

MINUTES OF THE MEETING OF HINTS WITH CANWELL PARISH COUNCIL

Held at Hints Village Hall on Tuesday 14th March 2023 at 7:30pm

Present: Cllr. S Petford (Chair), Cllr. S Clarke (Vice-Chair), Cllr. G Kynaston, Cllr. P Kynaston,
Cllr. S Rippon & Cllr. S Shepherd

Guests in Attendance: SCC Cllr. D Smith, LDC Cllr. B Yeates, Steve Hopkins CPRE Staffordshire
Trustee

Public in Attendance: One

Minute Taker & Clerk Gemma Burgess, clerk@hintswithcanwellpc.co.uk

23/11. Apologies: Apologies were received and noted from Cllr. C Meadows.

23/12. Declarations of Interest and Dispensations: None relevant to agenda items.

23/13. Minutes:

RESOLVED: That the Minutes of the Parish Council meeting held on Tuesday 10th January 2023, having been circulated, be confirmed and signed as a correct record.

23/14. Public Participation:

An update was given to the member of the public who had requested that further action be taken by the Environment Agency (EA) at the ford. It was noted that the reply stated that no further works would be completed as further clearance was unlikely to have flood risk benefit. The reply was not felt to be satisfactory as the ford is currently unpassable and is a public highway. Cllr. S Clarke will take the matter up with MP Pincher.

23/15. An opportunity to address the Council for invited guests:

LDC Cllr. B Yeates reported that he was going to look into a concern relating to construction at Wellsmead, London Rd.

SCC Cllr. D Smith reported that:

- Potholes need to keep being reported and that he will chase up when he has the log number.
- Concerns relating to drainage on London Rd are on-going.
- The SCC boundary consultation is live and could result in the constituency growing but that this is unlikely to have an effect on Hints with Canwell Parish.
- That there is an HS2 drop-in session being held on 23rd March at Hints Village Hall 6pm.

23/16. CPRE Staffordshire: A trustee from CPRE Staffordshire attended the meeting to give an overview of CPRE Staffordshire, its history and current objectives to promote and protect the countryside and to advocate on rural issues. The benefits of membership to the Council would be to access resources on protecting the local environment, climate emergency, planning and briefings; to mobilise and work together with other stakeholders and Parish Councils; assistance on responses to planning applications and to be part of a movement that's doing something to protect the landscape.

Joining CPRE Staffordshire was considered.

RESOLVED: That Hints with Canwell Parish Council requests to join CPRE Staffordshire at an annual cost of £36.

23/17. Finance, Staffing and Administration:

- a. **Bank reconciliation:** The reconciliation at February 28th 2023 was checked and approved.

Accounts		Bank balances	
a. Balance b/f 1st April	24,892.36	Stat 255 Deposit Account	15,929.54
b. Total Receipts	9,461.62	Stat 513 Current Account	11,545.11
c. Total Payments	6,879.33	Add unrepresented income	0.00
d. Profit / Loss on year to date (b-c)	2,582.29	Less unrepresented cheques	0.00
e. Closing Balance (a+d)	27,474.65		27,474.65

- b. The list of payments for March and April 2023 were approved as below. It was noted that the renewal invoice for Parish Online mapping software had not been received yet but should be paid to maintain the subscription on receipt (last year's fee was £37.50+VAT).

Payments to authorise at this meeting 14th March 2023

Date	Doc #	Type	Payee	Details	TOTAL Gross	VAT Element	Employee Costs	General Admin	Grounds Maint	Grants	Other
23/02/2023	2223-061	DD	IONOS	Webhosting 24.02 - 24.03	8.40	1.40		7.00			
14/03/2023	2223-062	BACS	Clerk	Salary & allowance February paid M12	267.85		267.85				
14/03/2023	2223-063	BACS	HMRC	M12 Deductions	60.40		60.40				
14/03/2023	2223-064	BACS	Clerk	Amazon - printer cartridges	52.01	8.67		43.34			
14/03/2023	2233-065	BACS	Clerk	Home Bargains - A4 printer paper	8.98			7.48			
21/03/2023	TBC	BGC	HSBC	Bank charges to 27.02	8.00			8.00			
11/04/2023	TBC	BACS	Clerk	Salary & allowance March paid M1 23-24 (estimated)	267.85		267.85				
11/04/2023	TBC	BACS	HMRC	M1 Deductions (estimated)	60.40		60.40				
14/03/2023	2223-067	BACS	SPCA	23-24 SPCA Subs	143.17			143.17			
TOTALS:					877.06	10.07	656.50	208.99	0.00	0.00	0.00

- c. The list of payments and receipts year-to-date was noted (attached at pp4-5).
RESOLVED: That the oak tree and commemorative plaque be added to the asset register (attached at p6).
- d. **s137 Cap 23-24:** It was noted that The Department for Levelling Up, Housing and Communities (DLUHC) had notified the National Association of Local Councils (NALC) that the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for local (parish and town) councils in England for 2023/24 is £9.93 per elector. Based on 303 electors this would be a cap of £3008.79, so the budget of £800 for the upcoming year is compliant.
- e. It was noted that, with upcoming elections, it was possible that none of the current councillors on the banking mandate would be in office from May.
RESOLVED: That Cllrs. Petford and Clarke would continue to assist the Council with banking arrangements, should an update to the mandate be necessary.

23/18. Quinney Hall: The Quinney Hall Management Committee reported that the external doors to the front and meeting room were in need of replacement and could no longer be repaired. The management committee is prepared to pay for the replacements. The Clerk was directed to ensure that the appointed representative in May is sent to the clerk of the committee.

RESOLVED: That more specific information relating to the replacements was needed but that permission in principle would be given.

23/19. Reports from Chairman, Councillors and Clerk:

- The Police Briefing for February from Chief Inspector Green was noted.
- The SCC warding consultation is now live and individuals may respond.
- Watling Street gullies are scheduled for a drainage dig down.
- The FOI reply on accidents at Fox Hill Rd/A453 is awaited.
- Comments made on social media by an unknown person relating to delays in HS2 failed to understand the devastating impact HS2 has had on the community and were not well informed.

23/20. Elections 2023:

- a. The need for photographic voter ID for upcoming elections was noted.
- b. The timetable for elections was noted. Nomination papers must be received by Lichfield District Council by April 4th.
- c. It was noted that full information for prospective candidates in the 2023 Parish Council election is available at www.electoralcommission.org.uk.

23/21. Meetings: The next meetings, all at Hints Village Hall were agreed as:
May 16th 2023 (Annual Parish Assembly 7pm, Annual Parish Council Meeting 7.15pm),
July 11th 2023, September 12th 2023, November 14th 2023.

The Chairman thanked all those present for their attendance and declared the meeting closed at 8.49pm.

..... Signed

..... Date

Hints with Canwell Parish Council - Receipts and Payments 1 April 2022 to 28th February 2023

Payments

Date	Doc #	Type	Payee	Details	TOTAL Gross	VAT Element	Employee Costs	General Admin	Grounds Maint	Grants	Other
23/03/2022	2223-001	DD	IONOS	Webhosting 24.03 - 24.04	8.40	1.40		7.00			
23/04/2022	2223-002	BGC	HSBC	Bank charges to 31.03	8.00			8.00			
12/04/2022	2223-003	BACS	Clerk	Salary & allowance March paid M1 22-23 (estimated)	250.59		250.59				
12/04/2022	2223-004	BACS	HMRC	M1 Deductions (estimated)	56.00		56.00				
23/04/2022	2223-005	DD	IONOS	Webhosting 24.04 - 24.05	8.40	1.40		7.00			
10/05/2022	2223-006	BACS	Clerk	Salary M2	250.39		250.39				
10/05/2022	2223-007	BACS	HMRC	deductions M2	56.20		56.20				
10/05/2022	2223-008	BACS	SJL	Canwell Field Mowing April 2022	108.00	18.00			90.00		
10/05/2022	2223-009	BACS	BHIB	Insurance 01.06.22-31.05.23	302.94			302.94			
10/05/2022	2223-011	BACS	Topis Associates	Internal Audit 21-22	194.35	32.39		161.96			
21/05/2022	2223-010	DD	HSBC	Current Account charges to 29.04	8.00			8.00			
24/05/2022	2223-012	DD	IONOS	Webhosting 24.05 - 24.06	8.40	1.40		7.00			
21/06/2022	2223-013	DD	HSBC	Current Account charges to 29.05	8.00			8.00			
14/06/2022	2223-014	BACS	Clerk	Salary M3	250.59		250.59				
14/06/2022	2223-015	BACS	HMRC	deductions M3	56.00		56.00				
20/06/2022	2223-016	DD	ICO	Data Protection Fee	35.00			35.00			
12/07/2022	2223-017	BACS	Hints Village Hall	2021 hall hire	30.00			30.00			
24/06/2022	2223-018	DD	IONOS	Webhosting 24.06 - 24.07	8.40	1.40		7.00			
12/07/2022	2223-020	BACS	Clerk	Salary M4	250.39		250.39				
12/07/2022	2223-019	BACS	HMRC	deductions M4	56.20		56.20				
21/07/2022	2223-021	DD	HSBC	Current Account charges to 29.06	8.00			8.00			
09/08/2022	2223-026	BACS	HMRC	deductions M5	56.00		56.00				
09/08/2022	2223-025	BACS	Clerk	Salary M5	250.59		250.59				
21/08/2022	2223-022	DD	HSBC	Current Account charges to 29.07	8.00			8.00			
23/07/2022	2223-023	DD	IONOS	Webhosting 24.07 - 24.08	8.40	1.40		7.00			
13/09/2022	2223-027	BACS	Vision ICT	Website/email hosting & support to Sept 2023	182.86	30.48		152.38			
24/08/2022	2223-024	DD	IONOS	Webhosting 24.08 - 24.09	8.40	1.40		7.00			
13/09/2022	2223-028	BACS	EDGE Business Systems	hints-village.com webhosting to 31/07/23	102.00	17.00		85.00			
13/09/2022	2223-029	BACS	SJL	Canwell Field Mowing May 2022 -August	432.00	72.00			360.00		
13/09/2022	2223-030	BACS	HMRC	deductions M6	56.20		56.20				
13/09/2022	2223-031	BACS	Clerk	Salary M6	250.39		250.39				
21/09/2022	2223-032	DD	HSBC	Current Account charges to 30.08	8.00			8.00			
11/10/2022	2223-033	BACS	HMRC	deductions M7	56.20		56.20				
11/10/2022	2223-034	BACS	Clerk	Salary M7	250.39		250.39				
11/10/2022	2223-035	BACS	Clerk	Reimbursement Kaspersky Internet Security	49.99	8.33		41.66			
11/10/2022	2223-037	BACS	PCC Hints	Grant Funding *	400.00					400.00	
11/10/2022	2223-038	BACS	PCC Canwell	Grant Funding *	400.00					400.00	
21/10/2022	2223-043	DD	HSBC	Current Account charges to 29.09	8.00			8.00			
08/11/2022	2223-039	BACS	SJL	Canwell Field Mowing Sept	108.00	18.00			90.00		
21/11/2022	2223-044	DD	HSBC	Current Account charges to 30.10	8.00			8.00			
24/09/2022	2223-036	DD	IONOS	Webhosting 24.08 - 24.09	8.40	1.40		7.00			
23/10/2022	2223-040	DD	IONOS	Webhosting 24.09 - 24.10	8.40	1.40		7.00			
08/11/2022	2223-041	BACS	HMRC	deductions M8	90.60		90.60				
08/11/2022	2223-042	BACS	Clerk	Salary M8	389.32		389.32				
15/11/2022	2223-046	BACS	RBLI	Commemorative Queens Canopy Plaque	154.99						154.99
12/12/2022	2223-045	DD	IONOS	Webhosting 24.11 - 24.12	8.40	1.40		7.00			
21/12/2022	2223-047	DD	HSBC	Current Account charges to 29.11	8.00			8.00			
02/01/2023	2223-048	BACS	HMRC	deductions M9	60.60		60.60				
02/01/2023	2223-049	BACS	Clerk	Salary M9	267.65		267.65				
08/01/2023	2223-050	BACS	Four Seasons	English Oak tree 10-12cm girth delivered and planted	270.00	45.00	225.00				
10/01/2023	2223-058	BACS	B J Bridge Enterprise	Installation of field gate	150.00				150.00		
10/01/2023	2223-052	BACS	HMRC	deductions M10	60.40		60.40				
10/01/2023	2223-053	BACS	Clerk	Salary M10	267.85		267.85				
10/01/2023	2223-051	BACS	SJL	Canwell Field Mowing Oct	108.00	18.00			90.00		
10/01/2023	2223-054	BACS	Hints Village Hall	2022 Village Hall Hire	60.00			60.00			
14/02/2023	2223-056	BACS	HMRC	deductions M11	60.40		60.40				
14/02/2023	2223-057	BACS	Clerk	Salary M11	267.85		267.85				
12/01/2023	2223-055	DD	IONOS	Webhosting 24.12 - 24.01	8.40	1.40		7.00			
21/01/2023	2223-058	DD	HSBC	Current Account charges to 29.12	8.00			8.00			
12/02/2023	2223-059	DD	IONOS	Webhosting 24.01 - 24.02	8.40	1.40		7.00			
21/02/2023	2223-060	DD	HSBC	Current Account charges to 29.01	8.00			8.00			
<i>Items marked * are expenditure incurred under LGA 1972 s137</i>					6,879.33	274.60	3,835.80	1,033.94	780.00	800.00	154.99

Receipts

Date	Ref	Payee	Details	TOTAL	VAT Refund	Precept	Employee Costs	Grounds Maint	Bank Interest	Other
08/04/22		HMRC	Vat Refund 21-22	£338.94	£338.94					

19/04/22		LDC	Precept 22-23	£9,000.00		£9,000.00					
03/06/22		HSBC	Interest	£1.98						£1.98	
03/09/22		HSBC	Interest	£3.94						3.94	
02/12/22				£16.76						£16.76	
23/12/22		Councillor Grant Fund	Contribution to Oak Tree	£100.00					£100.00		
				£9,461.62	£338.94	£9,000.00	£0.00	£100.00	£22.68	£0.00	

Hints with Canwell Parish Council - Asset Register at 31st March 2023

					£3,857	£4,612	£2,863	
Item No.	Item	Location	Site area	Date acquired	Purchase price	Insured Value	Asset Value (For Accounts)	Notes
1	Canwell Field	South side of Slade Road, Canwell	1.4 acres approx	25/10/1990	£0	£0	£0	Title SF295213 See Note 1 below
2	Land including Quinney Hall	Junction of London Road/Slade Road, Canwell	0.6 acres approx	25/10/1990	£0	See Note 3 below	£0	Title SF295212 See Note 2 below
3	Noticeboard	Hints Village Hall	-	09/09/2014	£275	£0	£0	
4	Noticeboard	Quinney Hall	-	09/09/2014	£275	£0	£0	
5	Defibrillator	Wall of Hints Village Hall	-	10/11/2015	£400	£1,300	£400	
6	Defibrillator	Wall of Quinney Hall	-	17/02/2022	£895	£1,300	£895	
7	Defibrillator box	Wall of Hints Village Hall	-	17/12/2015	£540	£540	£540	
8	Defibrillator box	Wall of Quinney Hall	-	17/12/2015	£540	£540	£540	
9	Laptop PC Hewlett Packard 15 BA55SA	Bangley Lodge Farm B78	-	31/08/2016	£292	£292	£0	
10	Brother Printer DCP J4120D W	262 Penns Lane, B76 1LQ	-	31/08/2016	£66	£66	£0	
11	Motorola E6 Mobile Phone	262 Penns Lane, B76 1LQ		14/01/2020	£86	£86	£0	
12	Laptop PC HP255 G7	262 Penns Lane, B76 1LQ		13/11/2020	£488	£488	£488	
13	Oak Tree	Canwell Field		15/11/2022	£225	£225	£0	
14	Commemorative Queens Canopy Plaque	Canwell Field		15/11/2022	£155	£155	£0	

NB Any individual item purchased for less than £300 is deemed *de minimis* and with an asset value of Nil

Notes

- 1 Transferred to Council in 1990 by virtue of the Local Government (Property) (West Midlands) Order 1990 S.I. 1954 at nil consideration
Title absolute registered to the Council 5 April 1991
Asset value for local council accounting purposes is the historic cost
- 2 Transferred to Council in 1990 by virtue of the Local Government (Property) (West Midlands) Order 1990 S.I. 1954 at nil consideration.
Title absolute registered to the Council 5 April 1991. Approx 0.25 acres of this land is Leased to Quinney Hall Management Committee for 35 years from 20 October 1999 at a peppercorn rent. The Council is responsible for the structure of the Hall (walls and roof), and tenant for all other parts
- 3 The asset value for local council accounting purposes is the historic cost