



You are here by summoned to attend a meeting of Lapley, Stretton and Wheaton Aston Parish Council, which will be held on Thursday 4th April 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.

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|--|---------------------|
| 199. Apologies | -decision |
| To receive and accept apologies | |
| 200. Declarations of interest and dispensations | -information |
| 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. | |
| 201. Signing of the minutes | -decision |
| To approve and sign the minutes of the meeting of 28 th February 2019 | |
| 202. Clerks report | -information |
| To receive report from the Parish Clerk | |
| 203. Policing matters | -information |
| To receive the report from the Police | |
| 204. District report | -information |
| To receive the report from the District Council | |
| 205. County report | -information |
| To receive the report from the County Council | |
| 206. Financial matters | -decision |
| To consider financial matters including: | |
| To approve the expenditure for February/March 2019 | |
| To receive the Financial Comparison to 31 st March 2019 | |
| To receive the Financial Summary to 31 st March 2019 | |
| To note payments/decisions made under delegated powers | |
| 207. Planning recommendations | -decision |
| To consider planning matters including | |
| <ul style="list-style-type: none"> • planning application - 19/00116/OUT
19/00140/FUL
19/00135/AGRFLX • Applications received after papers have been issued • List of planning decisions received since last meeting • Enforcement cases- • To note responses sent under delegated powers | |
| 208. Working group reports: | -decision |
| Christmas Lights | |

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HR

Maintenance/forward planning and finance- Pest Control contract: quotes received 1) £850.00 2) £3450 3) £350.00 all per annum

209. Youth Club

-decision

210. Safer Roads Funding

-decision

211. Birkenshaw Lane

information/decision

212. Policies

-decision

To adopt/review the following policies:

- Training and development
- Community Engagement
- FOI Scheme
- Lone Worker Risk Assessment
- Internal Governance
- Safeguarding
- Snow Clearance Plan

213. Update on BKV

information

To receive an update on the progress made with St Mary's First School

214. Items for future

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

215. Date of next meeting:

Annual Parish Meeting/Assembly Thursday 16th May 2019 at 6.30pm followed by the Annual Meeting of the Parish Council Thursday 16th May , 7.30pm at Lapley and Wheaton Aston Village Hall

Parish Council Clerk Mrs A Watson, 28 March 2019

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.

Lapley, Stretton and Wheaton Aston Parish Council

Training and Development Policy

Council's Commitment

Lapley, Stretton and Wheaton Aston Parish Council (LSWA PC) recognises that training its Clerk and Councillors will help deliver the highest level of service to parishioners. The Council encourages and fully supports any relevant training and Continuous Professional Development employees may wish to undertake.

A training budget is annually reviewed, this enables Councillors and staff to attend training sessions relevant to their area.

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LSWA PC aim to equip all of the council's staff and Councillors with good knowledge and skills in order to carry out their roles and maintain effective working practices. The council will provide training and development opportunities as it deems necessary and relevant.

Prospective Councillors and applicants for the post of Clerk should be made aware of this policy.

The Benefits of Training, Learning & Development

- Training improves the quality of the services and facilities that LSWA PC provides.
- Training enables the Parish Council to achieve its aims and objectives; the Council aims to achieve the use of the General Power of Competence for which continuous training for the Clerk is essential.
- Training ensures processes and legislation are duly and accurately followed.
- Training gives staff and Councillors a sense of value and confidence in their role. In offering training the Council is fulfilling its aim to be an encouraging, proactive and rewarding organisation to be part of.
- It is the policy of LSWA Parish Council that all staff and Councillors are entitled to training. New Councillors will be supplied with a copy of NALC The Good Councillors Guide and NALC Being a Good Employer by the Clerk and they are expected to read them. In due course all new Councillors are expected to attend the training for new Councillors offered by the DAPTC. The Clerk is to notify new Councillors when these courses are taking place.

Strategy

- The Clerk is to familiarise herself with the National Training Strategy and is to share relevant information with Councillors.
- Councillors are expected to attend ongoing training to keep them up to date with developments in policy, legislation, finance and planning.
- The Clerk is required to work towards CiLCA, or a higher qualification if CiLCA has already been obtained, as agreed in the acceptance of office.. The Clerk is also encouraged to attend ongoing training to keep up to date with developments in policy and legislation, specifically with regard to Audit Regulations, Data Protection and the new GDPR, Employment Law and Planning.
- From time to time additional specific training may be required to accompany a project, for example in information technology. Should the budget allow the Council will support the Clerk and Councillors in attending such training.
- Should any Councillor or the Clerk find accessing required training difficult they should make this known to the Chairman.
- The Clerk is expected to keep up to date with developments in the sector and identify and highlight to the council any training required.
- Training requirements for all staff is annually reviewed by their line managers as part of their appraisal process.

- Training will be reviewed in light of any changes to legislation or quality systems relevant to the council; such as new equipment, complaints received or incidents which highlight the needs for training and requests from staff and Councillors.

Publications

- The Clerk will be permitted to purchase (within the training budget) relevant publications that will assist in the training and CPD. Clerk is also encouraged to suggest useful publications to Councillors.

Training Activities

Each role has different approaches for training, dependent on what the job role entails.

Councillors are:

1. Invited to an induction session
2. Given copies of 'the good councillor' guide and all relevant policies
3. Given access to training provided mainly by SSC, SCC and SPCA
4. Able to claim reasonable expenses for attendance at other Council related meetings
5. Given bulletins and other relevant information

The Clerk and Assistant Clerk are:

1. Invited to an induction session
2. Given all relevant documentations and policies
3. Access to training mainly provided by the SSDC, SPCA and SLCC
4. Given bulletins and other relevant information
5. Given regular feedback from the relevant line manager

Other members of staff are:

1. Given access to any necessary training sessions and online training in their field provided by relevant organisations
2. Given an induction from relevant employees
3. Shown around the premises and any other relevant areas

4. Advised to watch the manual handling training video

5. Made aware of the COSHH information

Review: April 2021

Community Engagement Policy

Lapley, Stretton and Wheaton Aston (LSWA) Parish Council is committed to engaging with and empowering its residents and communities so that they can be actively involved in decisions that affect them. The Council will work proactively to strengthen and improve working relationships with our partners; statutory bodies, organisations, local business and voluntary groups. LSWA Parish Council aims to be responsive to the needs of the local community and to involve its parishioners in the Council's decision-making about the issues which affect them including planning, delivery of services and the future of the area.

To achieve this, the Council will provide its parishioners with:

- relevant information about services, policies and decisions that might affect or interest them;
- opportunities for them to have their say about decisions, services and plans through consultations, surveys and conversation
- opportunities to get involved, over and above informing and consulting, to give them a greater influence over decisions and delivery.

In doing so, the Council will follow the principles set out below and will:

Honesty and openness

- Make clear the purpose of any engagement activity and use the right methods (proportionate to the significance of the issues) to engage the local community
- Be clear about what can be influenced
- Use honest, accurate and unbiased information

Listening

• Listen and respond to individuals and communities, enabling and empowering parishioners to play an effective role in setting priorities, designing services and influencing decisions to shape their local area.

Inclusion

• Undertake fair and impartial engagement to a high standard to ensure that all parishioners are offered equal opportunities to participate in issues that may affect them and make a difference.

Working together

- Act together when appropriate with a consistent approach to community engagement.
- Share knowledge and information openly with parishioners and partner organisations, whilst respecting confidentiality.
- Use what has been learnt from contact with local people to better understand and engage with the community, and to improve the services it delivers.

Keeping in touch

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•Provide feedback and demonstrate the changes that are made as a result of engagement. The Council will use the following tools as appropriate to:

- a) inform - posters, fliers and publications including Contact and the Annual Report - Public and

specific meetings including Parish Council meetings, Annual Parish Meeting - Presentations, briefings. - Website updates, Email, social media

- b) consult - Questionnaires and surveys - Online surveys and e-consultation (via the internet). -

community groups. - Discussion/focus groups/forums/e-forum. - Written consultation through letter or email. - Consultation events/workshops/ /exhibitions/general events - Public, neighbourhood or specific meetings - Documents or information available in offices, public buildings or online. - Verbal consultation with community representative acting as a scribe.

- c) Involve - Working parties - Public or specific targeted discussion meetings with interested parties - Public or stakeholder workshops to identify issues and shape options, - Public visioning events, ideas competitions, interactive displays. - Online discussion forums. - Community led plans (e.g. parish plans/neighbourhood plans)/community action plans. - Comments and complaints.

Council Surgeries

LSAW PC will hold a combined Surgery ahead of each Parish Council meeting (where practical) with local PCSO’s to provide an opportunity for local residents to meet with their Parish Councillors and/or PCSO’s in person. Parish Councillors will be present to answer questions, discuss local issues and receive feedback on the work of the Parish Council

Newsletters

LSWA Parish Council commits to produce a quarterly newsletter to engage with parishioners and update on the work undertaken between the periods.

The Parish Council Office plays a neutral role so that residents can be confident that they are receiving impartial information and support

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 <p>Lapley, Stretton & Wheaton Aston Parish Council</p>	<p align="center">Information available from Lapley, Stretton & Wheaton Aston Parish Council under the model publication scheme</p> <p align="center">Adopted 3rd March 2011 (Reviewed 2nd February 2012, 14th February 2013 & 29th January 2015, 2nd Feb 2017, April 2019)</p>
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Information to be published	How the information can be obtained
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<p>Class 1 - Who we are and what we do Who's who on the Council and its Committees Contact details for Parish Council Manager and Council members Location of main Council office and accessibility details</p>	<p>News & Views Newsletter Parish Council Notice Boards (Wheaton Aston Village Hall, Stretton Lay-by, Lapley Green) Hard copy or email copy on request if available Website</p>
<p>Class 2 – What we spend and how we spend it Current and previous financial year Annual return form and report by auditor Finalised budget Precept Financial Standing Orders and Regulations Grants given and received List of current contracts awarded and value of contract</p>	<p>Hard copy or email copy on request if available</p>
<p>Class 3 – What our priorities are and how we are doing Annual Report to Parish (current and previous year)</p>	<p>News & Views Newsletter Hard copy or email copy on request if available</p>
<p>Class 4 – How we make decisions Current and previous council year</p>	
<p>Timetable of meetings</p>	<p>News & Views Newsletter Parish Council Notice Boards (Wheaton Aston Village Hall, Stretton Lay-by, Lapley Green) Hard copy or email copy on request if available</p>
<p>Agendas of meetings Minutes of meetings – NB this will exclude information that is properly regarded as private to the meeting.</p>	<p>Parish Council Notice Boards (Wheaton Aston Village Hall, Stretton Lay-by, Lapley Green) Hard copies at Parish Council Meetings Hard copy or email copy on request if available Website</p>
<p>Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting. Responses to planning applications</p>	<p>Hard copy or email copy on request if available www.sstaffs.gov.uk/planningfiles</p>
<p>Class 5 – Our policies and procedures Current information only Policies and procedures for the conduct of council business: Procedural standing orders Financial Regulations Code of Conduct Policies Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Hard copy or email copy on request if available</p>
<p>Class 6 – Lists and Registers Currently maintained lists and registers only</p>	
<p>Any publicly available register or list</p>	<p>Hard copy or email copy on request if available</p>
	<p>Hard copy or email copy on request if available</p>
<p>Register of members' interests</p>	<p>Inspection by appointment and on www.sstaffs.gov.uk</p>

Register of gifts and hospitality	Inspection by appointment only		
Class 7 – The services we offer Current information only			
Burial grounds and closed churchyards Village halls Playing fields and Play areas Seating, litter bins, war memorials and lighting Bus shelters Agency agreements	Queries answered on request. Hard copy or email copy on request if available		
Contact details: Mrs. A Watson (Parish Clerk) F7 Staffordshire Business Hub South Staffordshire District Council offices Wolverhampton Road Codsall WV8 1PE Tel/Fax: 01902842556, Email: office@wheatonastonparishcouncil.gov.uk	SCHEDULE OF CHARGES		
	TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
	Disbursement cost	Photocopying @ 10.p per sheet (black & white)	Actual cost to the Parish Council
		Postage	Actual cost of Royal Mail standard 2 nd class
All fees to be paid in advance			



LAPLEY, STRETTON AND WHEATON ASTON PARISH COUNCIL

INTERNAL CONTROLS REVIEW SEPTEMBER 2017 APRIL 2019

4th April 2019

1. **Scope of Governance Framework Responsibility**

Lapley, Stretton and Wheaton Aston Parish Council (LSWAPC) is required to have an adequate and effective system to discharge the functions of the Council whilst implementing arrangements for the management of risk. In order to achieve this there is a need for LSWAPC to implement a comprehensive internal control policy to ensure that its business is conducted within the law and proper standards and that public money is safeguarded and properly accounted for and used economically, efficiently and effectively.

2. **The Purpose of Governance Framework**

LSWAPC Governance Framework provides a comprehensive range of internal controls in the form of a checklist that will confirm the existence of a sound system of management which includes the identification and control of risk whilst seeking to eliminate fraud, error and misstatement. It will provide a satisfactory foundation for internal audit and give an adequate level of assurance that LSWAPC is enabled to complete the annual governance statement, particularly assertions two and six.

3. **Personnel Involved with Governance Framework**

The key personnel that will review and implement the LSWAPC Governance Framework include:

- Clerk to the Council / Responsible Financial Officer: The duties of the Clerk / RFO will be laid down in a Job Description which should be reviewed each year. The Clerk will be LSWAPC's Responsible Financial Officer and will act as advisor and administrator to LSWAPC and will be responsible for the day to day management of LSWAPC's finances.
- Assistant Clerk: The Assistant Clerk will provide support to the Clerk / RFO in respect to all matters of LSWAPC administration and finance.
- Chairman of the Council: The Chairman of LSWAPC will be elected by the elected Members of LSWAPC and will have all the powers and duties vested by law.
- Finance and Forward Planning Working Group led by the Finance and Forward Planning Working Group Chairman. The Finance and Forward Planning Working Group will consider matters regarding finance and forward planning, including Annual Accounts and Governance and will recommend or otherwise that such matters be accepted by full Council.
- Appointed Independent and Competent Internal Auditor: The appointed Internal Auditor will, at not less than yearly intervals, provide a selective assessment of LSWAPC's procedures and controls to ensure compliance against the current legal framework as imposed on LSWAPC.

4. **Review of Effectiveness of Governance Framework**

The key elements of control to be tested are as follows:

- Has LSWAPC appointed a Responsible Financial Officer (RFO)?
- Has LSWAPC appointed a Chairman who may exercise all the statutory powers and duties in respect to meetings, ensuring smooth running of meetings and the certification of minutes on behalf of LSWAPC Members?
- Has LSWAPC established committees and/or working groups to simplify the management of key elements of its lawful business?
- If so has the committee and/or working group appointed a Chairman to ensure smooth running of meetings and to verbally report on matters from the working group meeting to full Council?
- Has LSWAPC formally adopted both Standing Orders & Financial Regulations?
- Are the Standing Orders & Financial Regulations closely adhered to in order to provide a consistent approach to meetings and decision making?
 - Are items or services purchased against pre-determined limits competitively purchased?
- Has LSWAPC conducted risk assessment for the current year of operation to determine the financial risks it is exposed to and if so is this recorded in the Minutes?
 - Has the LSWAPC risk assessment been scrutinised to ensure that it is comprehensive and up to date and identifies any actions that it considers necessary to minimise those risks?
 - Where necessary to does LSWAPC have adequate and appropriate insurance cover to offset risk?
 - Does LSWAPC maintain an up-to-date Assets Register of material assets owned and is the Register viewed in conjunction with the Insurance Schedule Valuations?
 - Do the LSWAPC minutes identify any unusual financial activity?
 - Does LSWAPC regularly review and document its financial controls?
 - Do LSWAPC procedures allow for back up of records to enable reconstruction of data for business continuity and detection of fraud or error?
- Does LSWAPC have in place sufficient accounting controls to include as a minimum the following elements:
 - Recorded Minutes that show that previous year Internal & External audits have been reviewed and matters arising addressed?
 - Is a cashbook maintained and up to date to ensure that all financial transactions are recorded promptly and correctly?
 - Is the cashbook accurate and arithmetically correct?
 - Is the cashbook regularly balanced in line with bank statements?

- Are all LSWAPC bank accounts subject to regular reconciliation?
- Are cashbook payments supported by invoices and have they been authorised and minuted?
- Does LSWAPC properly record income and bank funds promptly?
- Does LSWAPC have adequate and effective security controls in respect to cash?
- Does LSWAPC have a recording system for Petty Cash which is supported by VAT invoices and receipts where appropriate?
- Do LSWAPC regularly check and sign-off Petty Cash expenditure and balances?
- Does LSWAPC check payroll expenditure records?
- Does LSWAPC have confidence that its PAYE & NIC systems are correctly operated?
- Does LSWAPC identify VAT payments and correctly record and reclaim these?
- Does LSWAPC separately identify and record Section 137 payments and are these within the defined statutory limits?
- Does LSWAPC set its Precept based upon a pre-prepared Annual Budget?
- Does the Annual Budget setting review its income and expenditure in consideration of Actual Figures for the previous year, End of Current Year Forecasting and Actual Outturn for the Year?
- Do the LSWAPC Finance and Forward Planning Working Group and full Council regularly review income and expenditure against the budgeted figures?
- Do the LSWAPC Finance and Forward Planning Working Group and full Council seek timely understanding and explanation of any significant variances to the budget?
- Are all LSWAPC financial controls documented, regularly reviewed and signed off by full Council?
- Does LSWAPC prepare its end of year accounts on the correct basis using '*Income and Expenditure*'?
 - Does LSWAPC correctly record debtors and creditors where appropriate?
 - Does LSWAPC start of year and end of year balances on all accounts mirror the cashbook figures?
 - Does LSWAPC maintain an adequate audit trail between the accounts and underlying financial records?
- Does LSWAPC have a procedure for the recovery of delinquent debt and the writing off of non-recoverable sums?

5. **Significant Issues Identified via Governance Framework**

Lapley, Stretton and Wheaton Aston Parish Council has not identified any significant issues arising from Governance Framework reviews in respect to the previous twelve months and the forthcoming year. In addition both Internal Audit and External Audit have similarly identified no arising issues.

6. **Governance Framework Sign-Off**

Parish Clerk:

Date:

Chairman:

Date:

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LONE WORKING RISK ASSESSMENT

Title of Activity: Lapley, Stretton and Wheaton Aston Parish Council

Location(s) of Work: F7 Staffordshire Business Hub, South Staffordshire District Council Offices, Wolverhampton Road, Codsall, WV8 1PE. At home and in the community.

Brief Description of Work: Normal activities, associated with the running of the Parish Council.

HAZARD IDENTIFICATION: Identify all the hazards; evaluate the risks (low / medium / high); describe all existing control measures and identify any further measures required.

Specific hazards should be assessed on a separate risk assessment form and cross referenced with this document. Specific assessments are available for hazardous substances, display screen equipment, manual handling operations and fieldwork.

HAZARD(s) RISK

L / M / H

CONTROL MEASURES (i.e. alternative work methods/mechanical aids/engineering controls, etc.)

Workplace/Process

1. Slips and trips **L** - Ensure, during departmental self-inspections, that any such hazards, e.g. torn carpets, trailing cables etc. receive prompt remedial attention. Do not work alone out of normal hours if your mobility is temporarily impaired (e.g. leg injury) For work in the community ensure surroundings are a safe environment.

2. Fire or other emergency

M - Ensure that you receive appropriate fire safety training and that you are familiar with emergency procedures for your area. Note that special provisions will be in place for mobility impaired persons.

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3. Electrical accident **L** - Ensure that PAT tested items (kettles, desk lamps etc) have been labelled "Pass" and that all electrical cables etc. are regularly visually inspected for damage. Do not interfere with plugs, cables etc, when any item is connected to the power supply.

Equipment:

1. Work with any potentially hazardous items of equipment or materials **M** - Ensure that any work which involves such items or material is done during normal building occupancy. Operate a "buddy" system - always being accompanied by a colleague/friend/family member- where this is not practicable

2. Manual handling of loads **M** - Do not attempt to lift or move any load single handed which is likely to put you at all at risk of injury. Re- schedule work to time when assistance is available. Alternatively, use lifting/moving aids where this can safely facilitate single person operation.

Violence:

1. Intruder in building **L** Ensure that you know how to contact promptly, should you know or suspect that an intruder is present in your building. Do not confront the intruder, lock your door and await the arrival of the police.

If working in the community only work in a situation that you feel comfortable in. If you witness suspicious behaviour always call for assistance and never approach.

2. Safe routes home after work **M** -Plan out how you will get to your car/public transport/home after leaving your workplace, taking account of potential personal safety issues e.g. well lit routes etc.

Individual:

1. Personal medical conditions etc. **H**- Ensure that any medical conditions which might be relevant to your working alone are fully discussed with your line manager and, if necessary, Occupational Health and your own GP. Do not work alone if any such condition is assessed as putting you at increased risk.

Work Pattern:

2. Log in/out procedures **L** When lone working is unavoidable, contact a member of staff, building reception or Councillor (as deemed appropriate by the individual worker) to initiate a check-in/check-out system to log your presence in the building. When home working ensure that a family member/friend is aware of your whereabouts and return time.

Other:

Persons at Risk: Identify all those who may be at risk.

Office Staff X

Councillors X

Maintenance staff X

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Public X

Contractors X

Visitors X

Others X

All employees have been briefed on lone working procedures via the Lone worker policy.

Supervision:

Is suitable supervision in place?(identify all necessary supervisory measures).

Periodic site visits to lone workers

Regular contact (telephone, correspondence etc.)

Automatic warning devices e.g. motion sensors, etc as required

Manual warning devices e.g. panic alarms, etc as required

Additional Information: Identify any additional information relevant to the lone working; activity, including emergency procedures, first aid provision, etc.

Location of First Aid Boxes: In office- medical room, for those working based from home- at their discretion.

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Safeguarding Children and Adults Policy

Policy Statement

Everyone has a duty to safeguard children, young people and those adults with care and support needs who are or may be at risk of abuse or neglect (referred to in this policy as 'adults at risk').

Lapley, Stretton and Wheaton Aston Parish Council (LSWA PC) is committed to ensuring that children and adults are protected and kept safe from harm whilst they are engaged in any activity associated with the Parish Council.

Policy Objective:

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- To protect and promote the welfare of children and adults at risk using or receiving services provided by or commissioned by LSWA PC and to be able to respond where appropriate as a local government organisation.

Definitions:

Safeguarding

- Essentially, protecting children and adults at risk from ill-treatment and harm

Abuse:

- Forms of ill treatment, including neglect. Somebody may abuse a child or adult by inflicting harm, or by failing to act to prevent harm.
- The most common types of abuse are physical, emotional, sexual abuse and neglect

Children & Young People

- Anyone under the age of 18 years.

Adult: An adult who –

- Has needs for care and support (whether or not the local authority is meeting any of those needs),
- Is experiencing, or is at risk of, abuse or neglect, and
- As a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

Vulnerable Adult - The Law Commission Report into Adult Social Care (2011) defined an Adult at Risk as a person who:

- must appear to have health or social care needs, including carers (irrespective of whether or not those needs are being met by services)
- must appear to be at risk of harm
- must appear to be unable to safeguard themselves from harm as a direct result of their health or social care needs.

Safeguarding - Safeguarding is defined in “Working Together to Safeguard Children” 2013 as:

- protecting children from maltreatment
- preventing impairment of children’s health and development

- ensuring that children grow up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best outcomes

Abuse of Children - The NSPCC have identified specific forms of abuse which may be perpetrated against a child. These are defined as:

- Bullying
- Emotional abuse
- Physical abuse
- Child trafficking
- Neglect
- Sexual abuse

Abuse of an Adult - The Law Commission's Report into Adult Social Care defines harm as including but not limited to:

- ill treatment (including sexual abuse, exploitation and forms of ill treatment which are not physical)
- the impairment of health (physical or mental) or development (physical, intellectual, emotional, social or behavioural)
- self-harm and neglect

unlawful conduct which adversely affects property, rights or interests (for example, financial abuse).

Employees, Parish Councillors and Contractors

- Anyone working for, or on behalf of LSWA PC, whether paid or voluntary.

Taking responsibility for Safeguarding

Councillors, employees and volunteers may notice something which causes them concern when out and about in the parish. It is not our role to investigate any signs of abuse. However we do have a responsibility to act if we have any concerns and alert those who can look into those issues.

To take responsibility for safeguarding LSWA PC will:

- Identify someone within the parish council who will take lead responsibility for Safeguarding, ensuring that councillors and employees understand what safeguarding means, what to look out for and how to pass on any concerns
- Follow safe recruitment practices, including application forms, references and induction
- Identify and meet training needs for those councillors and employees who come into contact with children and adults at risk
- Ensure that councillors and employees who come into regular unsupervised contact with children and adults at risk during the course of their duties to undergo appropriate Disclosure & Barring Service (DBS) checks
- Require external organisations working with or on behalf of the council who have contact with children and adults at risk to have a Safeguarding Policy and procedures
- Councillors, employees and volunteers should be concerned by any behaviour, action or inaction which harms a child or adult at risk. If they are unsure whether this needs to be reported as a safeguarding concern they should seek the advice of the person within the Parish Council with lead responsibility.
- The Parish Clerk is the Safeguarding lead. The Safeguarding Lead will ensure that the Parish Council receives reports, excluding details of a confidential nature, on safeguarding issues.

Contact information for making a referral regarding a safeguarding concern

For all child protection issues contact Staffordshire County Council's
First Response Team based at the MASH on

0800 1313 126

**(Between 8.30am and 5pm Monday to Thursday and 8.30am and 4.30 pm on
a Friday)**

Or via a brief e-mail
frist@staffordshire.gov.uk

To make an Adult Protection referral advice should be sought from the
Adult Protection Contact Centre

0345 604 2719

**(Between 8.30am and 5pm Monday to Thursday and 8.30am and 4.30 pm on
a Friday).**

Outside of office hours

Any concerns relating to a child or adult at risk of abuse and neglect should be
directed to Staffordshire County Council

**Emergency Duty Service on
0345 604 2886.**

Alternatively contact

Staffordshire Police Central Referral Unit on

101

Or dial

999 in an emergency.

It is everybody's responsibility to recognise the signs of, and to report, abuse wherever it is seen, suspected or disclosed. Employees, Councillors and all users of parish facilities are responsible for reporting suspicions of abuse and must also respond appropriately to any disclosure and take any immediate action necessary to protect children and adults at risk.

All information relating to safeguarding will be kept securely and only shared on a need-to-know basis.



SNOW CLEARANCE EMERGENCY PLAN

1. SCOPE OF ARRANGEMENTS

The snow clearance activities set out in this plan will be carried out on a best endeavours basis, subject to resources being available. Activities will only be carried out if conditions allow people to work safely.

2. ROADS TREATED BY STAFFORDSHIRE COUNTY COUNCIL

Staffordshire County Council is responsible for gritting the roads within the Parish.

The duty of a highway authority under section 41 of that Act is 'to ensure, so far as is reasonably practicable, that safe passage along a highway is not endangered by snow or ice'.

The primary gritting network covers A and B roads only. Other roads will only be gritted in severe weather. The following roads are part of the Primary gritting Network:

- The A5
- Ivetsey Road
- High Street
- Long Street
- Lapley Road (From Long St to Roman Road)
- Marston Road,
- Roman Road
- Lapley Lane
- Congreve Road (From Roman Road to A5)

The following Roads are gritted in Severe Weather only:

- Congreve Road (From Roman Road to Congreve)
- Church Lane (Lapley)
- Bickford Road
- Lapley Road (From Bickford Road to Bickford)
- Wenlock Bank (Towards Church Eaton)

(see Appendix A for Map)

3. GRIT / SALT BINS

Staffordshire County Council provide the following advice on grit bins. The salt/sand mix in the yellow salt bins is to be used on roads and pavements only. They are not for private use. Careful consideration is given to where grit bins are placed so that they are present in places where additional gritting may be required. By using grit from the yellow bins on anything other than public highways you could potentially put road users at risk, should the bin run out of grit. If you wish to clear your driveway or footpaths, salt can be purchased from local building suppliers and DIY stores. Or, as an alternative, you can use table salt or dishwasher salt.

There are grit bins in the following locations (see map in Appendix A):

- Pinfold Lane
- Yew Tree Drive

If a grit bin near you needs refilling, you can report this to Staffordshire County Council quickly by going to Report It. To log a refill request, select 'Report a new fault', 'Weather related' and 'Grit bin refill'. The grit bins will be replenished just as soon as the crews are back in the location.

If you do not have a grit bin near you, you can request to have one installed. You can do this by filling out the online form at Report It. To request a new grit bin, select 'Report a new fault', 'Weather related' and 'New grit bin'. Locations which qualify for grit bins have been risk assessed against a set of criteria that includes but is not limited to: Steep gradients, Severe bends, Junctions onto major routes.

4. ENCOURAGING OTHERS TO CLEAR SNOW

Every member of the community can play an important part in clearing snow and ice. Clearing snow and ice from the pavement outside your home or public spaces can help prevent slips and falls. Here's some handy advice issued by the Department for Transport.

Don't be put off clearing paths because you're afraid someone will get injured. Remember, people walking on snow and ice have a responsibility to be careful themselves. Follow the advice from the Department for Transport below to make sure you clear the pathway safely and effectively. And don't believe the myths - it's unlikely you'll be sued or held legally responsible for any injuries if you have cleared the path carefully.

Clear the snow and ice early in the day

It's easier to move fresh, loose snow rather than hard snow that has packed together from people walking on it. So if possible, start removing the snow and ice in the morning. If you remove the top layer of snow in the morning, any sunshine during the day will help melt any ice beneath. You can then cover the path with salt before nightfall to stop it refreezing overnight.

Clear and prevent slips

- Pay extra attention to clearing snow and ice from steps and steep pathways - you might need to use more salt on these areas.
- Use salt or sand - not water. If you use water to melt the snow, it may refreeze and turn to black ice. Black ice increases the risk of injuries as it is invisible and very slippery.
- You can melt snow or prevent black ice by spreading some salt on the area you have cleared. You can use ordinary table or dishwasher salt - a tablespoon for each square metre you clear should work. Don't use the salt found in salting bins - this will be needed to keep the roads clear unless your council advises otherwise. Please contact your local council for more advice.
- Be careful not to spread salt on plants or grass as it may damage them.
- If you don't have enough salt, you can also use sand or ash. These won't stop the path icing over as effectively as salt, but will provide good grip underfoot.

Take care where you move the snow

When you're shoveling snow, take care where you put it so it doesn't block people's paths or drains. Make sure you make a path down the middle of the area to be cleared first, so

you have a clear surface to walk on. Then shovel the snow from the centre of the path to the sides.

Offer to clear your neighbours' paths

If your neighbour will have difficulty getting in and out of their home, offer to clear snow and ice around their property as well. Check that any elderly or disabled neighbours are alright in the cold weather. If you're worried about them, try contacting their relatives or friends, or if necessary the local council.

Review April 2021

Lapley, Stretton and Wheaton Aston Parish Council Clerks Report

March 2019

Information

14.03.19 Letters delivered to Lapley residents

15.03.19 Fires Youth Shelter Tarmac & the Copse behind the Balancing Course on Marston Field reported to the police. Incident number 388/150319

19.3.19 Primrose play area roundabout is closed due to a missing bolt, replacement has been ordered

24.3.19 Newly planted tree at Marston Field has been removed

Election information:

- Local elections take place on 2nd May 2019, the timetable is as follows: Publication of notice of election/beginning of nomination period **18th March 2019**
- DEADLINE: Close of nominations and appointment of election agents: **4pm 3rd April 2019**
- PUBLICATION: Notice of statements of persons nominated **4pm 4th April 2019**
- DEADLINE: New voter registrations **12th April 2019**
- DEADLINE: Application for a postal vote **5pm 15th April 2019**
- DEADLINE: Proxy vote **5pm 24th April 2019**
- DEADLINE: Appointment of counting/polling agents **25th April 2019**
- Polling day: **2nd May 2019**
- Purdah: Purdah begins mid March, details can be found by viewing the short guide at <https://www.local.gov.uk/purdah-short-guide-publicity-during-pre-election-period>

Consultations

Meetings/Events

25.02.19 Lets work together

27.2.19 5pm Elections- Candidate briefing

10.4.19 Election- candidate briefing

20.3.19 Finance webinar

10.4.2019 Residents meeting re Lapley Green 10am

4th April 2019

St Mary's School
Electrical contractor
Penk Arb

Training/CPD

GDPR-ongoing
CILCA

Items emailed to councillors

26.2.19 Cllr M Sutton Road Safety Fund
28.2.19 SPCA news bulletin
28.2.19 PCSO Lloyd Crime report 18.1.19- 27.2.19
4.3.19 planning application 19/00116/OUT
6.3.19 Cllr Anderson Freight Hub report
7.3.19 SPCA news bulletin
18.3.19 Planning ref 19/00135/AGRFLX
18.3.19 SPCA update on candidate details
18.3.19 Election news bulletin
28.3.19 SPCA News bulletin 20/3
28.3.19 SPCA news bulletin 28/3