



Minutes of the Meeting of Elford Parish Council

Held on Monday 13th October 2025 at 7pm at Elford Village Hall.

**Present:** Cllr J. Oakley, Cllr H. Robertson, Cllr P. Turley (Vice- Chair), Cllr H. Herrmann.

**Guests In attendance:** 0

**Public attendance:** 0

**Minute Taker:** Mrs K. Pritchard, Parish Clerk

**25/094.** Apologies: Apologies received from Cllr A. Payne and Cllr B. Delderfield.

**25/095.** Public participation: None.

**25/096.** Declarations of Interest and Dispensations: None.

**25/097.** Minutes: The Council RESOLVED that the minutes of the Parish Council meeting held on Monday 8<sup>th</sup> September 2025 and the Extraordinary Parish Council meeting held on 3<sup>rd</sup> October 2025, having been circulated, be confirmed, and signed as a correct record.

**25/098.** Reports from County and District Councillors (for information only) if present: None.

**25/099.** Planning:

a) To consider new application/s:

Reference	Address	Details	Elford PC	LDC Decision
<a href="#">25/01118/FUH</a>	Manor Cottage Brickhouse Lane Elford Tamworth Staffordshire B79 9DF	Erection of a porch	No objection. Submitted 14.10.25	Pending Consideration

b) To report decisions on previous applications:

Reference	Address	Details	Elford PC	LDC Decision
<a href="#">25/01053/FUH</a>	Raddle Farm Burton Road Elford Tamworth Staffordshire B79 9BN	Erection of a two-bay oak frame car port to the front of the property	No objection. Submitted 09.09.25	Pending Consideration

<a href="#">25/00799/FUH</a>	The Orchard, Church Road, Elford, Tamworth	The construction of a single-storey contemporary garden building to be used as a sports/fitness room.	No objection. Submitted 09.09.25	<b>Approved 26.09.25</b>
<a href="#">25/00806/FUH</a>	6 The Osiers Elford Tamworth Staffordshire B79 9DG	Retention of conservatory and alterations to fenestration and eaves.	Objection submitted 09.09.25 1) The conservatory building- object 2) Query reasoning behind the additional 250ml apex 3) The frontage element –no objection	<b>Approved 18.09.25</b>
<a href="#">25/00869/FUH</a>	8 Croft Close Elford Tamworth Staffordshire B79 9BU	Erection of a single rear storey extension and side two storey extension with a front porch	No objection. Submitted 06.08.25	<b>Approved 12.09.25</b>
25/00004/ENF	Elford Lowe Farm, Elford Road, Elford, Tamworth	Appeal against enforcement notice against an engineering operation comprising of the importation of material to increase in height the level of the land, without planning permission.	The Parish Council fully support the enforcement action. Representation submitted 17.04.25	<b>Decision issued 03.09.25. Quashed on legal grounds</b>
<a href="#">25/00224/REMM</a>	Land at, The Shrubbery, Elford, Tamworth.	Section 73 application to vary condition 2 of permission 19/00662/REMM to regularise works to the garages on plots 24 and 25 (installation of an external staircase and installation of a first floor) 25/00224/S73	No Objection. Submitted comment 27.03.25	Pending Consideration

## 25/100. Clerk Report:

### Highways

- Temporary Road Closure – Fisherwick Road, Whittington on 22<sup>nd</sup> October & 15th December 2025 for utility repair and maintenance repair. **ACTION:** Clerk to action facebook posts for residents.

### Correspondence

- A resident emailed about the grass on the picnic area car park and the litter bin
- The Council sent a letter to Birmingham City Council regarding the litter bin in the picnic area car park
- The monthly update was sent to Tarmac and LDC regarding the playground project
- The Lichfield District Parish Network meeting took place on Tuesday 30th September 2025
- The 84-bus timetable link for Elford has been advertised on the face book page
- SPCA – Data Protection training
- Correspondence received from Walton Homes regarding a phishing attack on 12th September
- Tamworth have a heart confirmed that the battery and pads had been replaced in September, and the device has been re-registered on the circuit
- Co – op confirmed the change of signatories' forms had been received and successfully completed
- Howard School sent details of their Open Day which was advertised on the face book page
- New Councillor's Statement of Assurance champions civility and respect in parish and town councils
- FOI request from LDC relating to the location of public litter bins
- Free Home Office/NALC/SLCC Martyn's Law webinar - Noon - 13:15, 21 October 2025

### External Audit

- The external audit for 2024/25 is now complete. The completion notice was published Friday 26th September 2025 on the website and the noticeboard.  
Please note the feedback from Mazars:  
Minor scope for improvement in 2025/2026: In undertaking the review of the 2024/25 Annual Governance and Accountability Return it came to our attention that in 2025 the Council has not met the requirements of the 2015 Accounts and Audit Regulations to start the period of 30 working days for the public to inspect the accounts the day after the AGAR was published and to do so as soon as possible after it was approved. The Council should ensure that in 2025/26 they comply with the Regulations. Although the Council provided explanations for all significant variances the reasons initially given for unusual income or expenditure in a particular year did not always include values, so it was not possible to determine if the variance was sufficiently explained from the information submitted for audit. In future, all explanations provided on the variance analysis should be quantified.

### Training

The Clerk has attended the following training courses since the last meeting:

- An Introduction to age-friendly communities
- Planning for non-planners
- Scribe fest 2025

- Continued study on Certificate in Local Council Administration

### **Interim Internal Audit**

The interim internal audit for 2025/26 took place 6th October 2025 with Kim Squires Internal Audit Services.

Please note the feedback from internal auditor:

The Vat reclaim will be undertaken quarterly, advised to make members aware. The auditor advised the Council to prepare for possible election costs. The Internal Auditor is happy with the “exercise of public rights” date & feels Mazars was mistaken in the feedback on this.

**25/101. Playground Project:** The Council RESOLVED approving the draft tender document.  
**ACTION:** Clerk to source repair of the basket swing.

**25/102. The Shrubbery car park:** The Council RESOLVED purchasing a larger bin. **ACTION:** Clerk investigates installation of chain, and a new litter bin. Clerk to confirm cost of emptying a larger bin with Lichfield District Council.

**25/103. Training:** The Council RESOLVED to invite in-house training to the January meeting.  
**ACTION:** Clerk to compile a list of training areas.

**25/104. Elford Cricket Club Grant Application:** **ACTION:** Clerk investigating the amount previously agreed.

### **25/105. Financial Matters:**

- a) The Council RESOLVED approving the bank reconciliation to 30th September 2025 (**APPENDIX 3a**).
- b) The Council RESOLVED approving the October payment schedule (**APPENDIX 3b**).
- c) The Q2 Budget Monitoring Report was NOTED (**APPENDIX 3c**).

### **25/106. Reports from Chairman and Councillors (for information only):**

Cllr H. Robertson – A resident raised the issue of potholes on Brickhouse Lane. **ACTION:** Clerk to put “Report it” tool on face book page. Cllr H. Robertson – provided fundraising update for Elford in Bloom.

Cllr J. Oakley – Playground basket swing requires repair. Provided an update on the communication regarding the meeting with MP Sarah Edwards for the Green Brook flood diversion.

Cllr H. Herrmann – Expressed thanks to Dick Cowley for aiding the police in moving a fallen tree on the A513.

Cllr P. Turley – Residents have expressed thanks to the Parish Council for the new footpath. The Parish Council have committed for the bus shelter to be donated to the Howard School, agreement provided by the Head and awaiting installation. This has been evaluated at length with communication between the bus companies, Elford Walled Gardens and the Parish Council.

ACTION: Clerk to investigate first aid training for Elford Coffee Shop volunteers.

The Chair declared the meeting closed at 20:15 pm

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