

# Annual Council Meeting of Heath Hayes and Wimblebury Parish Council Held at Hayes Green Community Centre Wednesday 14<sup>th</sup> May 2025, 6.30 pm

**Present:** Cllr A Beach, V Davies, C Harborow, J Hill, P Theodorou, R Whorton & L Wilson.

**In Attendance:**

Locum Parish Clerk: Mrs L Bowman

District Cllr T Johnson

3 Representatives from Taylor Wimpey

Members of Public: 4

Minute Number	Item
05/25/1.0	<b>Election of Chair for the 2025/26 Municipal Year</b> <b>Cllr L Wilson</b> Proposed: Cllr V Davies                      Seconded: Cllr J Hill The majority agreed. Resolved: To elect Cllr L Wilson as Chair.
05/25/1.1	Signing of Declaration of Acceptance of Office of Chair Cllr L Wilson signed the Declaration of Acceptance of Office of Chair.
05/25/2.0 05/25/2.1	<b>Election of Vice Chair for the 2025/26 Municipal Year</b> <b>Cllr J Aston</b> Proposed: Cllr C Harborow                      Seconded: Cllr J Hill The majority agreed. Resolved: To elect Cllr J Aston as Chair.
05/25/3.0	<b>Apologies</b> Apology Received from Cllr P Hewitt, J Preece, E Aston & J Aston. No apology received from Cllr J Harper.
05/25/4.0	<b>Declaration of personal &amp; prejudicial interest in any item on the agenda</b> None.
05/25/5.0	<b>To receive requests for dispensation</b> None.
05/25/6.0	<b>Cllr T Johnson gave a presentation regarding devolution.</b> The Government had set out plans for how they'd like to move powers from central to local government across England and local authorities had been asked to put forward proposals for consideration. A proposal to split the County into two Unitary Authorities (South Staffordshire and North Staffordshire). He explained the options in the white paper and the decisions to be made. He advised as leader of the Council he had recommended to opt for the Southern Staffordshire combined authority option which would include the 6 Council areas of Cannock Chase DC, Lichfield DC, Tamworth BC, East Staffs BC, South Staffs DC and Stafford BC. The Government will have the final say on the proposal that is taken forward. The Parish Council may be asked to take on extra powers with an enhanced role.

05/25/6.1	<p><b>Discussion with representatives(s) from Taylor Wimpey regarding the proposed development on Wimblebury Road.</b></p> <p>Taylor Wimpey discussed the plans and feedback from the recent consultation. Taylor Wimpey is the largest housebuilder in the UK. Cannock Chase District Council had identified the draft housing allocation in the local plan. A planning application for 400 dwellings, was being prepared with 20% designated as affordable homes and shared ownership, along with a mix of other housing sizes.</p> <p>The Wimblebury Road relief road would be a fundamental part of the plan, alleviating congestion at Five Ways Island. There will be one point of access on the Wimblebury Road to serve around 100 houses. The site is classified as flood zone 1, the lowest category of risk, as confirmed by the Environment Agency. Taylor Wimpey addressed the questions from the Councillors and residents.</p>
05/25/7.0	<p><b>Public Participation</b></p> <p>None.</p>
05/25/8.0	<b>Chair to re-open the council meeting.</b>
05/25/9.0	<p><b>To Approve the Minutes of the meetings held on the 2<sup>nd</sup> April 2025</b></p> <p>The meeting minutes held on the 2<sup>nd</sup> April 2025 were approved as a true record. Proposed: Cllr C Harborow    Seconded: Cllr J Hill</p>
05/25/10.0	<p><b>Chair's Announcements &amp; County Council's update</b></p> <p>No update.</p>
05/25/11.0	<p><b>To agree on Meeting Dates for the 2025/26 Municipal Year</b></p> <p>Council agreed to the Meeting Dates for the 2025/26 Municipal Year. Proposed: Cllr V Davies    Seconded: Cllr C Harborow</p>
05/25/12.0	<b>To agree on Committees and Members for the 2025/26 Municipal Year</b>
05/25/12.1	Council agreed with the members for each committee:
05/25/12.2	<b>Planning:</b> Cllr Harborow, P Hewitt, B Whorton, V Davies.
05/25/12.3	<b>Events, Christmas Lights, Youth &amp; Community:</b> Cllr E Aston, N Aston, V Davies, C Harborow, J Hill, L Wilson.
05/25/12.4	Open Spaces & Sustainability Issues would be reported monthly to the Parish Council, all Councillors to report on work required around the Parish to the Clerk.
05/25/12.5	<b>Audit &amp; Governance:</b> Cllr A Beach, P Hewitt, P Theodorou, L Wilson.
05/25/12.6	<b>Human Resources:</b> Cllr Beach, V Davies, C Harborow & L Wilson.
05/25/13.0	<b>To appoint a representative to the District Council Standards Sub-Committee:</b> Cllr P Hewitt.
05/25/13.1	<p><b>Council reviewed and approved the Policies:</b></p> <p>Financial Regulations</p> <p>Council agreed on the Financial Regulations.</p>
05/25/13.2	<p>Standing Orders</p> <p>Council agreed on the updated Standing Orders.</p>
05/25/13.3	<p>Code of Conduct</p> <p>Council agreed on the Code of Conduct</p>
05/25/13.4	<p>Asset Register</p> <p>Council agreed on the updated Asset Register</p>
05/25/13.5	<p>Financial Risk Assessment</p> <p>Council agreed on the Financial Risk Assessment</p>
05/25/13.6	<p>Health &amp; Safety Policy</p> <p>Council agreed on the Health &amp; Safety Policy.</p>
05/25/13.7	<p>Lone Working Policy</p> <p>Council agreed on the Lone Working Policy.</p>
05/25/13.8	<p>Privacy Notice for Staff, Councillors &amp; Role Holders</p> <p>Council agreed on the Privacy Notice for Staff, Councillors &amp; Role Holders.</p>

05/25/13.9	General Privacy Notice for the Public Council agreed on the General Privacy Notice for the Public.																																																																																	
05/25/13.10	Data Breach Policy Council agreed on the Data Breach Policy.																																																																																	
05/25/13.11	Co-Option Policy The Council agreed on the Co-Option Policy, with an amendment that interested parties must attend a council meeting within the last six months.																																																																																	
05/25/13.12	Equal Opportunity Policy Council agreed on the Equal Opportunity Policy.																																																																																	
05/25/13.13	Safeguarding Children & Adults Policy Statement Council agreed on the Safeguarding Children & Adults Policy Statement.																																																																																	
05/25/13.14	Disciplinary Procedure Council agreed on the updated Disciplinary Procedure.																																																																																	
05/25/14.0	<b>Income &amp; Payments</b>																																																																																	
05/25/14.1	Council noted the Income received since the last monthly finance report. <table><tr><th>Date</th><th>Source</th><th>Total</th></tr><tr><td>14/04/2025</td><td>Cannock Chase District Council</td><td>£60,386.00</td></tr></table>	Date	Source	Total	14/04/2025	Cannock Chase District Council	£60,386.00																																																																											
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05/25/14.2	Council noted the payments since the last report that had been authorised by the audit and governance committee. <table><tr><th>Date</th><th>Payee</th><th>Total</th></tr><tr><td>08/04/2025</td><td>Heath Hayes Art Society</td><td>£500</td></tr><tr><td>08/04/2025</td><td>1<sup>st</sup> Heath Hayes Scouts</td><td>£800</td></tr><tr><td>08/04/2025</td><td>3<sup>rd</sup> Heath Hayes Brownies</td><td>£250</td></tr><tr><td>08/04/2025</td><td>Hayes Green Community Centre</td><td>£9,000</td></tr><tr><td>08/04/2025</td><td>Community First Responders</td><td>£500</td></tr><tr><td>08/04/2025</td><td>Friends of Heath Hayes Park</td><td>£500</td></tr><tr><td>08/04/2025</td><td>1<sup>st</sup> Heath Hayes Scouts</td><td>£200</td></tr><tr><td>08/04/2025</td><td>Heath Hayes Academy</td><td>£500</td></tr><tr><td>08/04/2025</td><td>Hayes Green Community Centre Office Rental</td><td>£4,500</td></tr><tr><td>08/04/2025</td><td>V Davies Catering</td><td>£267.33</td></tr><tr><td>08/04/2025</td><td>Chase Grandparents</td><td>£500</td></tr><tr><td>08/04/2025</td><td>Heath Hayes Library</td><td>£500</td></tr><tr><td>08/04/2025</td><td>Cannock Lions Club</td><td>£500</td></tr><tr><td>08/04/2025</td><td>2<sup>nd</sup> Valley Rangers</td><td>£250</td></tr><tr><td>08/04/2025</td><td>Community Life Church</td><td>£500</td></tr><tr><td>08/04/2025</td><td>Heath Hayes PCC</td><td>£500</td></tr><tr><td>08/04/2025</td><td>Five Ways Primary School PTFA</td><td>£500</td></tr><tr><td>08/04/2025</td><td>3<sup>rd</sup> Heath Hayes Rainbows</td><td>£250</td></tr><tr><td>08/04/2025</td><td>4<sup>th</sup> Heath Hayes Brownies</td><td>£250</td></tr><tr><td>08/04/2025</td><td>3<sup>rd</sup> Heath Hayes Guides</td><td>£250</td></tr><tr><td>08/04/2025</td><td>Cannock Chases Drama Society</td><td>£500</td></tr><tr><td>08/04/2025</td><td>SLCC</td><td>£102</td></tr><tr><td>15/04/2025</td><td>EE</td><td>£20.65</td></tr><tr><td>23/04/2025</td><td>Administration Expense</td><td>£3,843.69</td></tr><tr><td>30/04/2025</td><td>Service Charge</td><td>£8.25</td></tr><tr><td></td><td><b>Total</b></td><td><b>£25,491.92</b></td></tr></table>	Date	Payee	Total	08/04/2025	Heath Hayes Art Society	£500	08/04/2025	1 <sup>st</sup> Heath Hayes Scouts	£800	08/04/2025	3 <sup>rd</sup> Heath Hayes Brownies	£250	08/04/2025	Hayes Green Community Centre	£9,000	08/04/2025	Community First Responders	£500	08/04/2025	Friends of Heath Hayes Park	£500	08/04/2025	1 <sup>st</sup> Heath Hayes Scouts	£200	08/04/2025	Heath Hayes Academy	£500	08/04/2025	Hayes Green Community Centre Office Rental	£4,500	08/04/2025	V Davies Catering	£267.33	08/04/2025	Chase Grandparents	£500	08/04/2025	Heath Hayes Library	£500	08/04/2025	Cannock Lions Club	£500	08/04/2025	2 <sup>nd</sup> Valley Rangers	£250	08/04/2025	Community Life Church	£500	08/04/2025	Heath Hayes PCC	£500	08/04/2025	Five Ways Primary School PTFA	£500	08/04/2025	3 <sup>rd</sup> Heath Hayes Rainbows	£250	08/04/2025	4 <sup>th</sup> Heath Hayes Brownies	£250	08/04/2025	3 <sup>rd</sup> Heath Hayes Guides	£250	08/04/2025	Cannock Chases Drama Society	£500	08/04/2025	SLCC	£102	15/04/2025	EE	£20.65	23/04/2025	Administration Expense	£3,843.69	30/04/2025	Service Charge	£8.25		<b>Total</b>	<b>£25,491.92</b>
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05/25/14.4	Council noted the VAT amount to be reclaimed from April 2025: £2,172.67.															
05/25/15.0	<b>Annual Governance Statement &amp; Return</b>															
	Council to note and approve:															
05/25/15.1	<b>The internal auditor’s report for 2024/25.</b>															
	Council noted the comments within the internal auditors' report.															
05/25/15.2	<b>To review the annual governance statement as part of the annual return 2024/25, section 1 and consider the responses required.</b>															
	Council noted and approved the annual governance statement section 1.															
05/25/15.3	<b>To approve the annual return for 2024/25, section 2, accounting statements 2024/25.</b>															
	Council noted and approved the annual return for 2024/25, section 2 accounting statements 2024/25.															
05/25/15.4	<b>Notice of appointment of date for the exercise of public right accounts for the year ended 31<sup>st</sup> March 2025 and contact details.</b>															
	Council noted and approved the notice of appointment of date for the exercise of public right accounts for the year ended 31 <sup>st</sup> March 2025.															
05/25/15.5	<b>Annual return bank reconciliation.</b>															
	Council noted the annual return bank reconciliation.															
05/25/15.6	<b>Annual return significant variance.</b>															
	Council noted the annual return significant variance and contact details.															
05/25/15.7	<b>Appointment of Internal Auditor</b>															
	Council agreed on Kim Squires as the council’s internal auditor for the financial year 2025/26 and thanked her for their continued support.															
05/25/16.0	<b>Community Infrastructure Levy Return 2024-25</b>															
	Council noted the CIL return 2024-25.															
05/25/17.0	<b>Police Report</b>															
	Council to note Police Report: No Report received.															
05/25/18.0	<b>Planning Committee</b>															
	Council noted the planning applications authorised by the planning committee.															
	<table><tr><th>Application Number</th><th>Date</th><th>Location</th><th>Description</th><th>Comments</th></tr><tr><td>CH/25/0136</td><td>02/05/24</td><td>24 Mill Crescent WS11 7ZF</td><td>Application for the lawful development, removal of conservatory &amp; replacement extension.</td><td>No objection.</td></tr><tr><td>CH/25/0144</td><td>02/05/25</td><td>54 John Street WS12 2RJ</td><td>Retrospective application for the erection of a double-storey side extension and front porch</td><td>No objection.</td></tr></table>	Application Number	Date	Location	Description	Comments	CH/25/0136	02/05/24	24 Mill Crescent WS11 7ZF	Application for the lawful development, removal of conservatory & replacement extension.	No objection.	CH/25/0144	02/05/25	54 John Street WS12 2RJ	Retrospective application for the erection of a double-storey side extension and front porch	No objection.
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05/25/19.0	<b>Events Committee Meeting</b>															
	Council to receive an update on the VE Celebrations. The event had been a huge success the weather had been kind, resulting in a great turnout. A VJ event would arranged at the community centre with the money raised in August.															
05/25/20.0	<b>Green Escapes</b>															
	Council to consider the quote for tree felling at Cannel Mount, the Council agreed the quote for the felling work at Cannel Mount.															
	Proposed: Cllr V Davies    Seconded: Cllr J Hill															
	Resolved: to agreed the quote for the felling work at Cannel Mount.															

<b>05/25/21.0</b>	<b>Staff Laptops</b> Council to consider the quote for 2 x new laptops Proposed: Cllr C Harborow    Seconded: Cllr J Hill Resolved: to order 2 x new laptops from Centro Systems.  Council provisionally agreed to the purchase of a new printer from Centro if the current printers could not be fixed.
<b>05/25/22.0</b>	<b>Items for Information or Future Agendas</b> None
<b>05/25/23.0</b>	<b>Date of Next Meeting - Council Meeting <u>Wednesday, 11<sup>th</sup> June 2025</u></b>

**Meeting Ended: 8.30pm**

**Signed: L Wilson**

**Dated: 11<sup>th</sup> June 2025**

In accordance with the provision of the Public Bodies (Admission to Meetings) Act 1960, section 1 (2), the public and the Press are excluded from the next part of the meeting due to the Confidential nature of the business being transacted.