



# Heath Hayes and Wimblebury Parish Council

Minutes of the Full Council meeting held at Hayes Green Community Centre  
at 6.30pm on Wednesday 13<sup>th</sup> November 2024

## PRESENT

Councillors	Aston (E)	Aston (J)	Bernard (Chair)
	Hill	Preece	Whorton
	Wilson		

**In attendance:** Mrs S Buxton – Parish Clerk  
4 members of the public

Min No.	Item	Action
11/24/123.0	<b>Apologies</b> Agreed to accept the apologies of Cllr Hewitt	
11/24/124.0	<b>Declaration of personal &amp; prejudicial interest in any item on the agenda</b> Planning – Cllrs J Aston and Wilson	
11/24/125.0	<b>To receive any requests for dispensation</b> None	
11/24/126.0	<b>Chair to close the meeting for public session</b> There were no issues raised by the public	
11/24/127.0	<b>Chair to re-open the council meeting</b> The chair re-opened the meeting	
11/24/128.0	<b>Vacancies on the Parish Council</b> The deadlines for applying for the current four vacancies on the council are:- Three on 30 <sup>th</sup> November and one on 5 <sup>th</sup> December. Co-options can then be done at the December meeting <b>Wards</b> – at the last meeting Cllrs Hill and Whorton were co-opted and not allocated to a ward <i>Proposed: Cllr Aston; Seconded: Cllr Wilson</i> <b>Agreed</b> that Cllr Hill and Whorton will represent New Heath Hayes and Old Heath Hayes respectively	
11/24/129.0	<b>To consider approving the minutes of the last meeting:-</b> <i>Proposed: Cllr J Aston; Seconded: Cllr Wilson</i> <b>Agreed</b> that the minutes of the meeting held on 16 <sup>th</sup> October 2024 be signed as a true and correct record	

11/24/130.0	<b>Matters Arising</b> <ul style="list-style-type: none"> <li>- <b>Council Noticeboards</b> – the keys have now been sorted</li> <li>- <b>Student Volunteers</b> – Cllr Bernard has contacted the school and has been asked to wait until next week to make an appointment</li> <li>- <b>Defibrilators</b> – the clerk reported that the Lengthsman had been advised by the previous clerk not to check the defibrilators, so these were now being checked by the clerk. It was reported that these should be checked by those who own/manage the building</li> </ul>	<i>Clerk to check</i>
11/24/131.0	<b>Committee Meetings</b> The minutes of the Youth, Community, Events and Christmas Lights Committee held on 23 <sup>rd</sup> October 2024 were noted	
11/24/132.0	<b>Chair's Announcements and County Councillor's Update</b> The chair noted that the Remembrance Parade had gone well and was well attended. No update for the County Councillor	
11/24/133.0	<b>Clerk's Report</b> The report was tabled by the clerk and she the members attention to the following:- <ul style="list-style-type: none"> <li>- An opportunity to take part in the Neighbourhood Watch Survey</li> <li>- SCC are offering to run Road Safety Training for the over 60s and are looking for venues</li> <li>- SPCA are running a one hour Zoom Course on the changes to the obligations of employers in relation to Sexual Harassment and Employees</li> <li>- An opportunity to have a say on electric vehicle charging in Staffordshire</li> <li>- A link to the Government Consultation on rural communities</li> </ul>	
11/24/134.0	<b>Police Report</b> The top priorities reported were as follows for the period February to March:- <b>Vehicle crime</b> <ul style="list-style-type: none"> <li>- Vehicle stolen from W Mids tracked to Boston Close</li> <li>- Items stolen from unsecured boot on Carlton Close</li> <li>- Offender trying car doors on Tutbury Close</li> <li>- Van stolen from Rugeley was abandoned on Wimblebury Road. It had also been involved in a collision on Wimblebury Road with another vehicle which also made off, suspected to be stolen</li> <li>- Keyless theft of car from Tesco car park</li> </ul> <b>Anti Social Behaviour</b> <ul style="list-style-type: none"> <li>- Electric scooters on Bank Street</li> <li>- Electric scooters on Boston Close</li> <li>- Reports of youths fighting near Fiveways Island</li> </ul> <b>Burglaries</b> <ul style="list-style-type: none"> <li>- Domestic related burglary on Stafford Street</li> </ul>	

<b>Heath Hayes &amp; Wimblebury Parish Council – Receipts and Payments Account to 31<sup>st</sup> October 2024</b>						
	<b>Actual</b>	Budget	Variance	Apr-Jun	Jul-Sep	Oct
	<b>2024/25</b>	2024/25	from			
	<b>To Date</b>	Total	budget			
<b>Income</b>						
Precept	<b>116,127.00</b>	116,127.00	0.00	£ 58,063.50	£ -	58,063.50
Sales of Assets	<b>0.00</b>	0.00	0.00	£ -	£ -	
VAT Recovered	<b>2,185.12</b>	2,000.00	185.12	£ 2,185.12	£ -	
Interest Received	<b>0.00</b>	0.00	0.00	£ -	£ -	
Fundraising Income	<b>0.00</b>	0.00	0.00	£ -	£ -	
Grant	<b>0.00</b>	0.00	0.00	£ -	£ -	
Street lights	<b>82.88</b>	0.00	82.88	£ 82.88	£ -	
Events Income	<b>0.00</b>	0.00	0.00	£ -	£ -	
Miscellaneous Income	<b>0.00</b>	0.00	0.00	£ -	£ -	
Community Investment Levy	<b>0.00</b>	0.00	0.00	£ -	£ -	
<b>TOTAL INCOME</b>	<b>118,395.00</b>	<b>118,127.00</b>	<b>268.00</b>	<b>60,331.50</b>	<b>0.00</b>	<b>58,063.50</b>
<b>Expenditure</b>						
<b>General Administration</b>						
VAT on Payments	<b>820.22</b>	0.00	820.22	443.22	£ 157.37	62.26
Clerk - Salary/NI/Pension	<b>22,372.56</b>	39,000.00	-16,627.44	6,027.49	£ 7,445.14	1,454.79
Gardener/Handyperson	<b>11,805.46</b>	14,880.00	-3,074.54	3,356.53	£ 3,666.20	1,116.53
Sal/NI/Pens	<b>0.00</b>	0.00	0.00		£ -	1,858.48
PAYE/Pension	<b>0.00</b>	6,000.00	-6,000.00	0.00	£ -	
Communications Administrator	<b>0.00</b>	100.00	-100.00			
Staff Travel Expense	<b>152.68</b>	100.00	52.68	21.60	£ 62.84	5.40
Clerk - Training	<b>45.00</b>	200.00	-155.00	0.00	£ -	45.00
Payroll	<b>405.60</b>	220.00	185.60	0.00	£ 202.80	
Telephone & Broadband	<b>159.84</b>	350.00	-190.16	35.60	£ 54.03	16.18
Postage/Copying/Stationery	<b>690.90</b>	450.00	240.90	558.48	£ 37.81	56.80
Computer Software & Maintenance	<b>336.87</b>	1,000.00	-663.13	51.41	£ 97.73	90.00
Newsletter, Advertising	<b>0.00</b>	5,000.00	-5,000.00	0.00	£ -	
Office & Meeting Room Rental	<b>0.00</b>	4,400.00	-4,400.00	0.00	£ -	
Office 365, Email, Data Storage	<b>68.95</b>	500.00	-431.05	68.95	£ -	
Web Hosting	<b>50.00</b>	100.00	-50.00	50.00	£ -	
Insurance	<b>1,805.22</b>	2,200.00	-394.78	0.00	£ -	1,805.22
Subscriptions	<b>2,856.20</b>	1,200.00	1,656.20	0.00	£ 1,313.60	229.00
SLCC	<b>0.00</b>	300.00	-300.00	0.00	£ -	
Friends of Chasewater	<b>0.00</b>	25.00	-25.00	0.00	£ -	
External Audit Fees	<b>0.00</b>	500.00	-500.00	0.00	£ -	
Internal Audit Fees	<b>512.40</b>	550.00	-37.60	500.40	£ 6.00	
Bank Charges	<b>77.85</b>	180.00	-102.15	27.00	£ 21.00	8.85
Election Costs	<b>0.00</b>	4,500.00	-4,500.00	0.00	£ -	
Chairmans Allowance	<b>0.00</b>	500.00	-500.00	0.00	£ -	
Councillor Training	<b>0.00</b>	500.00	-500.00	0.00	£ -	
Miscellaneous	<b>31.49</b>	150.00	-118.51	31.49	£ -	
Community Investment Levy	<b>333.32</b>	0.00	333.32	333.32	£ -	
	<b>42,524.56</b>	<b>82,805.00</b>	<b>-40,280.44</b>	<b>11,505.49</b>	<b>13,064.52</b>	<b>6,748.51</b>

<b>Services &amp; Support Activities</b>						
Hayes Green Community Hall	14,000.00	11,600.00	2,400.00	0.00	£ 7,000.00	
Cannel Mount	550.00	2,000.00	-1,450.00	550.00	£ -	
Parish Maintenance	1,009.46	4,000.00	-2,990.54	719.16	£ 140.59	9.12
Speed Awareness Sign	0.00	0.00	0.00	0.00	£ -	
Highways Projects	0.00	5,000.00	-5,000.00	0.00	£ -	
S.144 Events	1,828.68	7,000.00	-5,171.32	918.00	£ 455.34	
Christmas Street Lights	148.94	4,000.00	-3,851.06	54.72	£ -	94.22
S.137 Donations/Grants	9,000.00	9,000.00	0.00	9,000.00	£ -	
	26,537.08	42,600.00	-16,062.92	11,241.88	7,595.93	103.34
<b>Total Expenditure</b>	69,061.64	125,405.00	-56,343.36	22,747.37	20,660.45	6,851.85
Total Surplus/Deficit	49,333.36	-7,278.00	56,611.36		-20,660.45	51,211.65
<b>Reserves B/F</b>	102,531.33				(3,467.88)	(3,467.88)
<b>Reserves C/F</b>	102,531.33	-7,278.00	56,611.36	83,078.87	-20,660.45	51,211.65

11/24/135.0	<p><b>Finance</b></p> <p><b>Finance report</b></p> <p><i>Proposed: Cllr Preece; Seconded: Cllr Aston</i></p> <p><b>Agreed</b> to accept the accounts to the end of October 2024, as detailed above</p> <p><b>Payments to be made</b></p> <p><i>Proposed: Cllr Preece; Seconded: Cllr Aston</i></p> <p><b>Agreed</b> to authorise the payments detailed below:-</p> <table> <tr> <td>ESPO – stationery</td><td>Stationery</td><td>£45.44</td></tr> <tr> <td>CCDC – road closure</td><td>Road closure</td><td>£362.00</td></tr> <tr> <td>D Woodward – drummer</td><td>Drummer</td><td>£130.00</td></tr> <tr> <td>S Buxton – expenses</td><td>Expenses</td><td>£205.60</td></tr> <tr> <td>S Buxton – salary</td><td>Salary – incl pay award</td><td></td></tr> <tr> <td>A Footman – salary</td><td>Salary</td><td>£2,837.00</td></tr> <tr> <td>L Bowman – salary</td><td>Salary – pay award</td><td></td></tr> <tr> <td>Staffs Pension</td><td>Pension</td><td>£644.33</td></tr> </table> <p><b>External Audit 2023/24</b></p> <p>The report from Forvis Mazars had picked up the following points:-</p> <ul style="list-style-type: none"> <li>- The council was late in starting the period for public inspection of the accounts, which should have begun the day after the AGAR was published</li> <li>- The council is advised to adopt a .gov.uk domain for their website and email communications</li> <li>- Presently the legislation is contradictory in the requirement for a ‘wet ink’ signature on the original AGAR. The council is advised to make it clear on the website that the document is a scan</li> </ul> <p><b>Budget brainstorm – 25/26</b></p> <p>Suggestions included electricity supply to the gates at Fiveways Island; Christmas decorations for Wimblebury</p> <p><b>Clerk’s Probationary Period</b></p>	ESPO – stationery	Stationery	£45.44	CCDC – road closure	Road closure	£362.00	D Woodward – drummer	Drummer	£130.00	S Buxton – expenses	Expenses	£205.60	S Buxton – salary	Salary – incl pay award		A Footman – salary	Salary	£2,837.00	L Bowman – salary	Salary – pay award		Staffs Pension	Pension	£644.33	
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	<p>The clerk has completed her probationary period  <i>Proposed Cllr J Aston; Seconded: Cllr Wilson</i>  <b>Agreed</b> that the clerk's appointment be confirmed as permanent and a performance review will be completed in six months time and that the clerk be awarded one increment on the pay scale with effect from 1<sup>st</sup> November 2024</p> <p><b>Clerk's Pay Award</b>  <i>Proposed: Cllr Wilson; Seconded: Cllr Preece</i>  <b>Agreed</b> that the clerk and previous clerk be paid back pay to 1<sup>st</sup> April 2024 now that the Local Government Pay Award has been confirmed</p> <p><b>Insurance</b>  The clerk had checked that all the assets are fully insured. There is not a detailed breakdown on the policy, but the total value is sufficient to cover the assets as approved on the asset register in February this year  The War Memorial at Wimblebury is insured, but it is not clear who owns this</p> <p><b>UKSPF Funding</b>  The clerk reported that no councillors had replied to her email regarding two dog bins or two dog bag dispensers or the location of the speed indicator device. She has been to CCDC as they are concerned that the council has not spent its monies.  <b>Agreed</b> the location of the speed indicator device will be decided in December  <i>Proposed: Cllr Bernard; Seconded: J Aston</i>  <b>Agreed</b> that the project to put metal deer on the islands would be shelved  Other ideas discussed were Christmas décor in Wimblebury, items for the VE Day Carnival next year  <i>Proposed: Cllr Wilson; Seconded: Cllr J Aston</i>  <b>Agreed</b> to appoint a working party to discuss ideas for the UKSPF Funding and report to the next full council meeting. The members would be:- Cllr J Aston, E Aston, L Wilson and Vickie Davies, Chris Harborough and Jason Harper  <b>Agreed</b> they would meeting on 27 November 2024, at 7.30pm</p>	Cllr Preece will look into this
11/24/136.0	<p><b>Website and emails</b>  The clerk reported that the council had two domain:- .org.uk and .org  This will be resolved when a .gov.uk domain is set up  Obtaining quotes and specifications for the email and website is work in progress</p>	
11/24/137.0	<p><b>Administration issues – Cllr P Theodorou</b>  To be carried forward to the next meeting when Cll Theodorou is present</p>	
11/24/138.0	<p><b>Publication Scheme</b>  During the recent visit from the internal auditor, she had informed the clerk that the council should have a Publication Scheme and to use the template from the ICO website  <i>Proposed: Cllr Wilson; Seconded: Cllr Preece</i>  <b>Agreed</b> tha the council adopt a Publication Scheme based on the template from the ICO webiste</p>	
11/24/139.0	<p><b>Finger post – Five Ways Island</b>  This was destroyed in an accident about two years ago and SCC were going to replace.</p>	Clerkto follow up

11/24/140.0	<div><div><div>Planning</div><div>Application decided</div><table><tr><td>CH/24/094</td><td>Land adjacent Newhall Inn Public House and Adjoining Car Park, Lichfield Road, Cannock, WS11 8NL</td><td>Erection of 1no. Drive-Thru unit (Use Class E(b)/Sui Generis) together with the provision of a Drive Thru Lane, reconfiguration of the parking arrangement and associated landscaping</td><td>Refused 19.10.24</td></tr></table></div><div><div>Applications to consider</div><table><tr><td>CH/24/299</td><td>20 Foxhill Close,</td><td>Demolition of existitng single storey garage and the construction of a 2 storey side extension</td><td>No objection</td></tr><tr><td>CH/24/301</td><td>34 Chapel Street</td><td>Outline planning application with some matters reserved for the erection of 3 no semi-detached bungalows and replacement of 1 no detached house location</td><td>Concern re: over development</td></tr><tr><td>CH/24/306</td><td>Golds Garages Ltd, Cannock Rd</td><td>Erection of a single storey side extension to commerical unit</td><td>No objection</td></tr></table></div><div><div>Proposed: Cllr Wilson; Seconded: Cllr J Aston</div><div>Agreed that the comments detailed above be submitted to CCDC from the parish council</div><div>Application withdrawn</div><table><tr><td>SCC/24/0065/FULL-MIN</td><td>Five Ways Primary School</td><td>Demolition of existing volumetric teaching block and replacement with new volumetric teaching block and hard play area</td><td>Full council 13.11.24 Withdrawn by applicant</td></tr></table></div></div>	CH/24/094	Land adjacent Newhall Inn Public House and Adjoining Car Park, Lichfield Road, Cannock, WS11 8NL	Erection of 1no. Drive-Thru unit (Use Class E(b)/Sui Generis) together with the provision of a Drive Thru Lane, reconfiguration of the parking arrangement and associated landscaping	Refused 19.10.24	CH/24/299	20 Foxhill Close,	Demolition of existitng single storey garage and the construction of a 2 storey side extension	No objection	CH/24/301	34 Chapel Street	Outline planning application with some matters reserved for the erection of 3 no semi-detached bungalows and replacement of 1 no detached house location	Concern re: over development	CH/24/306	Golds Garages Ltd, Cannock Rd	Erection of a single storey side extension to commerical unit	No objection	SCC/24/0065/FULL-MIN	Five Ways Primary School	Demolition of existing volumetric teaching block and replacement with new volumetric teaching block and hard play area	Full council 13.11.24 Withdrawn by applicant	
CH/24/094	Land adjacent Newhall Inn Public House and Adjoining Car Park, Lichfield Road, Cannock, WS11 8NL	Erection of 1no. Drive-Thru unit (Use Class E(b)/Sui Generis) together with the provision of a Drive Thru Lane, reconfiguration of the parking arrangement and associated landscaping	Refused 19.10.24																			
CH/24/299	20 Foxhill Close,	Demolition of existitng single storey garage and the construction of a 2 storey side extension	No objection																			
CH/24/301	34 Chapel Street	Outline planning application with some matters reserved for the erection of 3 no semi-detached bungalows and replacement of 1 no detached house location	Concern re: over development																			
CH/24/306	Golds Garages Ltd, Cannock Rd	Erection of a single storey side extension to commerical unit	No objection																			
SCC/24/0065/FULL-MIN	Five Ways Primary School	Demolition of existing volumetric teaching block and replacement with new volumetric teaching block and hard play area	Full council 13.11.24 Withdrawn by applicant																			
11/24/141.0	<div><div>Christmas</div><div>The clerk is meeting the firm organising the road closures and Revd Ann The Christmas Lantern Parade is 3.30pm meet for 4.00pm start Two Christmas trees have been ordered to be delivered week beginning 25/11/24 The Christmas lights will go up week beginning 25<sup>/11/24</sup></div></div>																					
11/24/142.0	<div><div>Items for Future Meetings</div><div><div>- 2025/26 Budget and Precept Setting</div><div>- Committee memberships</div><div>- Co-options</div><div>- Bank mandate</div></div></div>																					
11/24/143.0	<div><div>Date of the next meeting</div><div>11<sup>th</sup> December 2024</div></div>																					

There being no other business the Chair closed the meeting