury	£4,000
1	To be decided	Generator	HH & W	£1,000
-	Assorted	VE 80 th Anniversary Carnival – items for event, including stage, toilets, inflatables, free items for children, decorations and memorabilia	Heath Hayes Park	£5,800
2	Glasdon/Amazon	Grit bins		

1/25/188.0 Website, IT and emails provision

1/25/188.1 Website - the clerk reported that she had obtained a report about the accessibility of our current website, which showed 514 errors and 358 alerts.

Proposed: Cllr Theodorou; Seconded: Cllr J Aston

Agreed that the report be sent to our current website provider, Design 380, for their comment and to ask them about actions to bring the website up to the current accessibility standards

1/25/188.2 Emails – Cllr Theodorou requested that we contact Design 380 to enquire if they can provide our email services

Proposed: Cllr Wilson; Seconded: Cllr J Aston

Agreed that the clerk contact Design 380 re: hosting of domain and emails for the council

1/25/188.3 IT – the clerk drew the council's attention to the various aspects of IT provision that do need addressing including:- email management; licences for Clerk and councillors; back up of data; IT support; along side the website, emails and domain name. At the last meeting the council acknowledged the benefits of provision of all services from one supplier

1/25/189.00 Facebook purpose

This will be carried forward to the next meeting, when the Facebook policy would be available

1/25/190.00 Communications Officer

Discussion took place on pension provision, requirement for DBS check, exact role, will they deputise for the clerk, who will provide content for the newsletter etc.

It was noted that the Job Description requires face to face camera experience and it was felt this should be removed

Agreed the clerk amend the job description and advertise the vacancy

1/25/191.0 Newsletter

The issue of who will provide copy was discussed

1/25/192.0 Finger Post – Five Ways Island

Cllr Harbrow had submitted a Freedom of Information request about the finger post. The clerk hadn't had a chance to contact SCC yet, but will do so

1/25/193.0 Planning

None

1/25/194.0 Date of next meeting

Agreed that the next meeting be held on Wednesday 5th February 2025 at 6.30pm

1/25/195.0 Exclusion of the Public

Agreed that 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 at 7.45pm