

# NOTICE OF A MEETING OF WALL PARISH COUNCIL

To be held at 7:30 pm on Tuesday 17 November 2020

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Website: [www.wallparishcouncil.com](http://www.wallparishcouncil.com)

12 November 2020

*N.B. This meeting will be held as a virtual meeting (via video conferencing) under regulations made in the Coronavirus Act 2020. The agenda has been restricted to main items only and there is no Public Forum.*

*Any members of the Public or Press wishing to view the meeting on Zoom should contact the Clerk (email address as above) at least one day before the meeting.*

Dear Councillor

You are summoned to attend a Meeting of Wall Parish Council to be held remotely at **7.30pm** on **Tuesday 17 November 2020** at which the following business will be transacted.



Peter Young  
Parish Clerk

## AGENDA

1. **Apologies:** To receive apologies and approve reasons for absence.
2. **Minutes:** To approve the Minutes of the Meeting held on 15 September 2020 (**Appendix 1**).
3. **Matters Arising on the Minutes**
4. **Declarations of Interest and Dispensations**  
To receive Declarations of Interests and to consider the grant of Dispensations.
5. **Policing Matters**
6. **Reports from Chairman, Councillors and Clerk**  
Reports on matters, and consideration of correspondence received, including any items from/to the County Councillor and District Councillors.
7. **Highways and Open Spaces**
  - a. Road flooding issues Watling Street (Wall) and Cranebrook Lane (Hilton).
  - b. Improving access to footpaths and Roman Site.
  - c. Speed sign data reports.
  - d. Any other Highways or Open Space matters.
8. **Planning Applications**
  - a. To consider any new planning applications (none at agenda date)
  - b. To note decisions on previous applications, as follows:

Ref	Details	Wall PC Comment	LDC Decision
19/01179/COU Chesterfield House, Ashcroft Lane	Conversion/extension of out-buildings to form 3-bedroom dwelling with parking.	No objections	<b>Approved</b> 29/9/20
19/01736/FULM Barn Farm, Hilton	Erection of agricultural building for cold storage with lean-to canopy.	Recommend Refusal	Awaited
20/00681/FUL Birches, Cranebrook Lane, Hilton	Demolition of existing stables and erection of new stable blocks	No objections	<b>Approved</b> 15/9/20
20/00873/FUL Land at Muckley Corner	Siting of 5 No. shipping containers for three years (Retention of works already started)	Recommend Refusal: renewal of temporary consent is a material change of use and a non-conforming development in Green Belt.	<b>Approved</b> 8/10/20

Ref	Details	Wall PC Comment	LDC Decision
20/01001/ABN Manor Farm, Wall Lane	Agricultural Determination: Erection of an implement store	No objections.	Prior approval refused 21/8/20
20/00055/COU 20/00056/LBC Land adj. Moatbank House, Moat Bank	Barn conversion to form a 3- bedroom dwelling and erection of a detached double garage	No objections.	Awaited
20/00480/FUH Church Farm, Green Lane, Wall	Single and two storey front and rear extensions to form kitchen, lounge, entrance lobby, bedroom and atrium and conversion of outbuilding to form games room / garages with new boundary wall to front	No objections subject to the following comments: a. Given the location within the conservation area, a more traditional and restrained treatment of the frontage and outbuildings would be desirable, rather than the white painted brickwork and render. b. The rear elevations contain large expanses of glass. This elevation faces south-west on the hilltop overlooking the Roman Heritage site so will be very prominent. The applicant has suggested use of non- reflective glass, and this should be a condition of development. c. Although the property is just outside the Scheduled Monument site it is within the area of the Roman settlement where there are likely to be Roman remains at a shallow depth. The proposals make only minor alterations to the building's footprint, but any excavation works should require an archaeological watching brief.	Awaited
20/01286/FUH Fosseway Cottage Fosseway Lane Pipehill	Conversion of detached garage to form detached residential annex	No objections to this proposal, subject to it being able to meet building regulations for a habitable dwelling.	
20/01512/ABN Manor Farm, Wall Lane	Agricultural Determination : Erection of an implement store. [NB Identical application to 20/01001/ABN but now includes Heritage Statement.]	No objections.	Awaited

**9. Annual Reviews of:** Standing Orders, Financial Regulations, Risk Register, training for councillors and officers, Insurance, Asset Register, and appointment of Internal Auditor. See **Appendix 2**.

**10. Accounts for Payment**

To approve the bank reconciliation at 31 October 2020 and payment of accounts due (list to be circulated by email).

**11. Date and time of next meetings**

Tuesday 19 January 2021, 7:30 pm, Wall Village Hall (Budget meeting)

Tuesday 16 March 2021, 7:30 pm, Wall Village Hall

(These meetings may be held remotely, if deemed necessary by 'lockdown' legislation).

\* \* \*

**WALL PARISH COUNCIL**

**Minutes of the Meeting of Wall Parish Council held remotely by Zoom at 7:30 pm on  
Tuesday 15 September 2020**

**Present:** Cllrs M J Crowe (Chairman), R Barker, F Robertson, C Rubisch, A Ryman, P Sampson and R Saxton.

**In Attendance:** County Councillor David Smith (for part of the meeting) and Peter Young (Clerk).

**Apologies:** None. All members present but some members lost the Zoom connection temporarily at various points in the meeting. District Cllr Janice Silvester-Hall had also submitted apologies.

**105. Declarations of Interest and Dispensations:**

For Minute 111 Cllr R Barker had a disclosable interest in application 20/00661/FUH (adjoining property) and Cllr A Ryman had a disclosable interest in application 20/01001/ABN (his property). This item was only reporting on decisions already taken by Lichfield District Council, and was not discussed.

**106. Minutes**

Minutes of the Council meeting held on 21 July 2020 were approved and it was agreed that these could be signed as a correct record.

**107. Matters Arising on the Minutes:**

- a. Updated posters for contacting the MP had been received to go in the noticeboards.
- b. The County Council had replied that rural verges were cut in May and September.
- c. The notice period for public inspection of the accounts had now ended, and so the notice could be removed.

**108. Policing Matters:**

New policing posters for the noticeboards were not yet forthcoming.

Cllr F Robertson had successfully reported a skip blocking Market Lane by messaging the Police on Twitter.

**109. Reports from Chairman, Councillors and Clerk**

- a. The Chairman had received thanks from John Alsop (Church Warden) for the Council's churchyard grant of £400.
- b. A letter of thanks had been received from the Staffordshire Lord Lieutenant for the Council's work during the Covid 19 pandemic. County Councillor D Smith asked that if anyone knew of an individual or community group who should be thanked for their work, then the name and address be forwarded to him (via the Clerk) so that an individual letter of thanks could be sent to them from the Lord Lieutenant.
- c. County Councillor D Smith reported that he had approved a grant of £200 to the Council from his Community Fund and was thanked for this.
- d. Two local residents, Paul and Rob, were thanked for agreeing to provide an extra brown bin which could be used for green waste collected from their voluntary maintenance of roadside verges etc.
- e. The Clerk reported that Npower had agreed that the streetlight in the Wall car park was not owned by the Parish Council (but by Lichfield District Council) and had refunded the parish council's payments on the light from 1 April 2019. Thanks were due to Glynn Hook, (street lighting officer at Staffordshire County Council) for his help in sorting this and providing the necessary documentary evidence. A formal complaint had been submitted to Npower regarding the administrative cost of £237 per annum (increased from £66 per annum) for the light in the former phonebox. Npower had issued a 'deadlock' letter, and this complaint would now be referred to the Energy Ombudsman.

**110. Highways and Open Spaces**

- a. Drainage gullies were blocked in Cranebrook Lane by Fownhope Cottage causing flooding of the Lane. Drainage gullies were also blocked around Raikes Lane/Ashcroft Lane. **Action:** Clerk to report these to Staffordshire Highways.

**111. Planning Applications**

No new applications for comment. Decisions on previous applications were noted as follows:

Ref	Details	Wall PC Comment	LDC Decision
19/01179/COU Chesterfield House, Ashcroft Lane	Conversion/extension of out-buildings to form 3-bedroom dwelling with parking.	No objections	Awaited
19/01736/FULM Barn Farm, Hilton	Erection of agricultural building for cold storage with lean-to canopy.	Recommend REFUSAL	Awaited
20/00681/FUL Birches, Cranebrook Lane, Hilton	Demolition of existing stables and erection of new stable blocks	No objections	Awaited
20/00661/FUH The Bungalow, Grange Farm, Ashcroft Lane	Single and two storey extensions and erection of a detached double garage.	Recommend Refusal. <i>[This Council's reasons for requesting refusal related to the detached garage. The approval by LDC was for development excluding the garage.]</i>	<b>Approved</b> 24/8/20
20/00873/FUL Land at Muckley Corner	Siting of 5 No. shipping containers for a period of three years (Retention of works already started)	Recommend Refusal: renewal of previous temporary consent is a material change of use and a non-conforming development in Green Belt. 6 containers on site, not 5.	Awaited
20/01001/ABN Manor Farm, Wall Lane	Agricultural Determination: Erection of an implement store	No objections	Prior approval refused 21/8/20
20/00055/COU 20/00056/LBC Land adj. Moatbank House, Moat Bank	Barn conversion to form a 3 bedroom dwelling and erection of a detached double garage	No objections	Awaited

## 112. Changes to Bank Mandate

The current bank mandate was for any three councillors to sign all cheques; but Cllr F Robertson have not yet been added to the bank mandate.

**Resolved:**

- 1. That the bank mandate be amended so that any two councillors be authorised to sign cheques on behalf of the Council.**
- 2. That the Council re-establish online banking with any two councillors from those with internet banking access being authorised to make payments from the Council's Account.**
- 3. That the Clerk be granted 'view only' access to the Council's online account.**
- 4. That the Council's Financial Regulations and Standing Orders be amended accordingly once these changes have been implemented by the Bank.**

## 113. Accounts for Payment

The bank reconciliation for 31 August 2020 was noted. **Resolved: Payment of the following:**

Date Paid	Chq. No.	Payee	Details	TOTAL
16/09/20	861	P. Young TOTAL <b>£506.91</b>	Net Salary Aug/Sept + expenses + home allowance	482.93
			Zoom Meeting Software - Aug + Sept	28.78
16/09/20	862	HMRC	PAYE on salary	105.20
16/09/20	863	SJL Landscapes	Verge cutting August 2021	149.38
			Car park hedge cutting	108.00

\* It was noted that following a national pay award the Clerk's salary had increased by £6.69 per month from 1 April 2020.

## 114. Date and time of next meetings

Tuesday 17 November 2020, 7.30pm

Tuesday 19 January 2021, 7:30 pm (Budget Meeting)

These meetings were scheduled for Wall Village Hall but would be held remotely if deemed necessary by 'lockdown' advice. The Council's Zoom (video-conferencing) account would therefore continue until it was no longer required.

***There being no further business the Chairman declared the meeting closed at 8:28 pm***

Chairman: .....

Date: .....

## Appendix 2

### Annual Reviews of Policies - Agenda item 9

**1. Standing Orders** (The current document can be viewed on the Council's website at: <https://wallparishcouncil.com/your-parish-council/policies-and-procedures>)

Date of adoption to be updated to 17 November 2020, but no other changes are proposed.

**2. Financial Regulations** (The current document can be viewed on the Council's website at: <https://wallparishcouncil.com/your-parish-council/finances>)

The first sentence of Regulation 6.4 to be amended as follows to reflect the new bank mandate:

*"Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council, in accordance with a resolution instructing that payment."*

Date of adoption to be updated to 17 November 2020.

**3. Financial Risk Register** (The current document can be viewed on the Council's website at: <https://wallparishcouncil.com/your-parish-council/finances>)

Date of adoption to be updated to 17 November 2020, but no other changes are proposed.

**4. Training for councillors and officers**

Various training courses are provided by the Staffordshire Parish Councils Association (SPCA) and Society of Local Council Clerks (SLCC). The Council will meet the course cost and any reasonable travel and subsistence expenses incurred by members and officers attending training courses.

**5. Insurance Cover**

The Council has a parish council insurance package arranged with AXA under a long-term agreement which expires on 31st May 2022. The cover includes public liability, employer's liability, property damage, business interruption, money and personal accident, officials' indemnity, property damage, legal expenses, etc.

**6. Asset Register and Insurance Cover**

The Asset Register (with property insurance values) is detailed on the following page.

**7. Internal Auditor** Currently Alan Toplis Associates – to be reappointed.

### Asset Register at 17 November 2020

				£8,769	£14,115	£20,280	£20,280	
Item	Item	Location	Date acquired	Asset Value (For Accounts)	Purchase price	Insured Value	Insurance Category	
1	Bus Shelter	Muckley Corner	over 20 years ago	£2,982	£2,982	£3,000	£18,800	Street Furniture
2	Bus Shelter	Wall Village	over 20 years ago	£2,982	£2,982	£3,000		
3	Replica Roman Milestone	Adjacent Watling St bus shelter	01/11/2012	£0	£3,800	£4,000		
4	Speed Indicator sign	Various locations	18/10/2018	£2,805	£2,805	£2,800		
5	Former phone box	Wall Village	12/11/2016	£0	£0	£6,000		
6	Laptop and associated hardware	With Clerk, Chairman or Vice Chairman	August 2016	£0	£316	£300	£880	Office Contents
7	Projector	Wall Village Hall	26/06/2019	£0	£580	£580		
8	Brush cutter	The Coach House, Wall	2016	£0	£0	£200	£600	Mowers & Machinery
9	Petrol Mower and Hedge trimmer (£200 each)	Various locations	01/04/2019	£0	£400	£400		
10	Various hand tools: shears, wheelbarrows etc	Various locations	-	£0	£250	£0		
11	Land and buildings	None	-	£0	-	-		-

NB For asset purposes, any individual item purchased for less than £1,000 is deemed de minimis with an asset value of Nil