

# MINUTES OF THE MEETING OF HINTS WITH CANWELL PARISH COUNCIL

Held at Hints Village Hall on Tuesday 6<sup>th</sup> July 2021 at 7:30pm

**Present:** Cllr. S Petford (Chair), Cllr. S Clarke (Vice-Chair), Cllr. G Kynaston, Cllr. P Kynaston & Cllr. C Meadows.

**Guests in Attendance:** SCC Cllr. D Smith, LDC Cllr. B Yeates, LDC Cllr. D Cross, LDC Cllr. A Yeates

**Public in Attendance:** Eight

**Minute Taker & Clerk** Gemma Burgess, [clerk@hintswithcanwellpc.co.uk](mailto:clerk@hintswithcanwellpc.co.uk)

**21/44. Welcome:** Chairman Cllr. S Petford welcomed all to the first face-to-face meeting since March 2020 and explained the procedure of the meeting.

**21/45. Apologies:** Apologies were received and noted from Cllr. S Shepherd; apologies were received after the meeting from Cllr. S Rippon.

**21/46. Declarations of Interest and Dispensations:** Cllr. S Petford declared an interest in any matters relating to HS2 as a landowner dealing directly with them. There were no items requiring a decision relating to this Interest.

Cllr. S Petford and Cllr. S Clarke declared non-pecuniary Interests relating to their membership of the PCC of St Bartholomew's Church Hints and Cllr. G Kynaston declared a non-pecuniary Interest as a member of the PCC of Canwell St Mary, St Giles and All Saints Church. These Interests were declared in relation to item 21/50d. in good faith for transparency reasons but do not require a dispensation and members voluntarily abstained from voting.

**21/47. Public Participation:** The meeting adjourned to discuss the following issues:

- A member of the public suggested that a piece of land directly to the left of Quinney Hall could be included in the lease to the trustees of Quinney Hall to provide additional car parking. The Clerk was directed to look into the possibility.
- A resident complained that the footpath on Carroway Head was not being maintained. Cllr. D Smith would look into whether this is an official footpath. <Following the meeting Cllr. D Smith confirmed that this is not an official footpath and has been created through usage therefore it is not maintained.>
- It was discussed that, if the verges are not to be cut, funding for wildflowers should be investigated.
- The Canwell Field Working Party was discussed and it was decided to maintain the current status quo and not progress.

The meeting reconvened.

**21/48. Minutes:**

- a. **RESOLVED:** That the Minutes of the Annual Parish Council meeting held on Tuesday 4<sup>th</sup> May 2021, having been circulated, be confirmed and signed as a correct record, with a correction at item 21/40 to remove Cllr. P Kynaston as having volunteered to lead a working party relating to Canwell Field.
- b. The minutes of the Annual Parish Assembly, held on Tuesday 4<sup>th</sup> May 2021 were noted.

**21/49. An opportunity to address the Council for invited guests:**

**SCC Cllr. D Smith** reported that a traffic survey is planned for September to include the number of vehicles, speed and weight. Anyone wishing to add roads to the list should contact him directly. It was also reported that SCC subcontract cutting back on the verges to LDC. This should happen twice a year on country lanes but is behind schedule due to issues from COVID-19. A response had been received from HS2 to the ICC immediately before the meeting with insufficient notice to discuss. It was decided that parish councils in the area should discuss working collaboratively on this with Cllr. D Smith prepared to host. It was noted that there is an HS2 fund for tree planting within a 3-mile radius of works which

may be of interest. Funding has been agreed for speed limitation signage on School Lane which will be installed soon.

**Police:** no representative was available to attend the meeting so a written update had been received. There have been incidents with naturists in the parish and a balance needs to be struck between the naturists' right to freedom of expression and the right of the wider public to be protected from harassment, alarm or distress. Any issues should be reported via 101.

**Environment Agency:** no representative was available to attend the meeting so a written update had been received. The Clerk will publish on the website but also appended at **p44**.

**21/50. Finance, Staffing and Administration:**

a. **Bank reconciliation:** The reconciliation as of 30<sup>th</sup> June 2021 was checked and approved.

Reconciliation at		June 30th 2021	
<b>Accounts</b>		<b>Bank balances</b>	
a. Balance b/f 1st April	22,433.20	Stat 234	Deposit Account 15,905.65
b. Total Receipts	8,615.70	Stat 492	Current Account 13,916.85
c. Total Payments	1,226.40	Add unrepresented income	0.00
d. Profit / Loss on year to date (b-c)	<u>7,389.30</u>	Less unrepresented cheques	<u>0.00</u>
e. Closing Balance (a+d)	<b>29,822.50</b>		<b>29,822.50</b>

b. The Receipts and Payments for the year to 30<sup>th</sup> June 2021 were noted.

**Hints with Canwell Parish Council - Receipts and Payments 1 April 2021 to 30 June 2021**

Payments											
Date	Doc #	Type	Payee	Details	TOTAL Gross	VAT Element	Employee Costs	General Admin	Grounds Maint	Grants	Other
04/04/21		BACS	HMRC	M12 correction	0.20		0.20				
04/04/21	2122-001	BACS	HMRC	M1 deductions	55.00		55.00				
13/04/21	2122-002	BACS	Clerk	Salary & allowance March paid M1	246.62		246.62				
12/04/21	2122-003	DD	Ionos	Webhosting 24.03 - 24.04	6.00	1.00		5.00			
05/05/21	2122-005	BACS	BHIB	Insurance Renewal Premium	302.94			302.94			
12/05/21	2122-006	DD	Ionos	Webhosting 24.04 - 24.05	6.00	1.00		5.00			
11/05/21	2122-007	BACS	HMRC	M2 deductions	55.20		55.20				
11/05/21	2122-008	BACS	Clerk	Salary & allowance April paid M2	246.62		246.62				
30/06/21	2122-009	BACS	HMRC	M3 deductions	55.20		55.20				
10/06/21	2122-010	BACS	Clerk	Salary & allowance May paid M3	246.62		246.62				
10/06/21	2122-012	DD	Ionos	Webhosting 24.05 - 24.06	6.00	1.00		5.00			
<i>Items marked * are expenditure incurred under LGA 1972 s137</i>					<b>1,226.40</b>	<b>3.00</b>	<b>905.46</b>	<b>317.94</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Receipts											
Date	Ref	Payee	Details	TOTAL	VAT Refund	Precept	Employee Costs	Grounds Maint	Bank Interest	Other	
20/04/21	2122-004	LDC	Precept	£8,270.00		£8,270.00					
20/05/21		HMRC	Vat refund 20-21	£345.30	£345.30						
04/06/21		HSBC	Interest	£0.40					£0.40		
				<b>£8,615.70</b>	<b>£345.30</b>	<b>£8,270.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.40</b>	<b>£0.00</b>	

- c. The list of payments for July and August were approved as below. A £50 payment for emergency grounds maintenance to Canwell Field was also approved.

#### Payments to authorise at this meeting

Date	Doc #	Type	Payee	Details	TOTAL Gross	VAT Element	Employee Costs	General Admin	Grounds Maint	Grants	Other
23/04/2021	2122-011	bacs	Toplis Associates Ltd	Internal Audit 20-21	132.00	22.00		110.00			
06/07/21	2122-014	BACS	Vision ICT	Website Accessibility Statement	54.00	9.00		45.00			
25/06/2021	2122-013	DD	IONOS	Webhosting 24.06 - 24.07	6.00	1.00		5.00			
13/07/2021	2122-015	BACS	HMRC	M4 deductions	55.20		55.20				
13/07/2021	2122-016	BACS	Clerk	Salary & allowance June paid M4	246.62		246.62				
10/08/2021	2122-017	BACS	HMRC	M5 deductions	55.20		55.20				
10/08/2021	2122-018	BACS	Clerk	Salary & allowance July paid M5	246.62		246.62				
<b>TOTALS:</b>					<b>663.64</b>	<b>10.00</b>	<b>603.64</b>	<b>50.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

- d. Grant funding applications received under s137 were considered following discussion at the previous meeting 21/38 and confirmation from Chris Pincher MP that the 1894 Act does not prohibit Parish Councils from contributing to the maintenance of churches if it was felt to be of benefit to the wider community.

Cllr. C Meadows proposed that £500 be granted to St Bartholomew's Church Hints, seconded by Cllr. G Kynaston and agreed by Cllr. P Kynaston. Cllrs. S Petford and S Clarke abstained. The motion was carried.

**RESOLVED:** To grant £500 to St Bartholomew's Church Hints under s137.

Cllr. C Meadows proposed that £325 be granted to Canwell St Mary, St Giles and All Saints Church, seconded by Cllr. S Clarke and agreed by all except Cllr. G Kynaston who abstained. The motion was carried.

**RESOLVED:** To grant £325 to Canwell St Mary, St Giles and All Saints Church under s137.

#### 21/51. Reports from Chairman, Councillors and Clerk:

- Cllr. S Clarke reported that, due to a machinery breakdown, SJL have been unable to maintain Canwell Field and that it has been cut at a charge of £50 by a local firm, the spending was authorised between the Clerk, Chair and Vice-Chair to ensure access to the field for the nursery and residents.
- Cllr. P Kynaston reported issues in contacting the police as the postcode for households in Canwell was showing as under West Midlands Police rather than Staffordshire Police.
- The Clerk was directed to prepare the necessary documents for going out to tender for the 2022 grounds maintenance season, including the cutting of verges.
- The Environment Agency has requested that height markers be installed in the ford.
- A member of the public has approached the Council to suggest that the verges leading down Rookery Lane to the ford could be formalised to provide car parking opportunities. It was noted that this has not been popular with residents in the past so will not be progressed.
- Draft approval for a Schedule 17 lorry route for the BBV compound had been received shortly before the meeting. It does not cover personal vehicles and members will help to respond between meetings as the current proposal was not deemed appropriate.

**21/52. Planning:** Applications 21/01092/PND & 21/01093/PND at Lamb Farm were considered. Cllr. B Yeates reported that the builder is very competent and appears to be responsive to concerns and keen to move vehicles off the road when the site allows greater access.

**RESOLVED:** That both applications be objected to due to concerns with access being too near the corner of a busy junction and deemed to be dangerous.

**21/53. HS2**

- a. The HS2 Local Report April 2021, which has been published on the website, was noted.
- b. It was noted that the commonplace website is being replaced and that residents should subscribe at [engagement.hs2.org.uk/join-mailing-list](https://engagement.hs2.org.uk/join-mailing-list).
- c. The explanation of why LM cannot share Cadent's access, which has been published on the website, was noted. It is also attached at p45.
- d. No specific correspondence was considered necessary but the Clerk was directed to get an update on works from BBV.
- e. It was noted that LM has invited all interested parties to a virtual meeting on July 27<sup>th</sup> 7pm-8pm to report on local archaeological findings. Details of the invite are on the website and a link for the meeting can be requested from [community@lm-jv.com](mailto:community@lm-jv.com).

**21/54. Meetings:** The meeting dates were agreed as September 14<sup>th</sup> 2021, November 9<sup>th</sup> 2021, January 11<sup>th</sup> 2022 & March 8<sup>th</sup> 2022 at Hints Village Hall.

*The Chairman thanked all those present for their attendance and declared the meeting closed at 9.13pm.*

..... Signed

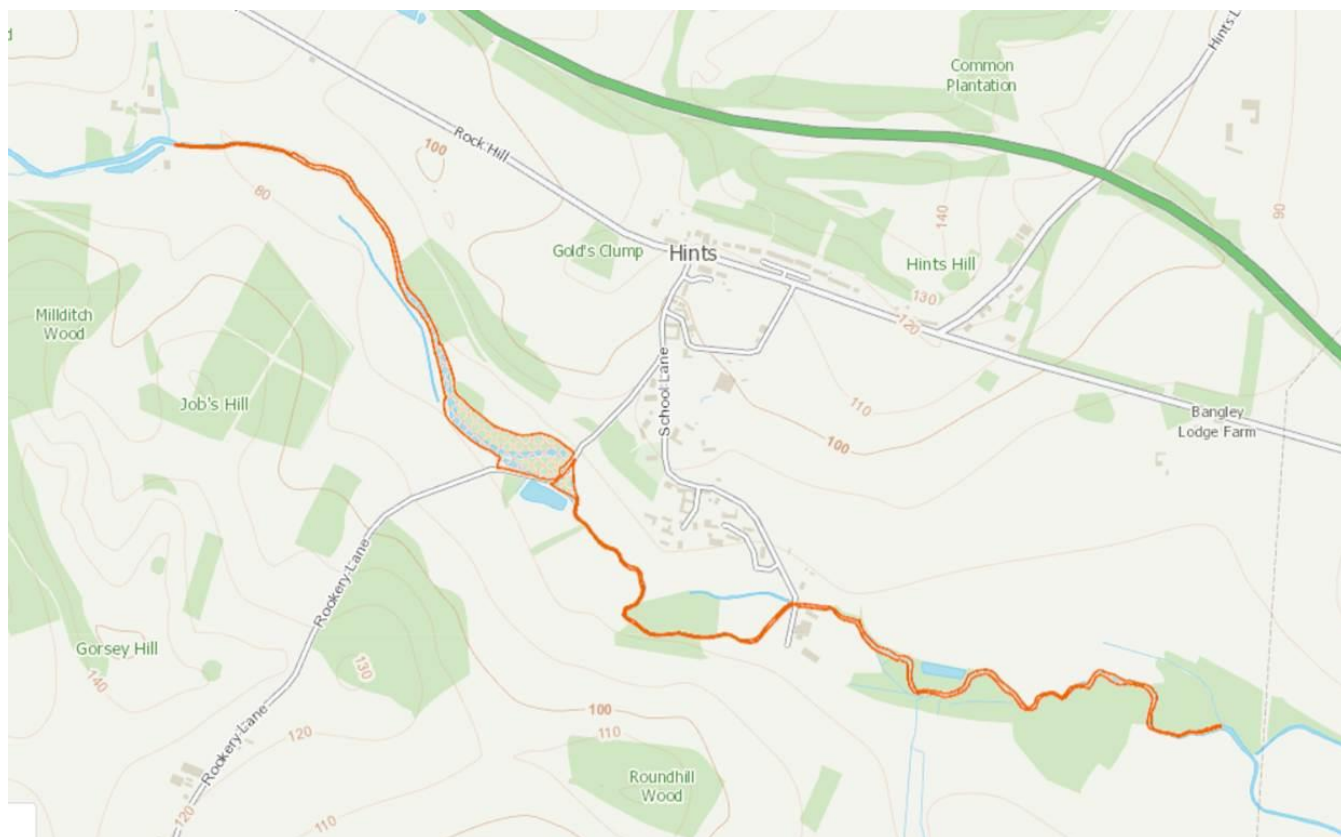
..... Date

## APPENDIX 1: 21/49 Environment Agency Report

If there is an emergency or immediate concern I would suggest you share the number below at the meeting with local residents, this number can be contacted 24/ 7, 365 days a year to report issues such as pollution or blockages on Main Rivers, we have incident duty officers on standby who will investigated these issues.

**Incident hotline** - Telephone: 0800 80 70 60 - [Report an environmental incident - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

- The Environment Agency owns the land shown in the attached plan below in Hints and along the Bourne Brook watercourse, generally watercourses are owned by the adjacent landowners up to the centre of the river.
- There are no operational assets in this area (such as flood banks, walls or pumping stations). I have visited the area around the ford on a couple of occasions.
- The wider area of land close to the ford is crossed by a permissive path (this is not a public right of way) we are planning to install an interpretation board at the entrance to this land detailing the local wildlife and potentially some history of the area. We have engaged the Staffordshire Wildlife Trust to assist us and once we have a proposed design I would be happy to share it with the parish for comment.
- Our flood maps do not indicate any risk to residential properties as a result of flooding from the Bourne Brook in this area, the EA has removed fallen trees and blockages from the watercourse in the land we own around the ford but this work took place to ensure the health and safety of walkers or other users of the land. I have attached a map above showing the extent of flooding in a larger flood event.
- Although we own the land adjacent to the ford, the ford itself is part of the highway and is the responsibility of the local highway authority (Staffordshire County Council). Following recent concerns raised about the lack of signage at the ford to indicate depth and concerns about vehicles becoming stuck I contacted Staffordshire County Council via their enquiries portal. I will follow up and provide you with a further update.



## **APPENDIX 2: 21/53c Explanation from LM as to why Cadent's access can't be shared.**

Regarding the use of the access created by Cadent, we had previously considered this as explained in the parish council meeting of 9th March. The work of both contractors was due to commence at the same time but due to issues previously explained by Cadent, this meant that LM started 8 weeks prior and therefore required a separate compound to be set up. It was then not possible to set up **\*\*an extra compound – or alternative compound \*\***on land (acquired by) in Cadent's possession, due to health & safety reasons. There were concerns around plant vehicles potentially driving over the gas pipeline and in addition to that, there were complications as Cadent are the principal contractor and held responsibility for all actions on that site. We previously explained that this access was not originally viable due to topographical issues and a relevant crossing point across Black Brooke.

The archaeology works that LM have been undertaking were originally meant to be completed by the end of May. However the access that Cadent were creating and the compound they needed to construct was not completed by this time. It was not viable to halt works until the new access had been created. At this stage, LM were not aware that they would be required to extend the archaeological works due to features of interest that had been excavated towards the end of the original works. As the overlap between works by both LM and Cadent was not expected to be long, both contractors continued with plans to create the compounds originally planned.

To demobilise the LM compound now and expand the Cadent compound would come at a significant cost to the project. It would also extend LM's current works much beyond the proposed completion date, which would also come with a significant cost. This is further complicated by Covid-19 measures governing the maximum amount of people allowed in a small area, as well as issues around temporary land access constraints, with insurance and health and safety complications attached. This was not known to us at the time of our meeting on the 9th March and both Cadent and LM were very willing to collaborate on this matter.

Unfortunately, the nature of construction works is such that we often need to respond to unforeseen circumstances or site conditions (e.g. the archaeological finds) and need to adapt earlier plans to deliver the planned works. This can lead changes and updated plans or extended timelines. We always consider reducing the impact on communities as our first priority and will continue to do so and work with you on that.

Some of the plant vehicles that have been highlighted are only on site for a few days at a time as the machinery is only required for short periods of time. The machinery is used, in this case to back fill trenches, then either returned to the hire company or to the other work location from which it came.

We really look forward to sharing our archaeological findings with you and we hope there is much interest in the online presentation we have proposed on 13th July so our experts can give you an insight on how works have progressed in this location and what they suggest about the history of the area.