**Minutes of the meeting of the Armitage with Handsacre**

**Parish Council held on Thursday 30th January 2020**

**at the Pavilion, Millmoor Avenue, Armitage at 7:00pm.**

**Present:** Councillor S Hyden Councillor A Castle

Councillor T Marshall Councillor I Hodgson

 Councillor R Cox Councillor A Kirkbride

 CCouncillor M Tittley Councillor N Binney

**Apologies:** Councillor A Maddocks Councillor B Rayner Charlotte La Planche

Parish Clerk - Samantha LaPlanche

**REGULAR MEETING**

**Presentation by Stephen Locke Associates –** Mr Locke displayed the plans for the application 20/00036/FUL with an explanation of the family history and future plans for the area. There were questions and answered from the councillors and other residents from the local surrounding area. Cllr Cox urged the residents to send their comments on the application, direct to the planning portal at Lichfield District Council.

**Public Participation:**  Mr Hillman asked about the lack of notification by the Parish Council about their meeting s and work. The Chairman said the Parish Council do advertise on the local website and notice board. He explained the council are in the process of setting up their own website. Mrs Hillman said she was concerned about vehicles parking on kerbs, footpaths and on double yellow lines in the Parish. CCllr Tittley said he had not received any information on these issues through the County Council and explained which authority deals with each enforcement. Miss Ferneyhough said her parents property to the rear of the Hayes Meadow development, has been suffering with drains overflowing and surface water for many years. CCllr Tittley said this needs reporting to Severn Trent Water every time, the Chairman proposed the Parish Council write to them asking them to look into the area, relating these issues. The Clerk will action.

**Co-option application –** Helen Flannigan introduced herself to the Parish Council. Cllr Cox proposed we accept her application to join the Parish Council. Cllr Marshall seconded the proposal. Majority vote achieved. Cllr Flannigan thanked the councillors.

**Declaration of Interest**: Cllr Hodgson declared a business interest regarding agenda item 10 - Armitage Preschool.

**Minutes:** Cllr Cox proposed the councillors accept the minutes. Cllr Kirkbride seconded the proposal. Majority vote. The minutes of the meeting held on the Thursday 28th November 2019 were declared to be a true and accurate record.

**Matters Arising:**

**1. Police Matters –** PCSO Rockley gave a short report on our Parish of the monthly reports. He confirmed that the overtime Police Officer was still working in the area on Friday and Saturday nights.

**2. Planning Matters** – Application 20/00003/FUH 2 Poplars Road, two storey side extension the planning committee made no objections on this application.

**3. Highway Matters** – Cllr Hodgson said the development on New Road was causing parking issues for the local amenity businesses as the contract vehicles were parking all day in the thirty-minute waiting bays. Cllr Marshall said there would have been a traffic management control on the planning approval, he will speak to the planning officers and CCllr Tittley said he will speak with the traffic wardens in our area to visit the bays. CCllr Tittley said the highways on the Hawksyard development would be adopted by the County Council in April and that the new island requires some repairs, so will be closed soon.

 **4. Office Matters –** The Chairman said the office hours need to be reviewed due to the demands of new projects coming to the Parish Council this year. He asked the employment committee members to meet next week. All agreed.

**5. Hawksyard Community Building –** The Chairman said the architects will need to meet with the Parish Council very soon, to discuss the pre-application submission. He said a meeting will be arranged and councillors informed of the time and date. Clerk to action.

**6. War Memorial –** The Chairman said the Clerk is in the process of contacting our insurance company for confirmation of cover for the cenotaph and surrounding area. The architects are keen to process quickly on this to achieve a completion time of November 2020. He asked for the sub committee to meet and discuss with the architects their submission of plans and then to arrange a public consultation event. All agreed to this process.

**7. Road naming for land adjacent to Hayes Meadow Primary School –** Cllr Cox produced an old map of the fields where the development is. The Councillors proposed Metcalf Close, Lewis Road and Robinson Way as these were past councillors whose family used to own some parts of the land. The Clerk will inform the District Council for approval.

**8. Lichfield District Council – s106 agreement for 19/00753/OUTMEI –** The Chairman read out the letter from the Council. Cllr Cox proposed we accept the offer. Cllr Kirkbride seconded the proposal. All agreed. The Clerk will respond back to the Council.

**9. Notice boards for play areas – quote received** – The Chairman explained this was the suggestion of the play area inspector for all the areas. All the councillors approved the quote and the administrator will place an order for all 5 areas.

**10. Armitage Preschool letter of request for a grant** – The Chairman read the letter. He proposed we offer a £1,000.00 grant to help towards the running costs of their new venture. Cllr Kirkbride seconded the proposal. Majority vote achieved, the grant will come from the Parish Council reserves. The Clerk will ensure all the relevant paperwork are completed by the group and returned to the Parish Council.

**11. Land transfers from Lichfield District Council –** The transfer documents have been received by the Parish Council solicitors and viewed by the Chairman and Clerk. These were available at the meeting to view. No concerns or issues to report. The Clerk will ask the solicitors to continue the process.

**Financial Matters**

**12. To approve the cheque payments for January –** The Clerk handed out the cheque & bank statement. No concerns.

**13. To review the comments by Mazars LLP on the 2018/2019 audit** – The Clerk read out the report and said the Risk Assessment will be reviewed at the March meeting.

**Correspondence received -** No concerns.

**Date of the next meeting -** Thursday 27th February 2020 at 7.00pm.

The Meeting closed at 9.50pm. This concluded the business of the meeting.

Chairman

Cllr S Hyden

27th February 2020