

## WALL PARISH COUNCIL

### Minutes of the Annual Meeting of Wall Parish Council held remotely by Zoom on Tuesday 4 May 2021 at 7:30 pm

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

**In Attendance:** Peter Young (Clerk)

**Apologies:** Due to the change of date and a conflict of meetings, Cllr C Rubisch was unable to attend at the start but joined the meeting during the discussion on Minute 12.

#### 1. Election of Chairman for the ensuing year

Cllr M J Crowe was elected as Chairman for the ensuing year and made and signed his declaration of acceptance of office as Chairman.

#### 2. Appointment of Vice Chairman for the ensuing year

Cllr P Sampson was appointed Vice Chairman for the ensuing year.

#### 3. Declarations of Interest and Dispensations: None.

#### 4. Minutes

Minutes of the Council meeting held on 16 March 2021 were approved and it was agreed that these be signed as a correct record.

#### 5. Matters Arising on the Minutes

Further to Minute 145a (speed sign) Cllr P Sampson reported that the battery charger was faulty. The estimated cost of a replacement was about £50. **Action:** a replacement charger be purchased.

Further to Minute 142 (Bullmoor Lane Lagoon) the clerk reported the responses received from Lichfield District Council to the effect that: planning permission was not required; mud left on the road was a matter for the operator and SCC Highways; smells would be a matter for LDC Environmental Health Team to deal with; and that fencing was not compulsory.

It was reported that a considerable amount of fly-tipping had been deposited in the new widened entrance to the lagoon on Bullmoor Lane and as this was on private land it would be the landowner's responsibility to arrange clearance. **Action:** Clerk to contact the landowner and suggest gates would be useful at the entrance to prevent a reoccurrence.

#### 6. Policing Matters

PCSO Andrea Horsnall had contacted the Council to say that she hoped to have a new Police contacts poster available shortly. It was noted that a notice would be required for both the car park noticeboard and the village hall noticeboard.

#### 7. District and County Councillors' Reports

County Councillor David Smith had submitted his apologies. No District members were present, but thanks were expressed for their assistance with the recent Barn Farm planning application.

#### 8. Appointments

- a. Internal Auditor: Alan Toplis Associates.
- b. Representative on Wall Village Hall Management Committee: Cllr M J Crowe.

#### 9. Annual Review of Council Policies

- a. Standing Orders: reviewed and no changes deemed necessary.
- b. Financial Regulations: to be updated as per the changes in Minute 15 below.
- c. Financial Risk Register: to be updated for three persons required for online payments and that electronic copies of key documents (rather than photocopies) would be stored off site.
- d. Councillor Training: current policy to continue whereby the Council would pay for any member to attend SPCA training courses.

- e. Asset Register: no changes required.
- f. Council insurance: cover was acceptable and the policy to be renewed with the current insurer.

**10. LGA Model Code of Conduct:**

***Resolved: To adopt the new Model Code of Conduct as produced by the Local Government Association.***

**11. Reports from Chairman, Councillors and Clerk (including correspondence received)**

- a. Newsletter: A copy of a draft Newsletter template was circulated. The Newsletter would be circulated to every household whenever there was sufficient content. It would be distributed mainly by hand but posted to some of the more remote addresses. There were currently 184 households in the parish. Those councillors who had not already done so were asked to supply photographs of themselves for the Newsletter and website.
- b. Signs to Roman Site: It was reported that people were attempting to access the Wall Roman site via Roman Walk. **Action**: A notice to be produced and fixed to the fingerpost at The Butts end of Roman Walk: "No access to Roman Site or Museum. Entrances are in Watling Street".
- c. Flag Flying: A resident had complained about the NHS flag being flown from the flagpole and the absence of the St George's flag on St George's Day. It was pointed out that St George's Day had occurred during the official days of mourning for the Duke of Edinburgh when the Union Flag was being flown at half-mast. It was agreed that the NHS flag could be taken down in June. The Union Flag would be flown on official flag-flying days and the St George's flag on St George's Day.
- d. Car Park: This was owned by Lichfield District Council. **Action**: Clerk to contact LDC for advice, and issues surrounding the car park would be discussed at the next meeting in July when it was anticipated that the public could attend the meeting in the Village Hall.
- e. Watling Street bus shelter: The shelter was showing its age. Details to be obtained for a new shelter that was more open and this matter to be considered further at the next meeting.
- f. Replica Roman Milestone: This needed cleaning. **Action**: A sample area be cleaned with a brush and soapy water, but if this was not successful a quotation would be obtained from a specialist stone-cleaning firm.

**12. Highways & Open Spaces** [Cllr C Rubisch joined the meeting during consideration of this item].

- a. General Works: Cllr Sampson reported that there were several small jobs around the village which could possibly employ the handyman for a day. **Action**: Works to be arranged.  
Cllr Saxton reported some overgrown hedges in Boat Lane, but cutting would now need to wait until the nesting season was over.
- b. Stiles and footpaths Cllrs Sampson and Robertson reported on progress. They were attempting to arrange site visits with the County Council's Rights of Way Officer.
- c. Motorbike racers It was reported that a group of youth were meeting regularly on Bullmoor Lane and racing on the lanes around Hilton. **Action**: Clerk to contact Police on this matter.

**13. Phonebox Electricity Supply**

It was noted that a new supply has been arranged from SSE Business Energy. This is for a one-year contract commencing 7 May at a cost of £91 per annum payable by monthly direct debit. This compared with the current cost being charged by Npower of £424 per annum.

**14. Planning Applications:**

- a. **21/00832/FUH** Holly Cottage, Walsall Road, Pipehill. Erection of single-storey rear and side extension and two-storey rear and side extension.  
***Resolved: No objections in principle to this development. However, the property is in confirmed Green Belt and the applicants will therefore need to be able to demonstrate the very special circumstances that apply which will justify the development.***

- b. Decisions on previous applications were noted as below. The Barn Farm application 19/01736/FULM had been approved, but following representations from the Parish Council, District ward councillors and local residents, it now included several conditions which would reduce the impact on local residents.

Reference	Details	Wall PC Comment	LDC Decision
19/01736/FULM Barn Farm, Hilton	Erection of agricultural building for cold storage with lean-to.	Recommend Refusal	Approved 23/4/21
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.	Approved 29/1/21
20/00480/FUH Church Farm, Green Lane, Wall	Single and 2-storey extensions and conversion of outbuilding	No objections subject to various comments regarding its location in the conservation area and proximity to the Scheduled Monument	Pending
20/01265/FULM Springhill Farm, Walsall Road, Muckley Corner <i>NB Not in Wall Parish but would impact on the parish</i>	Variation of conditions to approved plans 09/00069/FULM relating to site layout including access and reception building	Recommend Refusal: original approval required a roundabout access, and this should be retained for highway safety grounds. Revised reception building is an unacceptable non-conforming development in the green belt.	Pending
20/01796/FUH Allandale, Walsall Road, Muckley Corner,	Erection of granny annexe	No objections, subject to condition that the annexe can only be used in connection with the main property.	Approved 25/2/21
21/00071/FUL Chesterfield Grange, Ashcroft Lane, Wall	Erection of a 3-bedroom detached dwelling and associated works including new access	Recommend refusal: Non-conforming development in the green belt and would generate increased traffic with dangerous access onto a narrow section of Ashcroft Lane	Pending
21/00299/FUH The Bungalow, Grange Farm, Ashcroft Lane, Wall	Single and two-storey extensions to form kitchen, lounge, utility, dining room and bedrooms etc	No objections	Pending

## 15. Bank Mandate

It was noted that under Minute 148 of the Council Meeting 16 March 2021, it was resolved *“that the mandate for online banking be amended so that any two councillors authorised for online banking, plus the Clerk may make payments from the Council’s online account.”* However for this to be possible the Bank required that the Clerk also become a signatory to the account (i.e. able to sign cheques). It was therefore proposed to amend the mandate again so that the Clerk is authorised to make online payments and sign cheques, but that all online payments and cheque payments require authorisation by any three authorised persons. This would ensure that at least two councillors would be required to authorise payments, which met the legal requirement.

- a. **Resolved: That Cllr R Saxton be added to the members authorised to make online payments**
- b. **Resolved: that the first sentence of Council Financial Regulation 6.4. be amended to read, “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 any three authorised signatories in accordance with a resolution instructing that payment.”**
- c. **Resolved: that the second sentence of Council Financial Regulation 6.15 [internet banking] be amended to read: “The bank mandate approved by the council shall identify the persons authorised to approve transactions on those accounts, of which any three will be authorised to approve online transactions on those accounts.”**

## 16. Accounts for the Year Ending 31 March 2021

Members noted the Receipts and Payments schedule, and the bank reconciliation for the year ending 31 March 2021 as circulated with the agenda.

## 17. Budget Out-turn Report for the Year ending 31 March 2021

Members noted the Budget Out-turn Report for the year ending 31 March 2021 as circulated with the agenda.

**18. Internal Audit Report and Governance Statement for the Year Ending 31 March 2021**

Members noted the satisfactory Internal Audit report for the year ending 31 March 2021 and considered and approved the Governance Statement for the year ending 31 March 2021.

**19. Statement of Accounts and Certificate of Exemption for the Year Ending 31 March 2021**

Members approved the Statement of Accounts and Certificate of Exemption for the year ending 31 March 2021. The Statement of Accounts would be posted on the website, and the notice of the period of public rights to inspect the accounts would be posted in the noticeboard and on the website.

**20. Accounts for Payment**

Members noted the bank reconciliation at 30 April 2021 with a balance of £31,445.52.

It was agreed that although the legislation permitting virtual meetings during Covid had now expired, the Council would retain its Zoom accounts until further notice.

It was noted that an invoice was due from SJL Landscapes under the Council’s verge-cutting contract and this would be paid when it was received.

***Resolved: Payment of the following:***

Payee	Details	TOTAL
Toplis Associates Ltd	Internal Audit 2020-21	132.00
Came and Co	Insurance to 31 May 2022	410.56
P. Young TOTAL <b>£516.92</b>	Net Salary April/May + expenses + home allowance	488.14
	Zoom Feb/Mar	28.78
HMRC	PAYE on salary	99.80

**21. Date of Next Meetings**

Tuesday 20 July 2021, 7.30pm Wall Village Hall  
Tuesday 21 September 2021, 7.30pm Wall Village Hall.

***There being no further business the Chairman declared the meeting closed at 9:16 pm***

*Chairman: .....*

*Date: .....*