

# Heath Hayes & Wimblebury Parish Council

## Meeting of the Parish Council Held at Hayes Green Community Centre Wednesday, 10<sup>th</sup> December 2025, 6.30pm

**Present:** Cllr A Beach, D Cecil, V Davies, C Harborow, P Hewitt, P Theodorou

**In Attendance:**

Parish Clerk: Mrs L Bowman

Communications & Events Officer: Mrs R Finney-Edwards

Members of Public: 1

| Minute Number                             | Item  |
|---|---|
| 12/25/138.0                               | <b>Elect Chair</b><br>Council to elect Chair of the Meeting.<br>Proposed: Cllr P Hewitt Seconded: Cllr D Cecil<br>Resolved: to elect Cllr V Davies as Chair for this meeting only.  |
| 12/25/139.0                               | <b>Apologies</b><br>Apologies received from Cllr E Aston, J Aston, J Harper & L Wilson.<br>No apology received from Cllr J Hill & B Whorton.  |
| 12/25/140.0                               | <b>Declaration of personal &amp; prejudicial interest in any item on the agenda</b><br>None.  |
| 12/25/141.0                               | <b>To receive requests for dispensation</b><br>None.  |
| 12/25/142.0                               | <b>Public Participation</b><br>None.  |
| 12/25/143.0                               | <b>To Approve the Minutes of the meeting held on the 12<sup>th</sup> November 2025</b><br>The minutes of the meeting held on the 12 <sup>th</sup> November 2025 were approved as a true record.<br>Proposed: Cllr C Harborow Seconded: Cllr A Beach         |
| 12/25/144.0                               | <b>Chair's Announcements &amp; County Council's update</b><br>The Chair would like to thank the Communications Officer for all of their hard work relating to the Christmas Events.   |
| 12/25/145.0<br>12/25/145.1<br>12/25/145.2 | <b>Co-option</b><br>Council considered the co-option application.<br>Proposed: Cllr D Cecil Seconded: Cllr C Harborow<br>Resolved: to co-op Simon Cotter as Councillor for the Wimblebury Ward.<br>The declaration of acceptance of office had been signed. |
| 12/25/146.0                               | <b>Clerks Report</b><br>Council considered and noted the Clerk's Report. <ul style="list-style-type: none"><li>Speed Indicator Data<br/>Bottom of Brickworks Road<br/>Top of Brickworks Road<br/>Heath Way<br/>John Street</li></ul>                        |

|  | <ul style="list-style-type: none"> <li>Correspondence<br/>Police Commissioner regarding the Chase Rural chart, Council had been directed to the Staffordshire Police website or the Police.uk site.<br/>SPCA's membership fees.<br/>Briefing for Town &amp; Parish Council Agenda and minutes.<br/>Support Staffordshire courses.</li> </ul>  |   |  |              |             |                               |   |  |                                |  |              |  |           |            |                                      |         |            |                         |           |            |                |        |       |  |           |
|--|---|---|--|--------------|-------------|-------------------------------|---|--|--------------------------------|--|--------------|--|-----------|------------|--------------------------------------|---------|------------|-------------------------|-----------|------------|----------------|--------|-------|--|-----------|
| <b>12/25/147.0</b>   | <b>Income &amp; Payments</b>  |   |  |              |             |                               |   |  |                                |  |              |  |           |            |                                      |         |            |                         |           |            |                |        |       |  |           |
| 12/25/147.1  | Council noted the payments since the last report that had been authorised by the audit and governance committee, and the monthly finance report.  |   |  |              |             |                               |   |  |                                |  |              |  |           |            |                                      |         |            |                         |           |            |                |        |       |  |           |
|  | <table border="1"> <thead> <tr> <th>Date</th> <th>Payee</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>17/11/2025</td> <td>EE</td> <td>£43.20</td> </tr> <tr> <td>17/11/2025</td> <td>RNR Traffic Management Limited</td> <td>£1,953.00</td> </tr> <tr> <td>17/11/2025</td> <td>Staffordshire Parish Council Association</td> <td>£42.00</td> </tr> <tr> <td>17/11/2025</td> <td>Burntwood Community First Responders</td> <td>£292.00</td> </tr> <tr> <td>21/11/2025</td> <td>Administration Expenses</td> <td>£4,473.01</td> </tr> <tr> <td>30/11/2025</td> <td>Service Charge</td> <td>£11.10</td> </tr> <tr> <td>Total</td> <td></td> <td>£6,814.31</td> </tr> </tbody> </table> | Date  | Payee  | Total        | 17/11/2025  | EE                            | £43.20  | 17/11/2025   | RNR Traffic Management Limited | £1,953.00  | 17/11/2025   | Staffordshire Parish Council Association | £42.00    | 17/11/2025 | Burntwood Community First Responders | £292.00 | 21/11/2025 | Administration Expenses | £4,473.01 | 30/11/2025 | Service Charge | £11.10 | Total |  | £6,814.31 |
| Date   | Payee   | Total   |  |              |             |                               |   |  |                                |  |              |  |           |            |                                      |         |            |                         |           |            |                |        |       |  |           |
| 17/11/2025   | EE  | £43.20  |  |              |             |                               |   |  |                                |  |              |  |           |            |                                      |         |            |                         |           |            |                |        |       |  |           |
| 17/11/2025   | RNR Traffic Management Limited  | £1,953.00   |  |              |             |                               |   |  |                                |  |              |  |           |            |                                      |         |            |                         |           |            |                |        |       |  |           |
| 17/11/2025   | Staffordshire Parish Council Association  | £42.00  |  |              |             |                               |   |  |                                |  |              |  |           |            |                                      |         |            |                         |           |            |                |        |       |  |           |
| 17/11/2025   | Burntwood Community First Responders  | £292.00   |  |              |             |                               |   |  |                                |  |              |  |           |            |                                      |         |            |                         |           |            |                |        |       |  |           |
| 21/11/2025   | Administration Expenses   | £4,473.01   |  |              |             |                               |   |  |                                |  |              |  |           |            |                                      |         |            |                         |           |            |                |        |       |  |           |
| 30/11/2025   | Service Charge  | £11.10  |  |              |             |                               |   |  |                                |  |              |  |           |            |                                      |         |            |                         |           |            |                |        |       |  |           |
| Total  |   | £6,814.31   |  |              |             |                               |   |  |                                |  |              |  |           |            |                                      |         |            |                         |           |            |                |        |       |  |           |
| 12/25/147.2  | Council noted the income received since the last report   |   |  |              |             |                               |   |  |                                |  |              |  |           |            |                                      |         |            |                         |           |            |                |        |       |  |           |
|  | <table border="1"> <thead> <tr> <th>Date</th> <th>Source</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>03/11/2025</td> <td>Christmas Fayre Stall holders</td> <td>£165.00</td> </tr> <tr> <td>17/11/2025</td> <td>Cannock Chase District Council</td> <td>£4,140.89</td> </tr> <tr> <td>Total</td> <td></td> <td>£4,305.89</td> </tr> </tbody> </table>   | Date  | Source   | Total        | 03/11/2025  | Christmas Fayre Stall holders | £165.00   | 17/11/2025   | Cannock Chase District Council | £4,140.89  | Total        |  | £4,305.89 |            |                                      |         |            |                         |           |            |                |        |       |  |           |
| Date   | Source  | Total   |  |              |             |                               |   |  |                                |  |              |  |           |            |                                      |         |            |                         |           |            |                |        |       |  |           |
| 03/11/2025   | Christmas Fayre Stall holders   | £165.00   |  |              |             |                               |   |  |                                |  |              |  |           |            |                                      |         |            |                         |           |            |                |        |       |  |           |
| 17/11/2025   | Cannock Chase District Council  | £4,140.89   |  |              |             |                               |   |  |                                |  |              |  |           |            |                                      |         |            |                         |           |            |                |        |       |  |           |
| Total  |   | £4,305.89   |  |              |             |                               |   |  |                                |  |              |  |           |            |                                      |         |            |                         |           |            |                |        |       |  |           |
| 12/25/147.3  | Council noted the bank reconciliation up to 30 <sup>th</sup> November 2025  |   |  |              |             |                               |   |  |                                |  |              |  |           |            |                                      |         |            |                         |           |            |                |        |       |  |           |
|  | <table border="1"> <tbody> <tr> <td>Reserves Brought Forward 1<sup>st</sup> April 2025</td> <td>£135,562.93</td> </tr> <tr> <td>Income</td> <td>£131,719.15</td> </tr> <tr> <td>Payments</td> <td>£97,656.58</td> </tr> <tr> <td>Balance as per bank statement 30<sup>th</sup> November 2025</td> <td>£169,625.50</td> </tr> </tbody> </table>  | Reserves Brought Forward 1 <sup>st</sup> April 2025 | £135,562.93  | Income       | £131,719.15 | Payments                      | £97,656.58  | Balance as per bank statement 30 <sup>th</sup> November 2025 | £169,625.50                    |  |              |  |           |            |                                      |         |            |                         |           |            |                |        |       |  |           |
| Reserves Brought Forward 1 <sup>st</sup> April 2025          | £135,562.93   |   |  |              |             |                               |   |  |                                |  |              |  |           |            |                                      |         |            |                         |           |            |                |        |       |  |           |
| Income   | £131,719.15   |   |  |              |             |                               |   |  |                                |  |              |  |           |            |                                      |         |            |                         |           |            |                |        |       |  |           |
| Payments   | £97,656.58  |   |  |              |             |                               |   |  |                                |  |              |  |           |            |                                      |         |            |                         |           |            |                |        |       |  |           |
| Balance as per bank statement 30 <sup>th</sup> November 2025 | £169,625.50   |   |  |              |             |                               |   |  |                                |  |              |  |           |            |                                      |         |            |                         |           |            |                |        |       |  |           |
| 12/25/147.4  | Council to note agreed precept calculations.<br>A precept demand of £120,772 would cost a band D property £30.27 per year.  |   |  |              |             |                               |   |  |                                |  |              |  |           |            |                                      |         |            |                         |           |            |                |        |       |  |           |
| <b>12/25/148.0</b>   | <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.   |   |  |              |             |                               |   |  |                                |  |              |  |           |            |                                      |         |            |                         |           |            |                |        |       |  |           |
| <b>12/25/149.0</b>   | <b>Planning Committee</b>   |   |  |              |             |                               |   |  |                                |  |              |  |           |            |                                      |         |            |                         |           |            |                |        |       |  |           |
| 12/25/149.1  | Council noted the planning application received that the committee considered.  |   |  |              |             |                               |   |  |                                |  |              |  |           |            |                                      |         |            |                         |           |            |                |        |       |  |           |
|  | <table border="1"> <thead> <tr> <th>Application Number</th> <th>Date</th> <th>Location</th> <th>Description</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>CH/25/0320</td> <td>05/11/2025</td> <td>1 Carlton Close<br/>WS12 3TF</td> <td>Relocation of the side garden wall and gate to improve access.</td> <td>No objection</td> </tr> </tbody> </table>  | Application Number                                  | Date   | Location     | Description | Comments                      | CH/25/0320  | 05/11/2025   | 1 Carlton Close<br>WS12 3TF    | Relocation of the side garden wall and gate to improve access. | No objection |  |           |            |                                      |         |            |                         |           |            |                |        |       |  |           |
| Application Number   | Date  | Location  | Description  | Comments     |             |                               |   |  |                                |  |              |  |           |            |                                      |         |            |                         |           |            |                |        |       |  |           |
| CH/25/0320   | 05/11/2025  | 1 Carlton Close<br>WS12 3TF                         | Relocation of the side garden wall and gate to improve access. | No objection |             |                               |   |  |                                |  |              |  |           |            |                                      |         |            |                         |           |            |                |        |       |  |           |
| 12/25/149.2  | Council noted the planning decisions received from Cannock Chase District Council.  |   |  |              |             |                               |   |  |                                |  |              |  |           |            |                                      |         |            |                         |           |            |                |        |       |  |           |
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| Application Number   | Date  | Location  | Description  | Comments     |             |                               |   |  |                                |  |              |  |           |            |                                      |         |            |                         |           |            |                |        |       |  |           |
| CH/25/0298<br>Granted with conditions<br>25/11/2025          | 13/10/2025  | 9 Partridge Close<br>WS11 7LA                       | Garage conversion  | No objection |             |                               |   |  |                                |  |              |  |           |            |                                      |         |            |                         |           |            |                |        |       |  |           |

|                  |   |
|------------------|---|
|                  | When the demolition of the Prince of Wales Theatre goes to planning consultation, the Council would like to comment. A planning meeting would be called.  |
| <b>12/25/150</b> | <p><b>Open Spaces</b></p> <p>Council received the photographic list of work completed during the month.</p> <ul style="list-style-type: none"> <li>• Getting festive and tidying up of the wreaths at the memorial gates.</li> <li>• Old bench removed, ready for the new one.</li> <li>• Clean up outside Five Ways School.</li> <li>• Clean up around Freemantle Drive.</li> <li>• Clear alley behind St John's Church.</li> </ul>            |
| <b>12/25/151</b> | <p><b>Events Committee</b></p> <p>Council noted the draft minutes of the events committee meeting held on 19<sup>th</sup> November 2025, and to review the Christmas Fayre, Christmas Parade and Carol Service. The Christmas Fayre had received a great turnout but lacked Councillor support. The Christmas parade had been cancelled due to bad weather. The events committee would agree in the New Year a calendar of events for 2026.</p> |
| <b>12/25/152</b> | <p><b>Patient Participation Group</b></p> <p>Cllr Hewitt to inform the Council of the duties and benefits of the Patient Participation Group. The group offers support and refreshments for lonely carers in Heath Hayes. Council would invite them to apply for a grant.</p>   |
| <b>12/25/153</b> | <p><b>Canva Pro</b></p> <p>Council to agree to sign up to Canva Pro for 1 year.<br/>Proposed: Cllr P Hewitt Seconded: Cllr A Beach<br/>Resolved: to sign up to Canva Pro for 1 year.</p>  |
| <b>12/25/154</b> | <p><b>Newsletter</b></p> <p>Council to decide on newsletter size A4 or A5<br/>6000 off 36pp A5 stitched booklet 130g silk £1190<br/>6000 off A4 stitched booklet 130g silk £1446<br/>Proposed: Cllr D Cecil Seconded: Cllr A Beach<br/>Resolved: to publish the newsletter as A4</p>  |
| <b>12/25/155</b> | <b>Items for Information or Future Agendas</b>  |
| <b>12/25/156</b> | <p><b>Date of Next Meeting - Council Meeting, Wednesday 4<sup>th</sup> February 2026</b></p> <p>Council agreed to cancel January Meeting.</p>   |

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

**Confidential**

|                                 |  |
|---------------------------------|--|
| <b>12/25/157</b><br>12/25/157.1 | <p><b>Staffing Matters</b></p> <p>Council agreed to complete the Communications &amp; Events Officer probation period and receive the contracted increment rise in April 2026.</p> |
| <b>12/25/158</b>                | <p>Council agreed the Clerk's additional fee for arranging the Christmas lights in Heath Hayes &amp; Wimblebury.</p>   |

**Meeting ended at: 7.45pm**

**Signed: L Wilson**

**Dated: 4<sup>th</sup> February 2026**