



You are hereby summoned to attend a meeting of Lapley, Stretton and Wheaton Aston Parish Council, which will be held on Thursday 5<sup>th</sup> July 2018 at 7.30pm Wheaton Aston Village Hall.

The Council, members of the public and the press may record/film/photograph or broadcast this meeting when the public and the press are not lawfully excluded. Any member of the public who attends a meeting and objects to being filmed should advise the Parish Council Manager (in advance) who will instruct that they are not included in the filming.

In order to comply with the Data Protection Act 1998, all persons attending this meeting are hereby notified that this meeting will be tape-recorded by the Parish Council. The purpose of taping is that recordings act as an aide-memoire to assist the Parish Council Clerk in the compilation of minutes.

Please ensure that all mobile phones are switched to silent during the Parish Council meeting.

Public Forum

- o Democratic thirty minute period/public discussion time: From 7.30pm residents are invited to give their views to the Parish Council on items on this agenda or raise issues for future consideration at the discretion of the Chairman. Members of the public may not take part in the Parish Council meeting itself. (standing order 3 f)
- No member of the public may speak for more than five minutes (standing order 3g)

- |  |                     |
|--|---------------------|
| <b>49. Apologies</b>   | <b>-decision</b>    |
| To receive and accept apologies.   |                     |
| <b>50. Presentation</b>  | <b>-information</b> |
| To receive a presentation from Diane Wallace on being a Dementia Friendly Community  |                     |
| <b>51. Vice-Chairman election</b>  | <b>-decision</b>    |
| <b>52. Declarations of interest and dispensations</b>  | <b>-information</b> |
| To receive declarations of interest and consider dispensation requests & Code of Conduct. -  |                     |
| The only way in which a Councillor can speak about business in which they have an interest is if they have been granted a dispensation by their council. A request for a dispensation has to be made in writing to the Clerk (in advance of the meeting) and to be granted by decision of the Council. |                     |
| <b>53. Signing of the minutes</b>  | <b>-decision</b>    |
| To approve and sign the minutes of the meeting of 7 <sup>th</sup> June 2018  |                     |
| <b>54. Clerks report</b>   | <b>-information</b> |
| To receive report from the Parish Clerk  |                     |
| <b>55. Policing matters</b>  | <b>-information</b> |
| To receive the report from the County Council  |                     |
| <b>56. District report</b>   | <b>-information</b> |
| To receive the report from the District Council.   |                     |
| <b>57. County report</b>   | <b>-information</b> |
| To receive the report from the County Council  |                     |
| <b>58. Financial matters</b>   | <b>-decision</b>    |
| To consider financial matters including:   |                     |
| a. To receive the Financial Comparison to 31 <sup>st</sup> June 2018   |                     |

- b. To receive the Financial Summary to 31<sup>st</sup> June 2018
- c. To approve the expenditure for June 2018
- d. To note payments/decisions made under delegated powers

**59. Planning recommendations**

**-decision**

To consider planning matters including

- a. planning application 18/00474/FUL
  - a. Applications received after papers have been issued
  - b. List of planning decisions received since last meeting
  - c. Enforcement cases-
- d. To note responses sent under delegated powers-

**60. Church grounds maintenance**

**-decision**

To receive an update on changes in legislation

**61. Birkenshaw Lane**

**62. Gailey freight hub up date**

**-information**

**63. Working group reports:**

**-decision**

- Christmas Lights
- HR
- Maintenance/forward planning and finance
  1. Tree work quotes
  2. Bench replacement/repair
  3. Lapley Green
  4. Alley clearance Marston Road/Fentonhouse Lane
  5. Budget allocation

**64. Policies**

**-decision**

To approve and adopt the following policies:

- Data Protection /privacy
- Privacy notice for employees
- Hr retention and erasure guidelines
- Data Breach Plan
- Information security guidelines and policy
- Response procedures (to be used with SAR)
- To view the GDPR audit

**65. Items for future**

**Councillors are respectfully reminded that this is not an opportunity for debate or decision making.**

**66. Date of next meeting:** Thursday 6<sup>th</sup> September 2018 at 7.30pm at Lapley and Wheaton Aston Village Hall

**67. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

In pursuance of the powers contained in section 1 of the above act, I move that the press and public be now excluded from the meeting on the grounds that the business about to be transacted is of a confidential nature and that publicity will be prejudicial to the public interest

**68. Councillor absence**

**69. HMRC update**

### Crime and Disorder Implications

Section 17 of the Crime and Disorder Act 1998 places a duty on local authorities to consider the crime and disorder implications when exercising its functions with due regard to the likely effect of the exercise of those functions and to do all that is reasonably can to prevent crime and disorder in its area. Where relevant any decisions made at the Parish Council meeting have taken this duty of Care into consideration.

July 2018 Clerks report

### Information

Rusty manhole cover on Caspian Way has been reported- ref 4125304

The bin at Marston field has been knocked over, SSDC will repair within two weeks

SSDC are to install an additional bin at Primrose Play area within two weeks

A replacement padlock and chin has been brought for the fence at Marston Field

A road closure order is in place which will affect Long Street  
[https://apps.roadworks.org/downloads/tm/rg\\_road-closure-ttro-second-notice-105666300-3102724.pdf](https://apps.roadworks.org/downloads/tm/rg_road-closure-ttro-second-notice-105666300-3102724.pdf)

Update from Highways officer: There is an ongoing job to get the drains below Marston Field, SSC re compiling a rota for gulley cleaning across the County.

Due to reduced funding SSC are encouraging more residents to take ownership of works that can be safely completed using a common sense approach. An example of work that could be completed by a community group or individual are clearing weed from alley ways, cleaning street name signs etc. More details on how to get involved can be found at

Dog Fouling Survey Completed for SSC

A thankyou letter for the £1000 donation has been received from Brewood and District Voluntary Car scheme

Rusty manhole cover on Caspian Way, Wheaton Aston reported ref:4125304. A highways inspector has now assessed the site and reported issue is not currently considered to be a risk to public safety and no works will be carried out at this stage. However, the report will remain on their records and the location will be routinely inspected for any changes in the level of risk.

Timescales for repairs are determined by **the defect's location, size and ultimately, the risk the defect poses to public safety.**

**A new Parish Champion is required, please email the Clerk if you are interested**

Cllr Sue Whittingham has elected to be on the following working groups: Forward Planning and Finance, Parish Maintenance and Christmas lights

Village Orderly has found a number of small bags, a concern has been raised with police about drug use

Both licenses have been returned for the seasonal decorations, all relevant certificates received from the contractor

### **Meetings/Events**

31.5.18 P Davies  
05.6.18 P Davies  
12.6.18 D Firkins SSC highways  
12.6.18 Code of Conduct training  
13.6.18 Locality 2 police forum  
13.7.18 Lets work together  
28.9.18 Parish Summit

### **Training/CPD**

GDPR-ongoing  
CILCA

### **Items emailed to councillors**

5.6.018 S Sable SCC Road closure details  
5.6.18 SPCA news bulletin 31.5.18  
6.6.18 P Davies Lapley Green  
7.6.18 Planning application 18/00428/ful  
7.6.18 SPCA news bulletin 7.6.18  
12.6.18 SSDC Weekly Round up  
14.6.18 Community Council of Staffordshire update  
14.6.18 SPCA newbulletin 14.6.18  
18.6.18 Lets work together agenda  
18.6.18 Council round up  
18.6.18 L MacPherson Peoples Power fund  
1820.6.18 Planning application 18/00474/FUL  
21.6.18 SPCA newsbulletin  
25.6.18 revised agenda for the Lets Work Together event 13.7.18  
25.6.18 SSDC round up news  
25.6.18 Save the date Parish Summit

### **Enforcement**

18/00233/UNDEV

### **Use of devolved powers**

Replacement lights purchased of the Christmas tree at a cost of £157 per year over the three year contract with Turnock LTD

Village orderly has cleared the weeds from the Alleyway between Malthouse Lane and Oaksmore Close, Wheaton Aston.

£72 budget moved from BKV budget to Village Orderly's salary for Job no 137 to clean, paint & varnish benches at Badgers End, Sunny Bank, Lapley Green & Stretton

Increased 'Lapley Tree work' budget by £1000.00 from General Reserves to account for the Architect design

### **Decisions issued**

17/00561/FUL – Approved Subject to Conditions  
 17/00364/FUL – Approved Subject to Conditions  
 17/01031/FUL – Approved Subject to Conditions  
 17/01094/FUL – Approved Subject to Conditions  
 17/01109/FUL – Approved Subject to Conditions  
 17/01111/COU – Approved Subject to Conditions  
 18/00023/FUL – Approved Subject to Conditions  
 18/00067/TREE – No Objections  
 18/00124/AGR – Prior Approval not Required  
 18/00292/FUL – Approved Subject to Conditions  
 18/00299/FUL – Approved Subject to Conditions

## Lapley Stretton & Wheaton Aston Parish Council

### Expenditure transactions - payments approval list Start of year 01/04/18

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque
54	DD18.6.18E E	£56.33	100/10	21/06/18	EE - Monthly Mobile Charges	£56.33
55	DD14.6.18MS	£8.44		21/06/18	Mainstream Digital Ltd. - Call Charges	£8.44
1		£2.32	100/10		Call Charges	
2		£6.12	100/10		Monthly Rental	
56	fp50851288 8ssc	£260.00	100/2	21/06/18	South Staffordshire District Council - Monthly Office Rent	£260.00
57	fp87732965 /842109382	£336.00	100/19/4	21/06/18	South Staffordshire District Council - ICT Support Hours	£336.00
58	fp63063761 4slcc	£165.00	150/1	21/06/18	SLCC Enterprises Ltd - SLCC Annual Memebership from 31/05/18	£165.00
59	fp14786831 slcc	£30.00	150/3	21/06/18	SLCC Enterprises Ltd - ALCC Annual Memebership from 31/05/18	£30.00
60	fp42422611 5ms	£88.68	100/16	21/06/18	Microshade Business Consultants Ltd - Monthly Hosting Fee	£88.68
61	fp43495132 bg	£1,185.60	120/1/1	21/06/18	Bloomin Gardens & Landscapes Ltd - Monthly Charges	£1,185.60
62	fp92553286 67	£450.00	120/1/3	21/06/18	Morfe Valley Tree Services - Picus Aerial Inspection	£450.00
63	fp80496643 7spf	£526.09		21/06/18	Staffordshire County Council Superannuation Fund - June Pension	£526.09
1						
64	fp49438619 mb	£12.85		21/06/18	Mr. Malcolm Bissell - Expenses	£12.85
1		£9.00	100/18/4		Milage	
2		£3.85	120/1/5		Expenses	
65	fp25882320 5tuk	£3.52	120/1/5	21/06/18	Trade UK Ltd - Brush Set	£3.52
66	fp61790407	£34.52		21/06/18	Mrs Karen Daker - Expenses	£34.52

	kd		
1		£11.34 100/13	Postage of June Agenda
2		£23.18 100/18/3	Miilage

## Bank Account Reconciled Statement

**Unity Trust - Current Account**      **1111559/20357843 30-98-00**

Statement Number	77		
Statement Opening Balance	£63,761.85	Opening Date	01/06/18
Statement Closing Balance	£58,067.36	Closing Date	28/06/18
True/ Cashbook Closing Balance	£55,575.47		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
28/06/18	DD14.6.18MS	Mainstream Digital Ltd.	8.44	0.00	63,753.41
28/06/18	DD18.6.18EE	EE	56.33	0.00	63,697.08
28/06/18	fp14786831slcc	SLCC Enterprises Ltd	30.00	0.00	63,667.08
28/06/18	fp258823205tuk	Trade UK Ltd	3.52	0.00	63,663.56
28/06/18	fp2868653617aw	Mrs Amy Watson		0.00	
28/06/18	fp373230287jm	Mrs. Josie Morris		0.00	
28/06/18	fp373249822mb	Mr. Malcolm Bissell		0.00	
28/06/18	fp424226115ms	Microshade Business Consultants Ltd	88.68	0.00	61,978.00
28/06/18	fp43495132bg	Bloomin Gardens & Landscapes Ltd	1,185.60	0.00	60,792.40
28/06/18	fp454430467ad	Mrs. Alexa Davies		0.00	
28/06/18	fp49438619mb	Mr. Malcolm Bissell		0.00	
28/06/18	fp50851288ssc	South Staffordshire District Council	260.00	0.00	60,464.17
28/06/18	fp61790407kd	Mrs Karen Daker	34.52	0.00	60,429.65
28/06/18	fp630637614slcc	SLCC Enterprises Ltd	165.00	0.00	60,264.65
28/06/18	fp640750453js	Mr. J. Smith		0.00	
28/06/18	fp804966437spf	Staffordshire County Council Superannuation Fund	526.09	0.00	59,504.29
28/06/18	fp87732965/842109382	South Staffordshire District Council	336.00	0.00	59,168.29
28/06/18	fp9255328667	Morfe Valley Tree Services	450.00	0.00	58,718.29
28/06/18	fp953247529kd	Mrs Karen Daker		0.00	
28/06/18	fp95806929hmrc	HMRC District Council	431.41	0.00	58,067.36
25/05/18	chq3000066	South Staffordshire Citizens Advice Bureau	300.00		57,527.36
25/05/18	chq300065	Wheaton Aston Community First Responders	1,000.00		56,527.36
28/06/18	fp213292713hd	Holman: Davies Landscape Design	951.89		55,575.47

Total 2491.89

## Financial Budget Comparison

Comparison between 01/06/18 and 28/06/18 inclusive.  
Excludes transactions with an invoice date prior to 01/06/18

	2018/2019	Actual Net	Balance	
<b>INCOME</b>				
<b>Parish Council</b>				
10	Precept	£103,088.00	£51544.00	-£51544.00
20	Grants	£0.00	£0.00	£0.00
32	Unity Trust Bank Interest	£0.00	£0.00	£0.00
40	Miscellaneous	£0.00	£0.00	£0.00
50	Barclay's Savings Account	£0.00	£0.00	£0.00
90	Prizes and Awards	£0.00	£0.00	£0.00
<b>Total Parish Council</b>		<b>£103,088.00</b>	<b>£51544.00</b>	<b>-£51544.00</b>
<b>Total Income</b>		<b>£103,088.00</b>	<b>£51544.00</b>	<b>-£51544.00</b>
<b>EXPENDITURE</b>				
<b>Parish Council</b>				
100	General Administration	£22,645.00	£668.06	£21,976.94
110	Salaries	£40,190.00	£3,063.55	£37,126.45
120	Repairs & Grounds Maintenance	£31,096.00	£2,396.67	£28,699.33
130	Villages' Improvements	£1,050.00	£0.00	£1,050.00
140	Play Areas	£6,846.00	£0.00	£6,846.00
150	Subscriptions	£764.00	£195.00	£569.00
160	Christmas Celebrations	£10,500.00	£0.00	£10,500.00
170	Debit Card - General Expenses	£310.00	£30.97	£279.03
180	Donations	£2,700.00	£0.00	£2,700.00
190	Key Holder Salary	£0.00	£0.00	£0.00
200	Capital Expenditure	£0.00	£0.00	£0.00
<b>Total Parish Council</b>		<b>£116,101.00</b>	<b>£6,354.25</b>	<b>£109,746.75</b>
<b>Total Expenditure</b>		<b>£116,101.00</b>	<b>£6,354.25</b>	<b>£109,746.75</b>
Total Income		£103,088.00		
Total Expenditure		£116,101.00	£6,354.25	£109,746.75

28/06/18 11:47 AM Vs:

*Lapley Stretton & Wheaton Aston Parish Council*

## Financial Summary - Cashbook

Summary between 01/04/18 and 28/06/18 inclusive.

Balances at the start of the year

### Ordinary Accounts

Barclays savings account	£57,545.73
Fair FX prepaid card	£75.65
Unity Trust - Current Account	£18,490.99
<b>Total</b>	<b>£76,112.37</b>

RECEIPTS	Net	Vat	Gross
Parish Council	£59,266.49	£0.00	£59,266.49
<b>Total Receipts</b>	<b>£59,266.49</b>	<b>£0.00</b>	<b>£59,266.49</b>
PAYMENTS	Net	Vat	Gross
Parish Council	£20,449.49	£1,460.48	£21,909.97
<b>Total Payments</b>	<b>£20,449.49</b>	<b>£1,460.48</b>	<b>£21,909.97</b>

Closing Balances

**Ordinary Accounts**

Barclays savings account	£57,545.73
Fair FX prepaid card	£347.69
Unity Trust - Current Account	£55,575.47
Total	£113,468.89

Uncleared and Unpresented effects

Unity Trust - Current Account	-£2,491.89
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Statement Closing Balances

**Ordinary Accounts**

Barclays savings account	£57,545.73
Fair FX prepaid card	£347.69
Unity Trust - Current Account	£58,067.36
Total	£115,960.78

28/06/18 11:44 AM Vs:

*Lapley Stretton & Wheaton Aston*