

Lichfield City Council

Minutes of the Meeting of Lichfield City Council held in Guildhall, Lichfield on Monday 27 July 2026 at 6.30pm

PRESENT: Councillors R Harvey-Coggins (Mayor), H Ashton, D Baker, C Ball, J Blackman, R Bragger, J Christie, A Fox, C Greatorex, A Hughes, P Knight, A Lax, J Madden, P McDermott, C Pinder-Smith, P Ray, D Robertson, A Rushton, J Smith, E Strain, M Warfield, B Watkins and R Yardley.

APOLOGIES: Councillors J Anketell, J Eagland, K Farrelly, M Field, J Marshall, S Schafer.

**PRIOR TO THE MEETING, A MINUTES SILENCE WAS HELD IN MEMORY OF KEITH EAGLAND,
RALPH RAY, AND GILL COOPER**

29 MAYOR'S ANNOUNCEMENTS

The Mayor detailed the events and functions she had attended including the Swinfen Broun Bowls match, Speech Day at the Cathedral school and a ride on the Big Red Bike when visiting Saxon Hill school.

30 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Councillor C Greatorex declared an interest under Appendix A of the City Council's Code of Conduct in relation to Agenda item 11 (minute 24) as he is Vice President of Lichfield District Scouts Association. Cllr Greatorex left the room during discussion and voting thereon.

Councillor R Yardley declared an interest under Appendix B of the City Council's Code of Conduct in relation to Agenda item 13 (minute 26) as he is a clock winder.

Councillor A Hughes and B Watkins declared an interest under Appendix A of the City Council's Code of Conduct in relation to Agenda item 18 (minute 31) as they are members of the Committee of Darwin Hall Community Association. Cllrs Hughes and Watkins left the room during discussion and voting thereon.

31 COUNCIL MINUTES

RESOLVED: *That the minutes of the Council meeting held on 8 June 2026 (Nos 15-28) be confirmed and signed as a correct record.*

32 MATTERS ARISING

None

33 PLANNING COMMITTEE

RESOLVED: *That comments submitted to Lichfield District Council for the period 29 May 2026 to 8 July 2026 and made in the name of LCC via delegated authority, be received.*

34 COMMERCIAL SERVICES COMMITTEE

Members considered the minutes of the Commercial Services Committee meeting held on 8 July 2026 (**AGENDA APPENDIX 1**) Councillor C Greatorrex commented on the loss of Guildhall bookings following the increases in hire charge. Councillor R Bragger stated that it was hoped that more commercial bookings would be received and that an evaluation of the pricing structure would be carried out in 2027.

RESOLVED: *That the minutes and recommendations of the Commercial Services Committee meeting held on 8 July 2026 be adopted.*

35 RENEWAL OF LEASE - LICHFIELD DISTRICT ALLOTMENT SOCIETY

Members considered the Town Clerk's report regarding the renewal of leases for the City Council's five allotments to Lichfield District Allotment Society with an inflationary rent increase from £1,100 to approximately £1,450.

RESOLVED: *That delegated authority be granted to the Town Clerk, in consultation with the Leader of the Council, to enter into a new lease with LDAS for a further period of seven years, on substantially the same terms as those contained in the 2020 lease, but with an inflationary increase applied to the rent payable.*

36 GRANTS REQUEST - FRIENDS OF LICHFIELD CITY STATION

Members considered the grant request from Friends of Lichfield City Station for the sum of £400 to contribute towards the purchase of new equipment.

RESOLVED: *That Council grant the sum of £400 to the Friends Of Lichfield City Station.*

37 CIL REQUEST- 6th SCOUT HEADQUARTERS - £12,000

Members considered the request for £12,000 of CIL funding to contribute towards replacement of the access ramp to the 6th Lichfield Scout Headquarters on Christchurch Lane.

RESOLVED: *That Council awards the sum of £12,000 of CIL funding towards the replacement of the access ramp at the 6th Lichfield Scout Headquarters.*

LCC CALENDAR OF MEETINGS - ANNUAL COUNCIL/ANNUAL TOWN MEETING

Members considered an amendment to the adopted Calendar of Meetings; the date of Annual Council be moved from 12 May to 19 May 2027, and the Annual Town Meeting be correspondingly moved from 19 May to 26 May 2027 in order to assist with the required administrative processes following the local elections on 6 May 2027.

RESOLVED: *That Council amend the calendar of meetings, rescheduling Annual Council from 12 May to 19 May 2027, and the Annual Town Meeting from 19 May to 26 May 2027.*

38 REQUEST TO LIGHT THE FRIARY CLOCK TOWER

Members considered the request to

- 1) Light the Friary Clock Tower pink to coincide with Lichfield Pride on 8 August 2026
- 2) Light the Friary Clock Tower blue and pink on 15 October 2026 for Baby Loss Awareness Week at a cost of £125 per occasion.

Councillor C Greatorox queried the costs involved and asked if it would be cheaper to buy the necessary equipment. The Town Clerk replied that purchase of the equipment would also generate maintenance, transportation and staff costs that are not currently applied.

RESOLVED: That the Friary Clock Tower be lit on 8 August 2026 for Lichfield Pride and 15 October for Baby Loss Awareness Week at a cost of £125 per occasion

39 DIRECT DEBIT PROVISION/LCC DEBIT CARD LIMIT EXEMPTION

Members considered the Town Clerk and Museums and Heritage Officers report at **AGENDA APPENDIX 3**

RESOLVED:

1. ***That the City Council approve Direct Debit arrangements with 'Square' (Squareup Europe Ltd), the provision to be added to the existing list of approved Direct Debits due to be considered at the June 2027 meeting of Council.***
2. ***That Council agrees an exemption to the usual £500 debit card limit to allow the initial costs associated with the 'Square' hardware provision to be paid in one transaction of £1,714.80 inc VAT.***

40 OFFICERS' REPORT

Cllr A Hughes commended the Deputy Town Clerk and Officers on the success of the recent Community Day and the museums and Heritage Officer for the variety of activities on offer at the Samuel Johnson Birthplace Museum.

Councillor D Baker noted the variety of work undertaken by the City Council and suggested that the Officers report be more widely disseminated. Councillor's A Lax and J Blackman suggested that the information be formatted into a newsletter and publicised more widely.

RESOLVED: That the report be noted.

41 PAYMENT OF ACCOUNTS

Councillor J Smith raised the following queries:

- 1) If the business rates for the market square had been reduced.
- 2) Why architects were necessary for the repair of the steps to Donegal House.
- 3) Why the cost of skip lifts had increased.

The Town Clerk responded

- 1) That there had been a re-evaluation and as a result the business rates had decreased.
- 2) The sandstone has deteriorated and architects advice was sought in regard to extent and nature of the required repairs
- 3) The additional lifts of the skip are as a result of the Sunday markets and additional Wednesday trading.

Councillor C Greatorex raised the following queries:

- 1) Why a CCTV inspection was required for the drainage at Darwin Hall.
- 2) Why there was a requirement for new Wi Fi.

The Town Clerk responded:

- 1) The affected pipe is not part of the main sewer system and rests within LCC land, making it the responsibility of the council rather than Severn Trent
- 2) The new Wi Fi was to accommodate the switch over from analogue to digital.

RESOLVED: That payment of accounts be approved and confirmed for

- a) **1 April 2026 to 30 April 2026 in the sum of £221,960.80 General Account, and £686.10 Imprest Account.**
- b) **1 May 2026 to 31 May 2026 in the sum of £109,437.37 General Account, and £7.16 Imprest Account**
- c) **1 June 2026 to 30 June 2026 in the sum of £184,792.00 General Account, and £276.01 Imprest Account**

42 EXCLUSION OF PRESS AND PUBLIC

RESOLVED That in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, by reason of the confidential nature of the business next to be transacted, the public and press be excluded from the Meeting.

43 LCC REPRESENTATIVES TO DARWIN HALL COMMUNITY ASSOCIATION

Members considered the request from Darwin Hall Community Association (DHCA) to review its appointed representatives to the DHCA management committee as detailed at **AGENDA APPENDIX 6** and the corresponding responses from LCC appointed DHCA representatives as detailed at **AGENDA APPENDIX 6B**.

Separately, Council was asked to appoint an LCC representative to DHCA as Councillor J Marshall has stood down.

It was proposed by Cllr C Ball that the matter be held in abeyance pending the outcome of enquiries being undertaken by the Monitoring Officer, with this proposal then being discussed at length. Councillor C Greatorex called for a named vote; the Town Clerk then asked each member in turn to state whether they were for or against the proposal or whether they wished to abstain. The voting is recorded below.

COUNCILLOR	YES	NO	ABSTAIN
Councillor J Anketell	APOLS		
Councillor H Ashton	✓		
Councillor D Baker		✓	
Councillor C Ball	✓		
Councillor J Blackman	✓		
Councillor R Bragger	✓		
Councillor J Christie	✓		
Councillor J Eagland	APOLS		
Councillor K Farrelly	APOLS		
Councillor M Field	APOLS		
Councillor A Fox	✓		
Councillor C Greateorex		✓	
Councillor R Harvey-Coggins (Mayor)	✓		
Councillor A Hughes	<i>Declaration of interest.</i>		
Councillor P Knight	✓		
Councillor A Lax		✓	
Councillor J Madden		✓	
Councillor J Marshall	APOLS		
Councillor P McDermott	✓		
Councillor C Pinder-Smith	✓		
Councillor P Ray	✓		
Councillor D Robertson		✓	
Councillor R Rushton	✓		
Councillor S Schafer	APOLS		
Councillor J Smith	✓		
Councillor E Strain	✓		
Councillor B Watkins	<i>Declaration of interest.</i>		

Councillor M Warfield		✓	
Councillor R Yardley		✓	
TOTAL	14	7	

RESOLVED

- 1) *That Council await the outcome of the Monitoring Officer's report before responding to DHCA representations or confirming existing appointments.*
- 2) *That this decision be communicated to DHCA.*
- 3) *That Council appoint Cllr J Blackman to DHCA to replace Cllr J Marshall.*

THERE BEING NO FURTHER BUSINESS THE MAYOR DECLARED THE MEETING CLOSED AT 7.28PM

MAYOR