

WALL PARISH COUNCIL



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

Minutes of the Full Parish Council meeting held on Tuesday 19th May 2026 7.30pm at Wall Village Hall.

In attendance: Cllrs Paul Sampson, Conrad Rubisch, Robert Saxton, Ross Harwood, Richard Barker, Andrew Ryman, Gary Hutton. Clerk Pam Salter

1. Election of Chairman for 2026/27

No proposals had previously been received by the Clerk. Cllr Sampson was proposed by Cllr Rubisch and seconded by Cllr Barker **Vote:** approved unanimously

2. Election of Vice Chairman for 2026/27

Cllr Rubisch was proposed by Cllr Barker and seconded by Cllr Hutton **Vote:** approved unanimously

3. Declarations of Acceptance of Office – to be signed by the Chair & Vice Chair.

Cllr Sampson and Cllr Rubisch duly signed their declarations of office.

4. To note Apologies for Absence

County Cllr Alex Farrell and District Councillor Janice Silvester-Hall had sent their apologies as they were attending a council meeting at LDC. Apologies accepted by Council.

5. 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. None

6. To approve the Minutes of Parish Council meeting held on 17th March 2026– **Vote:** approved with one amendment. **Clerk to action**

7. Public participation session With respect to items on the agenda or of relevance to the Parish- 15 minutes allocated No public present

8. Parish matters

a. **County/District Councillors reports.** Cllrs not present- see apologies. No reports to read out

ii. Parish Councillors reports

- Cllr Sampson reported that Natalie Warrilow from Bromford housing had asked for advice on the issue of parking at the top of The Butts. Vehicles are regularly parked on Bromford land which prevents staff from fully accessing and maintaining it. Bromford customers pay a service charge for this and there have been complaints because of the unsightly appearance of the grassed area. Polite requests have been made over the years by Bromford for them to refrain from parking there, without success. Cllr Sampson had forwarded this information to PCSO Deryn Small who contacted Natalie personally with the following advice: regarding the vehicles being on Bromford land, police can send advisory letters through the post asking for residents to be considerate of their parking but that is all they can do as it is a civil matter and it would have to be mainly Bromford, as landowners, or the maintenance company who have

to take action on the vehicles parked. In terms of no MOT / Tax / Insurance, an officer would need to see the driver with the car and the vehicle in motion to be able to stop them and deal with the offences.

- Cllr Saxton noted that a new car was regularly parking completely on the pavement outside Grange Farm, Ashcroft Lane. A resident had also mentioned to Cllr Sampson the impossibility of using the pavement there and the danger of having to walk in this busy road to get past the parked vehicle. Many cars are constantly seen parked on the actual corner of Raikes Lane & Ashcroft Lane causing problems for both pedestrians and drivers. **Action:** Cllr Sampson will pass this information, together with photographic evidence, to the PCSO team.
- Cllr Saxton shared details on the remembrance plaques for picnic tables. Councillors made a final decision on size and materials. **Action:** With costs previously approved Cllr Saxton to complete purchase.

iii. Clerk's Report

Annual Parish meeting- the Clerk gave a report on the meeting (see appendix 1) This had been a successful meeting with 22 attending and a guest speaker from Severn Trent flood support team. One outcome was a request for a training session in the use of the Bleed Kit.

9. Gritting bins

To discuss SCC's proposed changes to provision. Request for information to be returned by 31st July 2026. Cllrs confirmed that Wall has two gritting bins financed and maintained by SCC. **Action:** Clerk to respond to information request

10. To adopt –

- I. Standing orders -**Action** none needed -already approved in March 2026
- II. Financial Regulations – **Action:** approved unanimously and signed
- III. Publication Scheme -**Action:** approved unanimously and signed
- IV. Risk Assessment – **Action:** approved unanimously and signed
- V. Scheme of Delegation to the Clerk-**Action:** approved unanimously and signed
- VI. Policies tracker- **Action:** Cllrs noted the schedule of documents to be reviewed
- vii. General Power of Competence- GPD is currently active. **Resolution:** no action needed

11. To consider and determine responses to planning applications (see appendix 2)/

There were no new applications other than one retrospective one. Decided applications, on which the Parish Council had commented, were reviewed. Notification had been received that the retrospective application for 26/000354/FUH had been granted. Cllr Sampson expressed concerns regarding retrospective applications.

12. To approve membership of committees – Employment committee – **Proposal:** to continue as previously in convening any 3 councillors to a committee as required. **Action:** Clerk to confirm with SLCC and add to Wall PC Standing Orders

13. **Appointment of representatives:** To confirm the appointment of representatives to serve on outside bodies- **Resolution:** there are no outside bodies requiring representation

14. Financial and Governance Matters:

i. To approve monthly receipts and payments for April (see appendix 3a) Cllr Sampson queried the payment of £384.00 to Local Authority Tec. The Clerk confirmed that this was the trading name of Parish Online, the website and email provider. Bearing in mind the email issues recently experienced

the Clerk was asked to research an alternative provider, Aubergine, which could be considered upon renewal.

ii. To note April 2026 bank reconciliation (see appendix 3b)

iii. To approve payments as shown (see appendix 3c) as of May 19th, 2026

iv. To approve the Annual Governance & Accountability Return as follows:

a. Annual bank reconciliation -final figures for 2025-26 **Vote:** approved unanimously (see appendix 4a)

b. Annual Internal Audit Report (see appendix 4b)The Clerk provided a summary of the Auditors report. **Action:** Councillors noted recommendations & any actions required.

c. Annual Governance Statement. The Chair read out each statement as required and Councillors agreed each response. **Action:** the document was approved and signed (see website)

d. Accounting Statement- Councillors noted the accounting statement for 2025-26 **Action:** the document was approved and signed (see website)

On reviewing the asset register included in this section it was noted that the rough-cut mower had been included twice. **Action:** Clerk to amend on the SCRIBE system.

e. Dates for the exercise of public rights- the Clerk asked for Council approval for the dates 3rd June 2026- 14th July 2026 inclusive to meet legal requirements.

Vote : fully approved **Action:** Clerk to publish documents on the Parish Website and noticeboard for the required period.(see website and noticeboard)

15. **Dates and times of ordinary meetings –**

To confirm the dates and times of ordinary meetings of the Council for 2026/2027 **Action:** reviewed and confirmed (see appendix 5)

16– **Items proposed for inclusion on the next agenda:**

Cllr Sampson wished Council to consider setting up a Wall Parish social media page to inform residents of how the Council is working on their behalf to resolve issues arising within the Parish.

Action: Clerk to add this item to the July 2026 agenda

17 The next meeting of Full Council: confirmed as 21st July 2026, 7.30 Wall Village Hall

The meeting was declared closed at 9.05 pm

Signed:

Date July 2026

APPENDICES-

Appendix 1 Wall Annual Parish meeting

WALL Annual Parish Meeting- clerk's report to Council

The APM was held on Tuesday 14th April at Wall Village Hall.

There was a really positive attendance of 22 people including residents from across the parish, representatives from village groups, District and Parish Councillors, and a member of Severn Trent Flood Management team.

The meeting began with a welcome from Cllr Paul Sampson who welcomed everyone and then outlined the role of the PC as the 1st tier of Government.

He highlighted the invaluable work of the Community Payback Team who completed jobs that might otherwise not get done.

He identified ongoing projects such as the Village Gates proposal and the grants and funding accessed to facilitate these.

A decision was made to not be the main lead with the BKVC competition this year but to offer it to a community team to run.

The Chair then asked Emma from Severn Trent to speak. She explained that the team offered an extra layer of support when flooding occurred and although there are no real concerns in Wall, they are always available for advice.

District Cllr Silvester-Hall explained that her role has an emphasis on planning issues and waste management. She briefly outlined the current position on LGR and pointed out current funding opportunities open to Parish Councils.

Margaret Ball, Chair of Wall WI which is the 3rd oldest WI in Staffordshire, then gave her report. She spoke of their charity fund raising through the Knit and Natter group.

Paul Wright gave a comprehensive report on the life of St John's Church Wall over the last year and their vision as being the spiritual heart of the community. A request was made for bleed kit training which will be followed up by the PC. Tea coffee and cakes were then enjoyed by everyone with the opportunity taken to mingle and chat.

Appendix 2 item 11 Planning

NEW none

ONGOING none

DECIDED:

26/ 00354/ FUH Planning permission GRANTED

Replacement of front conservatory with single storey extension, insertion of replacement dormer window, and replacement of side conservatory with side porch (retrospective) at Ellastone, Raikes Lane Lichfield Staffordshire WS14 0EJ .

26/ 00283/ FUL Decided REFUSED

Application No: 26/ 00283/ FUL - (Full Application) Applicant: Access Bookings Ltd

Location: Ryelands Farm, Boat Lane, Muckley Corner, Lichfield

Proposal: Retention of existing stables and erection of 7no new stables

As a consultee Wall PC returned comments on the proposals Following discussion, WPC have no objections to the planned stables if all aspects of the application are adhered to. However, the Parish Council would request the consideration of applying a condition that prevents either the existing, or the new stables from being developed into housing or commercial properties in the future. Pam Salter, Clerk to Wall Parish Council

REFUSAL OF PLANNING PERMISSION DATE OF DECISION: 29th April 2026

1 The application provides conflicting information regarding the intended use of the proposed stables, with reference to both personal use and use by local horse owners. In the absence of clear and consistent details, the Local Planning Authority cannot be satisfied that the development would be wholly personal to the applicant as defined by conditions in the 2013 consent (ref . 13/00717/COU) The proposal seeks additional stables (total 9 stables) which would in the opinion of the Local Planning Authority would not preserve openness of the Greenbelt and would therefore constitute inappropriate development in the Greenbelt.

Application No: 26/ 00016/ OUT – Decided REFUSED

Location: Land Rear Of Boythorpe And Wyndfield, Walsall Road, Pipehill, Lichfield

Proposal: Outline application for the erection of up to 4 No. dwellings,
Parish input:

- Objections lodged with LDC planning by Wall PC
- called in by District Cllr Janice Silvester-Hall on 25th January

Determination: Refused

Appendix 3 item 14 Finance items i, ii and iii

14 i April 2026 Receipts & Payments

Receipts & Payments April 2026						
	Accounts brought forward					£18,086.20
	Lloyds Bank Community account					
date		System	credit	debit	VAT	frequency
02-Apr	HMRC Refund	BGC	£858.69			6 monthly
13-Apr	Tesco stores payback team refreshments	DEB				as required
13-Apr	Keith Jones website management	FPO		£60.00		as required
13-Apr	SPCA/NALC subscriptions	FPO		£281.48		annual
17-Apr	LDC Payments Precept	BGC	£16,500			annual
20-Apr	Lloyds Bank service charges	PAY		£4.25		monthly
02-Apr	Bradley Accountancy	FPO		£120.00	£20.00	annual
02-Apr	Local Authority Tec	FPO		£384.00		annual
02-Apr	Wall Village Hall hire PC meeting	FPO		£45.00		mi monthly
02-Apr	Wall Village Hall hire Payback Team	FPO		£120.00		bi monthly
30-Apr	SCC County Fund Grass cutting	BGC	£1,398.00			
		credit	£18,756.69			
		Debit		£1,026.32		
		VAT				
		C/F balance				£35,816.57
Prepared by: P Salter Clerk/RFO						
Approved by: R Harwood						
Date: 19th May 2026 at Full Council						

14.ii April 2026 Bank reconciliation

5 May 2026 (2026-2027)

Wall Parish Council (Lichfield District)

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 30/04/2026		
	Cash in Hand 01/04/2026		18,086.20
	ADD Receipts 01/04/2026 - 30/04/2026		18,756.69
			36,842.89
	SUBTRACT Payments 01/04/2026 - 30/04/2026		1,026.32
A	Cash in Hand 30/04/2026 (per Cash Book)		35,816.57
	Cash in hand per Bank Statements Main Account 30/04/2026	35,816.57	
			35,816.57
	Less unrepresented payments		35,816.57
	Plus unrepresented receipts		
B	Adjusted Bank Balance		35,816.57
	A = B Checks out OK		

14.iii May 2026 payments to date:

A1:H3A1:H33						
Receipts & Payments May 2026						
Accounts brought forward					£34,418.57	
Lloyds Bank Community account						
bank balance as of 18th May 2026					£33724.89-	
date		System	credit	debit	VAT	frequency
05-May	Amazon- paint/brushes etc for phonebox maintenance	FPO		32.88	5.49	as required
07-May	Tesco stores payback team refreshments- P Sampson	FPO		21.34	3.56	as required
07-May	Toplis Associates Audit fee	FPO		£243.60	40.6	annual
07-May	SLCC Arnold Baker VAT on delivery only £0.90	FPO		£149.40	0.9	one off
07-May	SLCC subscription	FPO		£170.00		annual
	HMRC (direct debit)	BGC		302.87		bi monthly
	Lloyds Bank service charges	PAY		£4.72		monthly
	clerk home allowance/petrol	FPO		£64.00		bi monthly
07-May	clerk salary March/April	FPO		£835.36		bi monthly
	Wall Village Hall hire PC meeting	FPO		£45.00		bi monthly
	Wall Village Hall hire Payback Team	FPO		£120.00		bi monthly
07-May	LDC grass cutting payment March & April 2026	FPO		639.1	106.52	8x per year
	Hiscocox Parish insurance	FPO		387.66	71.97	annual
	LDC dog bin emptying contract x 2 bins	FPO		359.84	79.97	annual
	Wall Village Hall Audit 3 hrs			30		2 per year
		CREDIT		0	£3,405.77	
		DEBIT				
		VAT			309.01	
	carried forward balance					
prepared by	Clerk/RFO					
approved by						
at Full Council 19th May 2026						

Wall Parish Council (Lichfield District)

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/03/2026		
	Cash in Hand 01/04/2025		17,493.00
	ADD Receipts 01/04/2025 - 31/03/2026		16,046.52
			33,539.52
	SUBTRACT Payments 01/04/2025 - 31/03/2026		15,453.32
A	Cash in Hand 31/03/2026 (per Cash Book)		18,086.20
	Cash in hand per Bank Statements Main Account 31/12/2025	18,086.20	
	Less unrepresented payments		18,086.20
	Plus unrepresented receipts		18,086.20
B	Adjusted Bank Balance		18,086.20
	A = B Checks out OK		

Appendix 4 item 14 iv b Auditors report and actions

Annual Internal Audit Report to Council for year ended 31st March 2026

Agenda item 14 iv b 'to receive the Annual Internal Audit Report & agree any actions'

The Internal Auditors final report of 21st April 2026 was circulated to Councillors with the Agenda prior to this meeting with the Agenda.

The report states that the AGAR was signed with a minor qualification to be resolved before approval by Council. This was in relation to the asset register and has been resolved and approved by the auditor. (**action** see asset register from SCRIBE and summary of changes document.

Points raised

1. General reserves cover- the generally accepted recommendation to an appropriate minimum reserve is that it should be maintained between 3-12 months of net revenue expenditure.

Wall PCs reserve was 0.48 years at the end of the financial year. Whilst the Auditor deems this to be 'comfortable' it is a reduction from the 2024/25 year end reserve of 0.74 years.

ACTION completed: As the general reserve was 'eaten into' last year the rise in Precept received this year has allowed the general reserve to be increased back to last year's level in the budget.

1. Publication requirements – publication of the following documents on a publicly available website is required by the Accounts & Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 & the Transparency Code for Smaller Authorities.

- Certificate of Exemption page 3
- Annual Internal Audit Report 2025/26 page 4
- Section 1- Annual Governance Statement 2025/26 page 5
- Section 2- Accounting Statements 2025/26 page 6
- analysis of variances
- bank reconciliation **Action :approved at Annual Parish Council meeting May 2026**
- Notice of period for exercise of public rights required by Regulation 15 (2) Accounts & Audit Regulations 2015 **Action: Proposed dates: 3rd June -14th July 2026**

ACTION The Certificate of Exemption, Annual Governance Statement and Accounting Statements are ready to be approved and signed at this meeting. The Internal Audit report, analysis of variances and bank reconciliation are ready for approval and signing where needed. The Notice period for the Exercise of Public Rights is ready for display on website and noticeboard following approval at this meeting.

2. During the Fiscal year the Council should:

- Review ratify and minute the Risk Assessment Action: scheduled May 2026
- review ratify and minute Standing Orders **Action: completed 17th March 26**
- Financial Regulations Action: **scheduled May 2026**
- make ratified documents available on the website ideally hyperlinked
- discuss appointment of internal auditor ratify and minute **Action: completed 17th March 2026** next due March 2027
- ratify & minute c/f ear marked funds **Action: completed 17th March 2026** next due March 2027

3. Additional points :

All pages of minutes must be initialled – **Action**-footer added

An approver signature required on schedules of receipts and payments **Action:** note at APC*

P Salter Clerk/RFO 28/04/2026

**Appendix 5 item 15 APPROVED WALL PARISH COUNCIL MEETING DATES
2026**

20th January	Full Council
17th March	Full Council
14th April	Annual Parish Meeting
19th May	Annual Full Council
21st July	Full Council
15th September	Full Council
17th November	Full Council