

# NOTICE OF A MEETING OF HINTS WITH CANWELL PARISH COUNCIL

To be held at Hints Village Hall, Hints, at 7:30 pm on Tuesday 14 May 2019

*Members of the public and press are welcome to attend*

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7 May 2019

Dear Councillor

You are summoned to attend the Annual Meeting of Hints with Canwell Parish Council to be held at Hints Village Hall, Hints, on **Tuesday 14 May 2019** at which the following business will be transacted. The meeting will commence at **7.30pm** (or immediately following the conclusion of the Annual Parish Meeting that same evening, if later).

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. **Election of Chairman for the ensuing year** (and declaration of acceptance of office as Chairman)
2. **Appointment of Vice Chairman for the ensuing year**
3. **Apologies:** To receive apologies and approve reasons for absence.
4. **Co-option of Councillors**  
To make co-options to fill the two councillor vacancies following the Council election 2 May 2019.
5. **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.*
6. **Declarations of Interest and Dispensations**
  - a. To receive Declarations of Interests.
  - b. To consider the grant of Dispensations.
7. **Minutes**  
To approve the Minutes of the Council meeting held on 19 March 2019 (**APPENDIX 1**, attached).
8. **Reports from County and District Councillors if present**
9. **Policing Matters**
10. **Appointments:** To confirm appointments of:
  - a. Internal Auditor
  - b. Representatives on LDC Parish Forum
  - c. Representative on Quinney Hall Management Committee.
11. **Annual Reviews of:**  
Standing Orders & Financial Regulations, Risk Register, Training for councillors and officers, Asset Register, insurance cover.

## 12. Reports from Chairman, Councillors and Clerk

- a. To receive application for a temporary diversion order of Public Bridleway 18, Hints Quarry.  
NB The temporary order is to run until 27 October 2027.
- b. Any other reports from Chairman, Councillors and Clerk.

## 13. Quinney Hall

To report on progress with the new lease and any other matters related to Quinney Hall.

## 14. Land Exchange Canwell Field and Land rear of Quinney Hall

- a. To report on progress.
- b. To agree in principle that (subject to contract and negotiation of satisfactory terms) the Council dispose of land known as Canwell Field in exchange for land to the rear of Quinney Hall which would be acquired as an alternative area of public open space.
- c. To agree that this proposal be advertised in accordance with the Local Government Act 1972 S.127 as amended by the Local Government Planning and Land Act 1980 Schedule 23 PART V, with the Council then considering any objections received.

## 15. Planning

- a. New Planning Applications – none at agenda date.
- b. To note LDC decisions on previous applications:

App Ref	Address	Details	Comment submitted	Decision
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	<b>Approved</b> 03/05/19
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
19/00460/PND	Hints Forge Farm, School Lane	Prior Notification: Change of use of agricultural building to form dwelling house (C3)	The existing access to the proposed development would need to be upgraded. In addition, the siting of a residential building next to the stables/nursery is not ideal and residents may also suffer noise from the nearby regular agricultural operations.	Awaited

## 16. Accounts for the Year ending 31 March 2019

To note the Receipts and Payments for the year ending 31 March 2019, together with the bank reconciliation at 31 March 2019, and budget out-turn report (**APPENDIX 2**, attached).

## 17. Internal Audit Report and Governance Statement for the year ending 31 March 2019

To note the Internal Audit Report and to approve the Governance Statement for the year ending 31 March 2019.

## 18. Statement of Accounts and Certificate of Exemption for the year ending 31 March 2019

To approve the Statement of Accounts and the Certificate of Exemption for the year ending 31 March 2019 as contained in the Annual Return.

## 19. Accounts for Payment

To approve the payment of accounts and bank reconciliation at 30 April 2019 (to be circulated).

## 20. Date, time, and venue of next meetings

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

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

## APPENDIX 1

### HINTS WITH CANWELL PARISH COUNCIL

#### Minutes of the Meeting of Council held at 7.30pm on Tuesday 19 March 2019 at Hints Village Hall, Hints

**Present:** Cllrs Mrs S Petford (Chairman), S Clarke, G Kynaston, Mrs P Kynaston, C Meadows and Mrs S Shepherd.

**In attendance:** Two members of the public and Mr P Young (Clerk).

**73. Apologies:** Cllr A Yeates.

#### **74. Public Participation**

- a. A member of the public reported on the work of the Rapid Relief Team of volunteers who were able to undertake work projects such as tree planting and litter picking.
- b. A member of the public reported that he considered that Lichfield District Council were incorrect to refuse Planning Application 18/01836/PND.

**75. Declarations of Interest and Dispensations:** None not covered by Dispensations.

#### **76. Minutes**

**RESOLVED:** *That the Minutes of the meeting held on Tuesday 8 January 2019, having been circulated, be confirmed and signed as a correct record.*

#### **77. Reports from County and District Councillors**

District Councillor Brian Yeates had submitted his apologies.

County Councillor David Smith was not present but had submitted a written report regarding the new Highways Action Partnership which had been established within his Division.

**Action:** It was agreed that the Council participate in the Partnership.

#### **78. Policing Matters**

- a. It was noted that the police desk in the reception area of Lichfield District Council would close in May. Office counters for the public would remain open at Burton, Cannock and Stoke which the Police report stated would provide “good levels of accessibility to people across the county”.
- b. It was noted that residents were being invited to join their local Safer Neighbourhood Panel.
- c. A written report was submitted to the meeting from the police. Overall crime in Hints with Canwell had increased by 39% in the past year; with burglary from residential properties increasing from 0 to 21 incidents; burglary from commercial premises from 3 to 10 incidents; and theft of motor vehicles from 3 to 10 incidents. It was felt that the report confirmed the Council’s concerns regarding increased crime in the parish, and it was agreed that the Police report be published on the Council’s website. It was noted that Matthew Ellis, Staffordshire Police and Crime Commissioner, would be attending the Annual Parish Meeting at Hints Village Hall at 7pm on 14 May.

#### **79. Reports from Chairman, Councillors and Clerk**

- a. The CAA had approved revised departure routes from Birmingham Airport which would come into effect on 23 May 2019.
- b. Under new regulations every existing public sector website would need to meet certain accessibility standards and publish a statement to that effect not later than 22 September 2020.
- c. The meeting of the Lichfield District Parish Forum scheduled for 2 April had been cancelled.
- d. Parish Elections would be held on 2 May and completed nomination papers needed to be submitted to LDC by 4pm on Wednesday 3 April.
- e. Details of forthcoming habitat creation and landscaping works by HS2 were noted.
- f. Quinney Hall repointing works. **Action:** works to be undertaken once quotes had been received.
- g. There were deep potholes at the A38 Swinfen roundabout. **Action:** report to SCC Highways.
- h. BT fibre-optic cables had now been connected down School Lane, Hints.

## 80. Planning Applications

a. **New applications** - none.

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

App Ref	Address	Details	Comment submitted	Decision
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
18/01416/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 out of keeping with 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.	Noted, but technical planning policy matter so no comment submitted	<b>Prior Notification not required</b> 10/1/19
18/01788/HST	Land Adjacent Rookery Wood	Construction of one pond and a single reptile basking bank.	No objections	<b>Approved</b> 1/2/19
18/01836/PND	Southwood Barn, Canwell Drive	Change of use of agricultural barn to form 1no dwelling/ associated operational development.	No objection to the change of use of the building, but some concerns regarding the long and narrow access to the property.	<b>Refused</b> 13/2/19
18/01850/FUL	Tamworth Lodge, Carroway Head	Single storey extension to side to form dining kitchen, utility, bathroom, bedroom and store.	No objections	<b>Approved</b> 13/2/19

## 81. Accounts for Payment

Members noted the bank reconciliation at 28 February 2019 as circulated at the meeting.

**RESOLVED: Payment of the accounts as detailed below:**

Date	Chq	Payee	Details	Gross	VAT
12/03/19	768	ACW Arb	Quinney Hall shrub clearance	480.00	-
12/03/19	769	Valuation Office Agency	Valuation Report land to rear of Quinney Hall & Canwell Field	1,193.58	198.93
19/03/19	770	SPCA	Membership (1 year from 1/4/19)	137.00	-
19/03/19	771	GeoXphere Ltd	Digital mapping 4/3/19 to 4/3/20	36.00	6.00
19/03/19	772	Locum Clerk	Salary	379.84	-
19/03/19	773	HMRC	PAYE on salary	94.80	-
				<b>2,321.22</b>	<b>204.93</b>

## 82. Date, time, and venue of next meetings

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

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

## 83. Quinney Hall/Canwell Field

a. **Quinney Hall lease:** The Council's solicitor had submitted a revised draft to the Hall Management Committee's solicitor, and a response was awaited.

b. **Possible land exchange:** LDC had indicated that a 'change of use' planning application would be required if the land to the rear of Quinney Hall was to become public open space.

**Resolved: that the Clerk meet with LDC Planning Officers, and a change of use application be submitted if needed.**

**There being no further business the Chairman declared the meeting closed at 8.55pm**

..... Signed

..... Date

## APPENDIX 2

### HINTS WITH CANWELL PARISH COUNCIL Out-turn Report 2018/19 and Revised Budget 2019/20

	2017/18 Actual	2018/19 Actual	2018/19 Budget	2019/20 Budget
<b><u>RECEIPTS</u></b>				
PRECEPT	7,388	7,900	7,900	8,200
Local Council Tax Support Grant	412	0	0	0
Bank Interest	8	21	10	10
Other income	200	0	1,100 <b>1</b>	1,000 <b>1</b>
VAT refunds (re previous year)	401	591	590	540
<b>Gross Receipts</b>	<b>8,408</b>	<b>8,512</b>	<b>9,600</b>	<b>9,750</b>

### **PAYMENTS**

Employee Costs	2,960	2,988	3,020	3,100
General Administration	1,593	1,019	1,045	2,500
Grounds Maintenance	502	1,062	1,060	1,500
Grants/Donations	600	705	705	720
Other	0	995	2,000 <b>2</b>	1,700 <b>2</b>
Election costs (May 2019)	-	-	-	500 <b>3</b>
Disabled ramp Quinney Hall	1,870	0	0	0
VAT on payments (refundable)	591	396	540	300
<b>Gross Payments</b>	<b>8,116</b>	<b>7,164</b>	<b>8,370</b>	<b>10,320</b>

### **BALANCES**

Opening Balance 1 April	16,300	16,593	16,593	17,941 <b>4</b>
Profit ( <b>Loss</b> ) on year	292	1,348	1,230	-570
<b>Closing Balance</b>	<b>16,593</b>	<b>17,941</b>	<b>17,823</b>	<b>17,371</b>

#### ***CLOSING balances held as:***

<i>Repairs and Renewals Fund</i>	10,000	10,000	10,000	10,000
<i>Capital Funds</i>	0	0	0	0
<i>General Revenue Reserves</i>	6,593	7,941	7,823	7,371
<b>Total</b>	<b>16,593</b>	<b>17,941</b>	<b>17,823</b>	<b>17,371</b>

### **COUNCIL TAX ANALYSIS**

<b>Precept</b> (excluding LCTSG)	7,035	7,900	7,900	8,200
Apportioned Tax Base	180.10	179.40	179.40	180.79
<b>Resultant Band D Tax</b>	<b>39.06</b>	<b>44.04</b>	<b>44.04</b>	<b>45.36</b>

#### **Notes**

- 1.** 19/20 Budget increased to £1,000 as contribution from Lichfield Land was in 18/19 budget but received in 19/20.
- 2.** 19/20 Budget increased by £1,200 as Quinney Hall wall repointing plus legal fees for new lease were in budget for last year but will now be spent this year.
- 3.** 19/20 Budget reduced from £1,700 to £500 as no contested election.
- 4.** Opening balance 1/4/2019 updated to reflect actual balance brought forward.

## Hints with Canwell Parish Council - Receipts and Payments 1 April 2018 to 31 March 2019

### Payments

Date	Chq No.	Payee	Details	TOTAL Gross	VAT Element	Employee Costs	General Admin	Grounds Maint	Grants	Other
08/05/18	742	SJL Landscapes	Mowing Canwell Field April 2018	84.00	14.00			70.00		
08/05/18	743	Toplis Associates	Internal audit 2017/18	118.20	19.70		98.50			
08/05/18	744	P Young	Salary + home allowance + expenses - Apr+May	426.54	-	407.84	18.70			
08/05/18	745	HMRC	PAYE on salary	94.80	-	94.80				
08/05/18	746	St Bartholomew's Church	Grant - churchyard maintenance *	320.00	-				320.00	
08/05/18	747	Canwell PCC	Grant - churchyard maintenance *	320.00	-				320.00	
25/05/18	748	BHIB Ltd	Insurance year to 1 June 2019	311.09	0.00		311.09			
06/06/18	749	SJL Landscapes	Mowing Canwell Field May 2018	84.00	14.00			70.00		
10/07/18	750	SJL Landscapes	Mowing Canwell Field June 2018	84.00	14.00			70.00		
10/07/18	751	P Young	Salary + home allowance + expenses - June+July	443.70	-	407.64	36.06			
10/07/18	752	HMRC	PAYE on salary	95.00	-	95.00				
01/08/18	753	SJL Landscapes	Mowing Canwell Field July 2018	84.00	14.00			70.00		
01/08/18	754	WEL Medical	2 x defibrillator pads	83.82	13.97		69.85			
11/09/18	755	SJL Landscapes	Mowing Canwell Field Aug Inv 2951	84.00	14.00			70.00		
11/09/18	756	Vision ICT	Council website 1/9/18 - 31/8/19	150.00	25.00		125.00			
11/09/18	757	Edge Business Systems	Village website 1/8/18 - 31/7/19	78.00	13.00				65.00	
11/09/18	758	P Young	Salary + home allowance + expenses - Aug/Sept	425.12	-	407.84	17.28			
11/09/18	759	HMRC	PAYE on salary	94.80	-	94.80				
14/10/18	760	SJL Landscapes	Mowing Canwell Field Sept. Inv 2982	84.00	14.00			70.00		
14/11/18	761	Hints Village Hall	Hall bookings 12/9/17 to 11/9/18 inclusive	50.00			50.00			
14/11/18	762	SJL Landscapes	Mowing Canwell Field Oct. + RPI Inv 3010	97.93	16.32			81.61		
14/11/18	763	Clive Harrison	Hedge cutting Canwell Field	96.00	16.00			80.00		
14/11/18	764	P Young Total £509.18	Salary, home allowance, expenses - Oct+Nov	439.19	-	407.64	31.55			
			Reimburse - Clerk's SLCC subs at 50%	50.00			50.00			
			Reimburse - anti-virus software	19.99	3.33		16.66			
14/11/18	765	HMRC	PAYE on salary	95.00	-	95.00				
08/01/19	766	P Young	Salary, home allowance, expenses - Dec+Jan	434.52	-	407.64	26.88			
08/01/19	767	HMRC	PAYE on salary	95.00	-	95.00				
12/03/19	768	Annalize Wright (ACW Arb)	Quinney Hall shrub clearance	480.00	-			480.00		
12/03/19	769	Valuation Office Agency	Valuation Report land to rear of Quinney Hall & Canwell Field	1,193.58	198.93					994.65
19/03/19	770	SPCA	Membership (1 year from 1/4/19)	137.00	-		137.00			
19/03/19	771	GeoXphere Ltd	Digital mapping 4/3/19 to 4/3/20	36.00	6.00		30.00			
19/03/19	772	Locum Clerk	Salary	379.84	-	379.84				
19/03/19	773	HMRC	PAYE on salary	94.80	-	94.80				
				<b>7,163.92</b>	<b>396.25</b>	<b>2,987.84</b>	<b>1,018.57</b>	<b>1,061.61</b>	<b>705.00</b>	<b>994.65</b>

Items marked \* are expenditure incurred under LGA 1972 s137

### Receipts

Date	Ref	Payee	Details	TOTAL	VAT Refund	Precept	LCTSG	Grounds Maint	Bank Interest	Other
16/04/18	1	LDC	Precept	7,900.00		7,900.00				
15/05/18	2	HMRC	VAT refund period 1/4/17 to 31/3/18	591.00	591.00					
01/06/18	3	HSBC	Deposit a/c Interest	2.76					2.76	
07/09/18	4	HSBC	Deposit a/c Interest	3.37					3.37	
07/12/18	5	HSBC	Deposit a/c Interest	7.90					7.90	
01/03/19	6	HSBC	Deposit a/c Interest	7.30					7.30	
				<b>8,512.33</b>	<b>591.00</b>	<b>7,900.00</b>	<b>0.00</b>	<b>0.00</b>	<b>21.33</b>	<b>0.00</b>

### Reconciliation at 31 March 2019

Accounts		Bank balances	
a. Balance b/f 1st April	16,592.74	Stat 200 Deposit Account	15,864.35
b. Total Receipts	8,512.33	Stat 462 Current Account	2,593.64
c. Total Payments	7,163.92	Add unrepresented income	0.00
d. Profit / Loss on year to date (b-c)	1,348.41	Less unrepresented cheques	770 -137.00
e. Closing Balance (a+d)	17,941.15		772 -379.84
			<b>17,941.15</b>