

NOTICE OF A MEETING OF HINTS WITH CANWELL PARISH COUNCIL

To be held at Quinney Hall, Canwell, at 7:30 pm on Tuesday 8 January 2019

Members of the public and press are welcome to attend

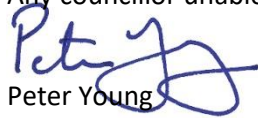
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c/o 5 Hillside
Lichfield
WS14 9DQ

2 January 2019

Dear Councillor

You are summoned to attend a Meeting of Hints with Canwell Parish Council to be held at Quinney Hall, Canwell, at **7.30pm** on **Tuesday 8 January 2019** at which the following business will be transacted. Any councillor unable to attend should forward their apologies either to the Clerk or the Chairman.



Peter Young
Parish Clerk

A G E N D A

1. **Apologies:** To receive apologies and approve reasons for absence.
2. **Public participation**
The meeting to adjourn for up to 15 minutes to allow for public participation.
Residents are invited to give their views and question the Parish Council on issues on this agenda or raise issues for future consideration at the discretion of the Chairman.
Members of the public wishing to raise issues which are not on the Agenda should notify the Clerk before the meeting. Members of the public may not take part in the Council meeting itself.
3. **Declarations of Interest and Dispensations**
To receive Declarations of Interests and consider grant of any Dispensations of which written notice has been received by the Clerk.
4. **Minutes:**
To approve the Minutes of the Council meeting held on 13 November 2018 (**APPENDIX 1**).
5. **Reports from County and District Councillors if present**
6. **Policing Matters** - including HS2 security issues regarding work vehicles, etc.
7. **Progress reports for information/action**
8. **Reports from Chairman, Councillors and Clerk** - including:
 - a. Siting of BT poles School Lane, Hints
 - b. Flooding at London Road and Watling Street
 - c. Highway verge maintenance – email (21/12/18) from Mary Raftery, SCC Community Infrastructure Manager, stating that, 'the County Council will now be delaying the savings identified for grass cutting services in 2019/20 until the following year'.
9. **Quinney Hall/Canwell Playing Field**
 - a. To report on progress to resolve issues with the Quinney Hall lease.
 - b. To consider repointing works to east wall of Quinney Hall above kitchen window.
 - c. To note application for TPO consent for minor clearance works around Quinney Hall.
 - d. To consider any actions required regarding possible exchange of land at Canwell Playing Field/rear of Quinney Hall.
 - e. To note that SJL Landscapes have agreed to the renewal of the grass cutting contract for 2019.

10. Planning

a. To consider new applications as follows:

i. **18/01836/PND** - (Prior Notification Dwelling). Applicant: Mr A R Smith. Location: Southwood Barn, Canwell Drive. Change of use of agricultural barn to form 1no dwelling house and associated operational development.

ii. **18/01850/FUL** - Applicant: Mr K Pennington. Location: Tamworth Lodge, Carroway Head
Proposal: Single storey extension to side to form dining kitchen, utility, bathroom, bedroom and store, including removal of existing single storey outbuilding

b. To note that a consultation on the Local Plan Allocations Main Modifications will run until 6 February 2019. The consultation is on changes which the planning inspector has recommended that LDC makes to its local plan allocations document, which covers housing and employment land allocations, etc. For details see:

http://lichfielddc-consult.limehouse.co.uk/portal/planning/local_plan_allocations/adpdmainmods/adpdm

c. To note comments submitted on previous applications, and LDC decisions, as follows:

App Ref	Address	Details	Comment submitted	Decision
18/00585/FUL	Escote, 91 Watling St	Installation of 2m high sliding gate and rendered boundary wall to front of property	Recommend Refusal: height and design of new wall would be an over-dominant and incongruous in streetscene	Refused 14/12/18
18/00937/FUL	Manor Farm, School Lane, Hints	Retention of 'Pick Your Own' building and car park extension	No objections	Awaited
18/01245/FUL	Lodge Farm Nurse, Watling St, Hints	Installation of gate and dropped kerb	No objection subject to no objection from highway authority	Awaited
18/01410/FUL	159 Carroway Head, Canwell	Single storey rear & 2-storey side extension to form kitchen, dining room, bedrooms and bathrooms	No objections	Approved 15/11/18
18/01416/FUL	Hints Croft, School Lane	Demolition of existing bungalow and erection of 1no four-bedroom replacement dwelling house	No objection to a new residence but recommend refusal of this application. Was formerly a bungalow, so replacement should also be a bungalow. Modern style of the dwelling out of keeping with adjacent properties in Conservation Area.	Awaited
18/01755/PNH	Meadow Farm, 78 Carroway Head	Prior Notification: Proposed single storey extension to rear projecting 6.25m from the rear wall of original dwelling reaching a max height of 4.00m and eaves height of 2.30m.		Awaited
18/01788/HST	Land Adjacent Rookery Wood	Construction of one pond and a single reptile basking bank		Awaited

11. Budget and Precept for 2019/20

A draft budget is attached as **Appendix 2** for consideration.

12. Accounts for Payment

To approve the payment of accounts and bank reconciliation (to be circulated at the meeting).

13. Date, Time, and Venue of Next Meetings

To agree Calendar of Meetings as follows:

Tuesday, 19 March 2019, 7:30 pm at Hints Village Hall, Hints

Tuesday, 14 May 2019, 7:30 pm at Hints Village Hall, Hints (Annual Council Meeting)

Tuesday, 9 July 2019, 7:30 pm at Hints Village Hall, Hints

Tuesday, 10 September 2019, 7:30 pm at Hints Village Hall, Hints

Tuesday, 12 November 2019, 7:30 pm at Quinney Hall, Canwell

Tuesday, 14 January 2020, 7:30 pm at Quinney Hall, Canwell

Tuesday, 10 March 2020, 7:30 pm at Hints Village Hall, Hints

Tuesday, 12 May 2020, 7:30 pm at Hints Village Hall, Hints

NB The meeting on 14 May 2019 will be preceded at 7pm by the Annual Parish Meeting

* * *

APPENDIX 1

HINTS WITH CANWELL PARISH COUNCIL

Minutes of the Meeting of Council held at 7.30pm on Tuesday 13 November 2018 at Quinney Hall, Canwell

Present: Cllrs Mrs S Petford (Chairman), S Clarke, G Kynaston, Mrs P Kynaston, Mrs S Shepherd and A Yeates.

In attendance: One member of the public and Mr P Young (Clerk).

46. Apologies: Apologies had been received from Cllr C Meadows and were accepted by the Council.

47. Police Matters

The Clerk read an email from Marisha Place that no PCSO was available to attend the Council meeting. He also read an email he had sent to Matthew Ellis (Staffordshire Police and Crime Commissioner) expressing concerns about rising crime levels and reduced policing resources in the rural areas south of Lichfield. Members discussed the low policing resources being allocated to the rural areas, which had been reported upon at the recent Lichfield District Parish Forum meeting. It was agreed to await the response from Matthew Ellis and then consider the matter further.

48. Public Participation

A member of the public raised the following issues:

a. Creation of an informal parking area on the verge at the top of Rookery Lane, Hints, for overflow parking from events at the Hints Village Hall. It was reported that the Council has received consent from the Highway Authority to level this area and re-seed it, so that it would be suitable for vehicles to park there when needed. It was hoped that the Parish Council could undertake this work in the spring.

b. That footpath diversions agreed by Staffordshire County Council were not being submitted promptly to Ordnance Survey, so that walkers' maps were out of date.

Action: Clerk to contact SCC Rights of Way Officer on this matter.

c. That the central barrier to enforce the 'no right turn' at Carroway Head had been broken down for some time following an accident, and that in the absence of the barrier vehicles were making right turns across the central verge. Vehicles wishing to turn right were also turning into Shirrall Drive and then reversing out onto the A453 which was highly dangerous.

Action: Clerk to report these matters to SCC Highways.

49. Declarations of Interest and Dispensations: None.

50. Minutes

RESOLVED: *That the Minutes of the meeting held on 11 September 2018, having been circulated, be confirmed and signed as a correct record.*

51. Reports from County and District Councillors

District Councillor Brian Yeates was unable to attend and had submitted his apologies.

52. Progress reports for information/action

a. SCC Highways was taking action regarding the flooding caused by the blocked gullies on Watling Street in the dip by the Lodge, and also the flooding on London Road, Canwell.

b. On behalf of the Council, Cllrs G and Mrs P Kynaston had attended the Remembrance Commemoration event in Tamworth on 9th November organised by the Tamworth Civic Society.

53. Quinney Hall/Canwell Field

a. Quinney Hall Lease: As agreed at the previous meeting The Chairman, Vice Chairman and Clerk had engaged solicitors (Moseleys, Lichfield) regarding the amendments required to address the various defects and access issues in the Quinney Hall Lease. The Council's solicitors had written to the Management Committee's solicitors (Ansons) and a reply was awaited.

b. Possible Land Exchange: At the same meeting, the solicitor had been briefed regarding the possible land exchange at Quinney Hall/Canwell Field. Draft 'heads of terms' would need to be agreed and so the Council's solicitor would begin liaising with solicitors from Lichfield Land, who had agreed to meet the Council's initial legal costs for this process to commence.

Resolved: That delegated authority be given to the Clerk in consultation with the Chairman and Vice Chairman to instruct the Councils' solicitor to commence negotiations with Lichfield Land on heads of terms for a possible land exchange.

Once matters were deemed to be in a position to progress, then the proposals would be put forward to Council for a decision as to whether the Council would wish to agree the land exchange. If it did, then the proposed land exchanged would be formally advertised as required by S. 127(3) of the Local Government Act 1972 and the Council would consider any objections received prior to making a final decision on whether or not to agree that the land exchange take place.

An updated valuation report is awaited from the District Valuer.

It was agreed that it would be useful if some tidying up of the land in the Council's ownership around Quinney Hall could be undertaken this winter. This would involve removal of undergrowth, and brush etc. but no felling of any significant trees. **Action:** The Clerk to make the necessary arrangements, including applications for any TPO consents required.

c. Grass Cutting Contract: The Clerk reported that this was an annual contract for 7 cuts per annum with an option to renew for 2019 at the 2018 rates plus RPI inflation.

Resolved: That the Council renew the Contract for 2019

54. Planning Applications

a. **New applications:** None.

b. **LDC decisions on previous applications:** The following were noted:

App Ref	Address	Details	Comment submitted	LDC Decision
18/00585/FUL	Escote, 91 Watling St	Installation of 2m high sliding gate and rendered boundary wall to front of property	Recommend Refusal: height and design of the new wall an over-dominant and incongruous feature detracting from the character and appearance of the site	Awaited
18/00937/FUL	Manor Farm, School Lane	Retention of 'Pick Your Own' building and car park extension	No objections	Awaited
18/01120/COU	The Villa, School Lane, Hints	Change of use and alteration of former agricultural building to form a 3-bedroom dwelling and associated works	No objections	Approved 03/10/18
18/00899/FUL	The Old Billiard Room, School Lane, Hints	Erection of decorative cupola to side of existing garage and installation of 2no conservation roof lights to front roof slope	No objection to installation of the garage rooflights. Recommend refusal of cupola as out of keeping in the conservation area and an incongruous feature in the streetscene.	Refused 05/10/18
18/01245/FUL	Lodge Farm Nurseries Watling Street Hints	Installation of gate and dropped kerb, including access area to be tarmaced	No objection subject to no objection from highway authority	Awaited
18/01206/FUL	91 London Road, Canwell,	Single storey rear extension to form living room	No objections	Approved 30/10/18
18/01329/FUL	Caiston 33 Watling Street Hints	Demolition of detached garage and erection of a two-storey side extension to form living room, bedrooms, bathroom and ensuite	No objections	Refused 01/11/18
18/01410/FUL	159 Carroway Head, Canwell	Single storey rear and 2-storey side ext. to form kitchen, dining room, bedrooms and bathrooms	No objections	Awaited
18/01416/FUL	Hints Croft, School Lane	Demolition of existing bungalow and erection of 1no four-bedroom replacement dwelling house	Recommend refusal. The property was formerly a bungalow, so any replacement should also be a bungalow. In addition, the very modern style is out of keeping with adjacent properties in Conservation Area.	Awaited

55. HS2

Members reported on the Drop-in Session at Hints Village Hall on Thursday 27 September.

56. Reports from Chairman, Councillors and Clerk

The following matters were reported:

- a. SPCA AGM on 3 December at Stafford. The Annual Report and accounts had been received.
- b. An LDC Consultation on new gambling policy was noted.
- c. Various correspondence received from SCC regarding budgets cuts requiring removal of school crossing patrols, the end of the Staffordshire bus pass, and reduced highway maintenance were noted and discussed. **Action:** Councillors to notify the Clerk of those highway areas that would require maintenance in the parish, so that the Council would be ready to take on these works if required.
- d. The Chairman and Vice Chairman reported on their attendance at a meeting with LDC cabinet members prior to the Parish Forum meeting on 22 October 2018. It was possible that the format of the Parish Forum meetings might change – it needed to be more interactive but should continue to include parish council representatives, not just the Chairmen and Vice- Chairmen.

57. Accounts for Payment

Members noted the bank reconciliation at 31 August 2018 as circulated at the meeting.

RESOLVED: payment of the accounts as detailed below:

Date	Chq No.	Payee	Details	TOTAL Gross	VAT Element
14/11/18	761	Hints Village Hall	Hall bookings 12/9/17 to 11/9/18 inclusive	50.00	
14/11/18	762	SJL Landscapes	Mowing Canwell Field Oct. +RPI Invoice 3010	97.93	16.32
14/11/18	763	Clive Harrison	Hedge cutting Canwell Field	96.00	16.00
14/11/18	764	P Young Total £509.18	Salary, home allowance, expenses – Oct + Nov	439.19	-
			Reimburse - Clerk's SLCC subs at 50%	50.00	
			Reimburse - anti-virus software	19.99	3.33
14/11/18	765	HMRC	PAYE on salary	95.00	-
				848.11	35.65

58. Date, time, and venue of next meetings

Tuesday, 8 January 2019, 7:30 pm at Quinney Hall, Canwell (Budget setting)

Tuesday, 19 March 2019, 7:30 pm at Hints Village Hall, Hints

There being no further business the Chairman declared the meeting closed at 9.10pm

..... Signed

..... Date

APPENDIX 2

HINTS WITH CANWELL PARISH COUNCIL Progress Report 2018/19 and Draft Budget 2019/20

	2017/18 Actual	2018/19 Original Budget	2018/19 at 31/12/18	2018/19 Projected at 31/3/19	2019/20 Draft Budget
<u>RECEIPTS</u>					
PRECEPT	7,388	7,900	7,900	7,900	8,200
Local Council Tax Support Grant	412	0	0	0	0
Bank Interest	8	6	6	10	10
Other income	200	0	0	1,100	0
VAT refunds (re previous year)	401	620	591	590	540
Gross Receipts	8,408	8,526	8,497	9,600	8,750
<u>PAYMENTS</u>					
Employee Costs	2,960	3,020	2,011	3,020	3,100
General Administration	1,593	2,530	825	1,045	2,500
Grounds Maintenance	502	1,300	582	1,060	1,500
Grants/Donations	600	620	705	705	720
Other	0	0		2,000	500
Election costs (May 2019)	-	-	-	-	1,700 ¹
Disabled ramp Quinney Hall	1,870	0	0	0	0
VAT on payments (refundable)	591	250	191	540	300
Gross Payments	8,116	7,720	4,313	8,370	10,320
<u>BALANCES</u>					
Opening Balance 1 April	16,300	16,593	16,593	16,593	17,823
Profit (Loss) on year	292	806	4,184	1,230	-1,570 ²
Closing Balance	16,593	17,399	20,777	17,823	16,253
<i>CLOSING balances held as:</i>					
Repairs and Renewals Fund	10,000	10,000	10,000	10,000	10,000
Capital Funds	0	0	0	0	0
General Revenue Reserves	6,593	7,399	10,777	7,823	6,253
Total	16,592.74	17,399	20,777	17,823	16,253
<u>COUNCIL TAX ANALYSIS</u>					
Precept (excluding LCTSG)	7,035	7,900	7,900	7,900	8,200
Apportioned Tax Base	180.10	179.40	179.40	179.40	180.79
Resultant Band D Tax	39.06	44.04	44.04	44.04	45.36 ³

Notes:

- 1** Election cost - a one-off in 2019
- 2** Takes £1,570 from balances - but that is due to the election cost.
- 3** Band D tax goes up 3.0% to £45.36. NB If the precept is increased by £100 to £8,300 the Band D goes up to £45.91 which is a 4.3% increase.