



The Annual Meeting of Lapley, Stretton and Wheaton Aston Parish Council will be held on Thursday 16th May 2019 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

- 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)

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

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| 1. Election of Chairman | -Decision |
| 2. Election of Vice-Chairman | -Decision |
| 3. To consider apologies | -Decision |
| 4. Declaration of Interests | -Information |
| • To update the register | |
| • To receive declarations of interest and consider dispensation requests & Code of Conduct | |
| 5. To consider membership and delegated powers of: | -Decision |
| a) Disciplinary and Grievance Panel | |
| b) Staff Appeals Panel | |
| c) Parish Council Clerk | |
| 6. To consider membership of working groups: | -Decision |
| a) Christmas Lights Working Group | |
| b) Forward Planning & Finance Working Group | |
| c) Parish Maintenance Working Group | |
| d) Planning Working Group | |
| e) Disciplinary and Grievance Panel | |
| f) Staff Appeals Panel | |
| g) Hr Working Group | |
| 7. Additional Group Membership | -Decision |

To consider the appointment of any new committees or working groups, their terms of reference and membership

8. To consider the appointment of Representatives to outside bodies: -Decision

Lapley & Wheaton Aston Village Hall Management Committee (x2)

Lapley & Wheaton Aston Recreation Ground Committee (x1)

Lapley & Wheaton Aston Old People's Welfare Committee (x1)

Wheaton Aston Community First Responders (x1)

Staffordshire Police Locality Accountability Forum (x2)

Parish Charities Trustee (x3)

9. To approve and sign the minutes of the meeting of 28th February 2019 -Decision

10. To receive report from Parish Council Clerk -Information

11. To consider policing matters -Information

12. To receive a report from the County Council -Information

13. To receive a report from the District Council -Information

14. Financial matters -Decision

To consider financial matters including:

a) To receive the Financial Comparison to 31st March 2019

b) To receive the Financial Summary to 31st March 2019

c) To approve the expenditure for April 2019

d) To approve the 2018/19 Balance Sheet

e) To approve the Annual Return Governance Statement

f) To approve the Annual Return Accounting Statement

g) To receive the Internal Independent Auditor's Report

h) To note the inspection period

i) To confirm banking signatories

j) To note payments/decisions made under delegated powers

15. Planning recommendations -Decision

To consider planning matters including:

a) Application 19/00255/FUL

b) Applications received after papers have been issued

c) List of planning decisions received since last meeting

d) To note enforcement cases – 18/00260/BOC, 18/00261/UNDEV

e) To note responses sent under delegated powers – 19/00401/FUL No objection

16. Policies -Decision

To adopt the following policies:

- Standing Orders
- Code of Conduct
- Financial Regulations
- Co-option policy and procedure

17. Subscriptions

To consider the annual subscription for :

- SLCC and ALCC £313.00
- SPCA £450.00
- LCR £17
- ICO £40

17. Review

To review:

- Insurance policy
- Asset Register
- Complaints Procedure
- Data policy
- Media Policy
- Grants Policy

- Training and development
- Community Engagement
- FOI Scheme
- Lone Worker Risk Assessment
- Internal Governance
- Safeguarding
- Snow Clearance Plan
- GDPR- Privacy
 - Privacy for Staff, Councillors and role holders
 - Personal Data Breach
 - Retention
 - Information Security
 - Response Procedure

18. Meeting dates

To confirm the meeting dates:

- 4th July
- 5th September
- 24th October
- 5th December (Setting of the Precept)
- 17th January 2020
- 28th February
- 2nd April

19. Maintenance

-Decision

- Pest Control contract: quotes received 1) £850.00 2) £3450 3) £350.00 all per annum
- Stencilling- support required for dog fouling campaign

20. Youth Club

-decision

21. Safer Roads Funding

-decision

22. Co-option

-decision.

To consider any applications received

23. Civic Sunday

-decision

To consider if an event is to be held

24. To receive reports from Parish Council Representatives:

-Information

- a) Lapley & Wheaton Aston Village Hall Management Committee
- b) Lapley & Wheaton Aston Recreation Ground Committee
- c) Lapley & Wheaton Aston Old People's Welfare Committee
- d) Wheaton Aston Community First Responders
- e) Parish Charities Trustee
- f) Staffordshire Police Locality Accountability Forum

25. General Power of Competence

-Decision

Members are advised that the Clerk has completed her portfolio and passed the Certificate in Local Council Administration . As such, the Parish Council is eligible to adopt the General Power of Competence provided that: a) The number of Councillors elected at the last ordinary election, or at a subsequent by-election, equals or exceeds two thirds of its total number of Councillors (does not include co-options since the election) b) The Parish Clerk holds at least one of the sector specific qualifications and has passed CILCA Unit 7 General Power of Competence Please refer to the document '201609 General Power of Competence' and consider adoption

26. Clerks Payscale point

-decision

To consider an appropriate scale point with reference to CILCA qualification obtained 16.4.19

27. Items for future

Each councillor may use this opportunity to report on matters of information not included elsewhere on the agenda and to raise items for future agendas. **Councillors are respectfully reminded that this is not an opportunity for debate or decision making.**

28. Date of next meeting: 4th July 2019 at 7.30pm at Lapley and Wheaton Aston Village Hall

Amy Watson Parish Council Clerk

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