WALL PARISH COUNCIL
Serving Wall village and the hamlets of: Chesterfield, Hilton, Aldershawe, Muckley Corner and Pipe Hill. Clerk: Pam Salter- 07738 053590 clerk@wallparishcouncil.gov.uk

DRAFT MINUTES of the Full Parish Council meeting held on Tuesday 17th November 2026 7.30pm at Wall Village Hall.
THE MEETING WAS RECORDED WITH ALL IN ATTENDANCE INFORMED

45 In attendance: Cllrs Paul Sampson (Chair),Conrad Rubisch, Robert Saxton, Ross Harwood, Richard Barker, Gary Hutton, Andrew Ryman District Cllrs Janice Silvester-Hall and David Salter. Clerk: Pam Salter. Public: 1 resident

46. To note Apologies for Absence
Resolved: To accept apologies for absence from County Cllr Farrell

47. Declarations of Interest and Dispensations
To receive declarations of interest from councillors on items on the agenda and consider and determine any requests for dispensation. Cllr Sampson recorded his interest in the item 50.ii, the Village Hall, which would arise in discussions on funding. As he has a dispensation, he would be able to stay in the meeting and join in discussions.

48. To approve the Minutes of Parish Council meeting held on 15th Sept 2026.
Resolved: The minutes were approved and signed as a true record.

49. Public participation session: No points were raised in this session

50. Parish matters

i. District Councillors Report – Cllr Silvester-Hall addressed two items from item 57, planning
26/00014/REF. Pipe Hill appeal "Decision: The appeal is allowed and permission is granted for the erection of up to 4 No. dwellings, with all other matters reserved except access at Land Rear of Boythorpe and Wyndfield, Walsall Road, Pipe Hill… The appeal scheme relates to an outline proposal, with access to be considered at this stage, and with all other matters reserved for future consideration."
Cllr Silvester-Hall assured Council that, if and when a planning application comes through, the PC would have the opportunity to comment again. Focus points would be on speed considerations, access to the site and ecology issues.
26/01088/FUL *Land Southeast Of Walsall Road Muckley Corner Creation of four gypsy and traveller pitches.* There has been strong representation against this application, particularly from residents, many of whom had been represented by Cllr Silvester-Hall, as well as the Parish Council . Should Lichfield District Council be minded to refuse this application and the decision be appealed, comparison with the similar application from Woodhouses (appeal A Ref: APP/K3415/C/26/3378636 Appeal B Ref: APP/K3415/C/26/3378639) would undoubtedly be made. That appeal had been refused on all points with an order to clear the site within 12 months. Significant weight in the decision had been given in that appeal to the length of time the appellant had owned the land before putting in a planning application, as with the Muckley Corner application.
Cllr Barker raised the point that the Council had not cleared up after the travellers had left from Muckley Corner on two previous occasions. Cllr Silvester-Hall responded that this information might be relied on in a strong response.
Both Cllr Saxton and a resident described the issues surrounding the use of the Boat Lane gateway being currently used and proposed as a permanent entrance to the site. Google Earth could be used to view its proximity to the bus stop. Boat Lane had featured heavily in objections to the

application. Cllr Silvester-Hall confirmed that there had been no response yet from Highways to the application. Information will be circulated to all parties as soon as this becomes available.

CIL applications: Cllr Silvester-Hall confirmed that applications opened on Monday and she was working with the Chair on funding proposals. The scope of categories has widened to include community facilities and heritage projects, which relate closely to Wall Parish needs.

Parish emergency resilience: Cllr Silvester-Hall will send this SCC information from the resilience team to the Clerk. **Action:** Clerk to circulate information to Councillors

Questions: Cllr Sampson explained plans for siting of the village gates project. He felt that the PC has two choices. Firstly, accept the costs involved with digging holes. Secondly adopt the free-standing planter system ,diagrams of which he shared with Council. Could Cllr Silvester-Hall advise the PC in any way? She responded that she had experience of this situation and had found the costs prohibitive, but she asked to be kept updated and would support if she could **Resolution**: continue to research options and costs, keep Cllr Silvester-Hall updated and bring reports back to the January meeting for a final decision to be made.

Cllr Silvester-Hall left the meeting at 8.10 p.m.

ii **Parish Councillors Reports**

- Cllr Barker asked for further clarification on restricted development rights on land at Horsley Bungalow Horsley Lane Chesterfield WS14 0EJ **Action:** Clerk to contact Kerry Challenor
- Cllr Hutton reported concerns regarding the footpath fingerpost on the public footpath halfway down Green Lane. The whole top of the sign has been damaged and this is confusing ramblers. **Action:** Clerk to report to SCC
- Cllrs Rubisch and Hutton asked who is responsible for clearing up the debris from a fallen tree in Green Lane which is lying on the roadside. It is impeding movement of traffic. **Action**: Clerk to contact Highways
- Cllr Sampson-Wall Village Hall (see item 47 Dispensations and 50i District Councillors report) **Proposal** " that the Clerk writes a supporting letter from the Parish Council to the application from Village Hall Committee for a CIL grant towards replacement flooring for the village hall. The Village Hall is an essential part of the community and the floor is in danger of becoming unsafe. " Proposer Cllr Rubisch Seconder Cllr Hutton **Vote** Approved unanimously. **Action**: Clerk to forward supporting letter to the Village Hall Committee.

iii. Clerk's Report-

a. The Clerk had produced a record of actions from last meeting (see Appendix 1a) All had been resolved other than completion of the removal of bus signage and posts- **Action** Clerk to follow this up.

1b. feedback from Scribefest. This had been a full-day conference provided by SCRIBE. Two items were of particular interest to Wall PC. These are summarised in Appendix 1b

51. Financial and Governance Matters: see Appendix 2

i. Receipts & Payments statements for Sept/Oct 2026 were noted. **Resolution**: approved unanimously

ii. Bank reconciliations for Sept & Oct 2026 were noted. **Resolution**: approved unanimously

iii Payments for approval for Nov 1st, 2026, to Nov 16th The current bank balance and budget status were all noted: **Resolution**: approved unanimously.

iv. CIL money: Councillors noted that it is still available (£1495.37) but use is time limited- Proposal for spend by Cllr Sampson to be discussed in item 53

52. Internal audit

Interim Audit -Clerk's feedback
The Clerk explained that there was no written report from the Auditor for the interim audit but a summary had been provided for Councillors -see Appendix 3.
The audit had been very positive with a few minor points for action most of which had already been addressed. The date set for the end of year audit is April 29th, 2027

Budget and precept -Clerk's report and recommendation Appendix 4
The Budget and Precept reports showed the status as of 17th November. Current budget spend stood at 42.6% indicating that most cost codes would end the financial year within budget. Both reports were considered by Councillors.
The Clerk explained that the Precept request has to be submitted by January 22nd, 2027. As the next PC meeting is not until January 19th it was advisable to come to a provisional decision at this meeting. This decision can be confirmed or amended at the January meeting.
Proposal: to vote on the 4 options available for the precept request :

- reduce
- keep the same
- increase by inflation
- increase by another justifiable amount

Vote: Councillors voted unanimously in favour of increasing the precept, guided by the rate of inflation, currently 3.6%
Resolution: to review the budget at the January meeting and finalise the decision

53 Asset Purchase proposal by Cllr Sampson: Councillors were presented with detailed information related following which the following proposal was put to Council:
"To purchase new information boards for the benefit of Wall Parish residents and visitors, circa £1500.00. The cost is proposed to be covered by the CIL money of £1495.37. Cllr Sampson to facilitate."
Proposer Cllr Rubisch **Seconder** Cllr Hutton **Vote**: Accepted unanimously

54 Village gates: covered in item 50

55 Reported issues to Staffordshire Highways Cllr Sampson explained that the system of reporting issues to SCC Highways had resulted in several unsatisfactory outcomes. He had developed a new system of recording reports and outcomes to enable Council to challenge Highway decisions where necessary. He asked Councillors to report any issues they noticed, or that were referred by residents, so that these could be added to the system

56 Offer of website information for bus timetables Wall PC had received information regarding a free web service called stop2stop. This is a display that can be embedded directly into a website, allowing visitors to see live bus departures. It is compatible with our Parish Online website provision and is currently being researched with a view to adding it to the Parish website.

Also being researched with a view to adding to the parish website is 'Plota ' a planning application search platform that brings together planning applications from councils across the UK into one consistent format, updated daily. Council had been advised of this free web service through Robert Pritchard the County CEO of SPCA. Either, or both , of these applications would be a valuable resource for residents.
Resolution: to add these resources to the Parish website if feasible and circulate information to residents. Update at the January PC meeting.

57. To consider & determine responses to planning applications
26/01088/FUL Land Southeast Of Walsall Road Muckley Corner Lichfield Creation of four gypsy and traveller pitches. **Covered in item 50 i**
26/00016/OUT Land Rear Of Boythorpe And Wyndfield, Walsall Road, Pipehill **Covered in item 50 i**
SCC/26/0042/FULL-MAJ Greener Composting -Ongoing Wall PC had submitted a detailed response to this application with their concerns of increased frequency and size of the lorries relating to damage to roads, verges and safety issues. Status description on SCC site reads; '*We are currently awaiting more information from the applicant to address matters that have been raised during the consultation process.'*

Cllr Sampson asked about Greggs Bakery development on the Lichfield South site. Cllr Hutton understood this to be a returns base and factory shop.

58. Parish Council logo and letterhead- with a view to updating the PC logo Cllr Sampson presented illustrations of some possible new designs. **Resolution:** Members to bring suggestions for consideration to the January PC meeting.

59. **Items of new business for consideration at the next meeting.** None requested

The Chair declared the meeting closed at 9.38 pm.

The resident present stood to express his appreciation for all the work and commitment shown by the Council in their support of the residents of Muckley Corner, and for their help in dealing with issues raised related to planning application 26/01088/FUL. He commented particularly on the detailed response to the application submitted by the Council.

The Chairman thanked him for this feed back which was greatly appreciated by all present.

60.Date and time of next meeting – Tuesday 19th January 2027 7.30p.m. Wall Village Hall

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APPENDICES

Appendix 1 50iii Clerk's report November

a SCRIBEFEST feedback

New online AGAR submission

Online AGAR submission is non-compulsory this year although as an incentive to use the new system the audit fee will be refunded providing submission is completed by the end of June. We will be completing online.

Rounding up or down can affect the recording on AGAR statements. Our SCRIBE accounting system is being updated to do this automatically for us ready for the next submission. This updated system will be available from November onwards.
SAAA are sending out details of how to check details and sign up to the system as well as training events.
There is a move to consider raising the exemption limit from £25,000 for smaller councils.

b Dealing with vexatious complaints

Jackie Weaver stressed the importance of legal and professional support including.:

- Membership of professional bodies: NALC, SLCC, SPCA- Wall PC is a member of all these
- Current Contract of Employment- Wall PCs Contract was rewritten to the new format last year in 2025 and updated in 2026
- Professional Development courses- the Clerk attends all relevant training.
- Knowing where to source professional help-regular updates from professional bodies circulated to Councillors
- Code of Contract training to understand officer and member protocol. New councillors to attend following election.

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APPENDIX 2 Item 51

Receipts & Payments October 2026

	Accounts brought forward					
		£26,864.73				
date	Lloyds Bank Community account	SYSTEM	CREDIT	DEBIT	VAT	Frequency
19 0ct	Service charges Lloyds Bank	PAY		£4.25		monthly
20-Oct	Wickes building compost for planters	DEB		£53.60	£8.93	seasonal
22-Oct	Keith Jones web management	FPO		£70.00		monthly
22-Oct	Lesley Edgley poppy wreath from Arboretum	FPO		£20.00		annual
23-Oct	HMRC PAYE	DD		£302.87		quarterly
		TOTAL	0	£450.72	£8.93	

	Balance carried forward	£26,414.01

Prepared by: P Salter RFO 31/10/26
Approved by:

	Bank Reconciliation at 30/09/2026		
	Cash in Hand 01/04/2026		18,086.20
	ADD Receipts 01/04/2026 - 30/09/2026		21,102.71
			39,188.91
	SUBTRACT Payments 01/04/2026 - 30/09/2026		12,324.18
A	**Cash in Hand 30/09/2026** (per Cash Book)		**26,864.73**
	Cash in hand per Bank Statements		
	Main Account 30/09/2026	26,864.73	
			26,864.73
	Less unpresented payments		
			26,864.73
	Plus unpresented receipts		
B	**Adjusted Bank Balance**		**26,864.73**
	A = B Checks out OK		

	Bank Reconciliation at 31/10/2026		
	Cash in Hand 01/04/2026		18,086.20
	ADD Receipts 01/04/2026 - 31/10/2026		21,102.71
			39,188.91
	SUBTRACT Payments 01/04/2026 - 31/10/2026		13,890.40
A	**Cash in Hand 31/10/2026** (per Cash Book)		**25,298.51**
	Cash in hand per Bank Statements		
	Main Account 31/10/2026	26,414.01	
			26,414.01
	Less unpresented payments		1,115.50
			25,298.51
	Plus unpresented receipts		
B	**Adjusted Bank Balance**		**25,298.51**
	A = B Checks out OK		

Receipts & Payments November 2026

Accounts brought forward

£26,414.01

date	Lloyds Bank Community account	SYSTEM	CREDIT	DEBIT	VAT	Frequency
05-Nov	Ashlea Ltd Final grass cut of season	FPO		£639.10	£106.52	
05-Nov	SLCC Enterprises Ltd Clerks Manual	FPO		£49.20		annual
	Manual -VAT exempt	FPO		£43.80		
	delivery charge VAT standard	FPO		£5.40	£0.90	
05-Nov	Starboard Systems Accounting contract	FPO		£446.40	£74.40	annual
05-Nov	Wall Village Hall hire interim internal audit	FPO		£30		annual
05-Nov	Wall Village Hall hire Payback Team	FPO		£120		monthly
09-Nov	Wall village Hall hire -PC meeting	FPO		£45		bi-monthly
	awaiting approval					
	admin expenses			£19.49		
	clerk home allowance			£75.10		
	clerk salary			£940.70		
		TOTAL				

Balance carried forward

Prepared by P Salter RFO 30/11/2026

Approved by:

Appendix 3 item 52 Clerk's feedback from Internal Audit 20/10/2026

Overview of auditor's findings:

The Notice of Exercise of Public Rights was confirmed as having been removed from the website and noticeboard.
The AGAR 2026/27 would be completed on the new online system although this is not compulsory until next year
Appointment of auditors The Minutes confirming this were viewed and noted.
Website All required legislation was present on the website.
Financial records. All invoices, bank reconciliations & bank statements present & correct.
Minutes: official record copies signed, dated, and initialled on each page
Budget and Precept: having reviewed the draft prepared statement for the November council meeting the auditors were happy with the conclusions and recommendations suggesting that these can be approved at the November PC meeting & updated later if necessary.
VAT records: the last reclaim was made at the end of the 2025/26 financial year. The claim reconciled with bank statements and the schedule. The next claim can be made now the new assets have been invoiced although there is no necessity to claim before next end of year.
The Asset Register is now kept on SCRIBE. It is updated with the new purchases and invoices from the Clean and Green Grant as of October 2026. It meets all requirements.
Risk Assessment The new updated 2026 Risk assessment was noted as excellent .

Date of Year End audit: The date of 29th April 2027 was proposed by the auditors

Action Points

- **Website:**
    - The auditor felt the Accounting statements should be easier to find for the general public. It was suggested to list them under a heading of 'AGAR' or 'Annual Governance and Accountability Return.'
    - Bank Reconciliation and Significant Variances. Add these to the website
    - Financial Regulations- Change reference to Form '126'
    - Risk assessment- Ensure this is uploaded to the website.
    - Asset register -This updated version now needs to be uploaded to the website.
- **VAT Records:** in order, but in future attach the schedule to the claim form
- **Cashbook: new requirements** every invoice now needs to be initialled and all schedules of payments countersigned.

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Appendix 4 item 52

Clerk's report and recommendations to Council 17th November 2026 minute ref 52

By the end of November, we will be just over two thirds of the way through the budget for the financial year April 2026 to March 2027. On November 17th, the budget spend so far this year

shows as 42.6% leaving payments for the rest of November through to March 31st still to be deducted.
Some quite substantial payments are still to be made from the budget during the remainder of this financial year including: staff salary; HMRC payments and Grant applications for St John's Church Churchyard maintenance & church clock (c.£2500). Some payments may also be made for planned projects (see earmarked funds below). However, we should end the financial year well within budget with satisfactory general reserves in place.

BUDGET CHANGES to cost centres–
The SCRIBE accounting system is already indicating some budget changes for the financial year commencing April 2027 for example:
Some will need increasing to meet rising costs from providers . These will usually be linked to the Consumer Price Index (CPI) which is currently showing as 3.6%. These include cost codes:
5. Admin charges including contracts, accounting and payroll.
2,3,19 Staff costs
29 IT- website provision, emails, maintenance
32 grass cutting contract
36 bin emptying contracts
Some do not need increasing
11 stationery
35 miscellaneous
18 training -many free inhouse courses are now provided reducing costs
Some can be reduced
4 Hall hire -reduced use by Payback Team

EARMARKED FUNDS-
13 Elections £6000 Carry forward**.** As LGR is not going ahead this financial year costings for elections will remain as usual. The auditor and LDC consider that the current earmarked amount is sufficient.
14 Letocetum trail leaflets £600 Carry forward. No printing required this year
15 Projects £1,600.25 is remaining- possible projects to use this include the Village gates, information boards and the Wall Heritage Walk. Any funds left over on 31st March 2027 will be carried forward. Any necessary addition to funds will be considered in Jan 27.
30 CIL Hilton noticeboard project has been discontinued; therefore, the CIL money ear marked for this will need to be re allocated.

At present the PC have not had to rely solely on the Precept to manage administration. Costs to Council have been reduced by income from Grant Funding and SCC funding of grass cutting services. The Precept was raised last year to a comfortable level as there was currently no price capping in place. This may be changed by government at very short notice and should be factored into considerations for calculating the Precept for 2027/28. LGR may also be reintroduced at any point.

PRECEPT
Overview
The Precept was raised last year to £16,500, partly to redress the slight shortfall from the previous year and also to prepare for additional costs related to the planned Local Government Reorganisation (LGR) and subsequent elections.
As LGR has not gone ahead, Wall PC funds are in a good position and barring any large, unexpected expenditure or unforeseen circumstances it would be possible to maintain the same Precept request as last year.

OPTIONS for setting the 2027/28 Precept:

- **Reduce the Precept request**-The Auditor advised NOT to consider this option
- **Do nothing**-This would look good to residents, could be justified and be manageable based on our performance this year. In reality it would be a reduction as most providers have already indicated that they will be raising prices at least around the cost of inflation for example *"The SPCA Executive Council met last night and approved a 3% increase in membership fees for the coming year. This remains below the current inflation rate of 3.6%"* Any downfall would need to be met at some point.
- **Increase the precept**-
  a) by the rate of inflation to maintain current balances or
  b) increase to a higher amount if justified

COSTS OF RAISING THE PRECEPT BY CURRENT INFLATION (3.6%)

3.6% of £16,500 =£594 **£16500 + £594 = £17,094**

Method 1 - Setting a Precept to Calculate a Council Tax Band D

	2026/27	2027/28	Change £	Change %
Gross Precept	£16,500.00	£17,094.00	£594.00	3.60%
Council Tax Base	214.2	214.5	0.3	0.12%
Band D Council Tax	£77.03	£79.71	£2.68	3.47%

This equates to a 5p per week increase to our Band D residents.

CONSIDERATIONS

Whatever choice is made must be in the interests of residents. Therefore, the council needs make every effort to explain clearly what a Parish council can and cannot provide and justify any spending on the residents behalf.

The auditor has suggested that a preliminary decision on the Precept could be voted on by council at this November meeting, with a view to amendment after the next report to Council on 19th January 2027 PC meeting should it be felt necessary**.**

The Precept Analysis form has to be returned by email by 22nd January 2027.

> *Raising the precept isn't a failure. Underfunding is.*

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