



**Minutes of the Meeting of Lapley, Stretton & Wheaton Aston Parish Council held on Thursday 1st February 2018 at Lapley and Wheaton Aston Village Hall**

<b>In Attendance:</b>	Cllr T Noblett	Wheaton Aston (Chairman)
	Cllr W Millington	Wheaton Aston
	Cllr. M. Griffiths	Lapley
	Cllr P Elson	Wheaton Aston
	Cllr Mrs B Cox	Wheaton Aston
	Cllr M Fox	Lapley
	Cllr P Timson	Wheaton Aston
	Cllr B Wells	Stretton
	Cllr A Anderson	Stretton

<b>Also in Attendance:</b>	Mrs A Watson	Parish Clerk
	11 members of the public	
	Cllr R Wright	South Staffordshire Council
	Cllr M Sutton	Staffordshire County Council
	Cllr B Cox	South Staffordshire Council

**Apologies:**

Cllr S Whittingham	Wheaton Aston
Cllr H Jones	Wheaton Aston

**Absent:**

Public Forum

Chairman welcomed all and reminded all of standing orders.

A representative of Lapley Green committee read out letter dated 29<sup>th</sup> January 2018 (previously circulated to all Councillors) which makes suggestions for work required at Lapley Green.

Chairman advised that since the meeting last week a meeting has been held with the Conservation Officer whose opinion is that the area will be enhanced by the removal of the trees. The

Maintenance working group (due to meet on 27<sup>th</sup> February 2018) are to consider the letter put forward and the appointment of an Architectural landscape company. Residents will be consulted.

Queried the time scale- unknown at this point estimated around two months

Residents asked for assurances that money will be available for this work, Chairman has confirmed this. The budget provision will cover the removal of the trees, residents are concerned that there will not be enough funds to landscape the area. The Parish Council are confident that there are sufficient funds, the architectural landscaper will give further indication of the level of work required and therefore the associated costs.

Parishioners feel that there is not representation on the Council for the residents of Lapley.

Chairman confirmed that the PC will be considering the residents views

Question from the parishioners- have you conducted a health and safety report? Advice from the Senior Arboricultural officer is that an additional report is not required as the area has been viewed by SSDC and also a tree report conducted independently

Council confirmed that the holly hedge is to be retained.

Are there any valuations on the land? Likely to be a minimal value as it is a village green

Proposal from Cllr Timson seconded by Cllr Wells that the maintenance consider the request from the parishioners, report back to the PC and then hold a meeting with the residents. Chairman would like details from an Architectural Landscaper present. Chairman confirmed that there will not be any actions until a decision has been made

A parishioner feels that her concerns regarding the new equipment at Primrose Play Area have been disregarded. She holds concerns over the risk assessment for Primrose Play Area and feels that things are ill thought out and PC meetings are hostile.

Chairman- the insurance have completed an audit of the risk assessments and have not found any issues. They have suggested a new sign is installed on entrance to the Close  
Concerns remain that children will run in to the road

8pm standing orders applied

#### **165. To consider apologies**

Apologies were received and accepted from Cllr H Jones and Cllr S Whittingham

#### **166. Declaration of Interest/Dispensation**

Cllr Wells declared an interest in planning application 17/01111/COU

Cllr Elson declared an interest in planning application 18/00023

#### **167. County Report**

Information has been circulated regarding the library consultation. Cllr Sutton offered more detail on this in the future if required.

Cllr Sutton is member for children services, special education needs and disability and education and sits on Staffordshire Children Safeguarding Board.

Queens Award for voluntary service- reminder to members that if they are aware of a deserving nomination then please nominate.

SSC is in need of foster parents, Cllr Sutton will forward details

Mobile speed awareness signs are now available, SSC are willing to help with installation. The Road Safety Partnership have put funds aside for bids for road safety schemes.

Clerk asked Cllr Sutton to confirm if permission is required from Highways for the CSW signs, Cllr Sutton will query this

Cllr Sutton left the meeting 8.10pm

#### **168. Signing of the minutes**

The minutes of the meeting of the Parish Council meeting held on 11<sup>TH</sup> January 2018 and the minutes of the resident meeting for Lapley Green held on 25<sup>th</sup> January 2018 were signed as a true and correct copy.

## 169. Clerks Report

February 2018

### Information

5.1.18 37 gas canisters found at Marston field, reported to police incident re 220 8/1/18  
additional 21 9.1.18

Two broken street signs have been reported for repair

16.1.1 Fire reported at Marston Field

The bus shelters have been installed

6.2.17 is the start date for installing the new play equipment

The community budget application was unsuccessful, it was suggested that the PC apply to the Crime Commissioners fund once a youth provision is set up

Advice sought from SSDC office regarding the risk assessments for Primrose play area

Councillors are asked to complete level one children safeguarding by registering online at [www.staffscsb.org.uk/Training/E-Learning/Level-1-Training/Level-1-Training.aspx](http://www.staffscsb.org.uk/Training/E-Learning/Level-1-Training/Level-1-Training.aspx)

The level one adult safeguarding will be held at SSDC Council Chambers on 19<sup>th</sup> March 2018

6.30pm- please attend

Parishioner has reported an electric fence installed on footpath one that is blocking an entrance. Rights of way have been notified

### Consultations:

[www.staffordshire-pcc.gov.uk/have-your-say](http://www.staffordshire-pcc.gov.uk/have-your-say) - Please respond to the consultation on increasing the precept to provide police services

[www.staffordshire.gov.uk/connectedlibraries](http://www.staffordshire.gov.uk/connectedlibraries) Staffordshire County Council Connected Libraries Consultation- Please respond to the consultation in mobile library services

[www.sstaffs.gov.uk/localplans](http://www.sstaffs.gov.uk/localplans) Local plans consultation on the Design Guide SPD and Sustainability SPD

### Meetings / Events

Lets Work together 19<sup>th</sup> Jan 2018

Community Council of Staffordshire- Village Hall Week 22.1.2018

26.1.201 Elections and GDPR at SSDC

### Training/CPD

GDPR-ongoing

### Items emailed to councillors

5.12.17 D Pattison revised code of conduct

5.12.17 J Lawton Draft housing consultation

7.12.17 SPCA Newsbulletin

7.12.17 SSC Community finding

7.12.17 Staffordshire Police Press release re Cannabis factory  
12.12.17 Planning application 17/01006/Tree  
12.12.17 V Partridge Parish Service delivery  
14.12.17 SPCA newsbulletin  
3.1.2018 V Partridge Lets Work together agenda 19.1.18  
4.1.18 SPCA newsbulletin  
8.1.18 Planning application 17/01094/FUL  
8.1.18 Planning application 17/01109/FUL  
9.1.18 G Heath Connected libraries consultation  
9.1.18 L Sanderson Community Council of Staffordshire Village Hall week  
16.1.18 SSDC Infrastructure document  
16.1.18 Shelutions detail for bus shelters installation  
22.01.18 Post office regarding closure  
24.1.18 planning ref (working group) 18/00023/ful  
25.1.18 SPCA News bulletin  
25.1.18 Planning ref (working group) 18/00067/TREE

### **Enforcement**

17/00470/uncou

### **Use of devolved powers**

Dog glove bags ordered (£136)

### **Decisions issued**

17/00885/VAR- Approved STC

17/0943/FUL- Approved STC

17/00929/FUL- Approved STC

17/00933/FUL – Approved STC

Clerk reminded Councillors to return a response to the Infrastructure Delivery Plan.

## **170. Policing Matters**

Clerk advised that a PCSO was unavailable to attend this meeting and the PC/PCSO surgery ahead of the meeting. This will be arranged where possible in the future

### **PARISH COUNCIL MEETING CRIME REPORT.**

**Public bodies can only disclose information if they have the power to do so. Section 115 of the Crime and Disorder Act provides a power to exchange information where disclosure is necessary to support the local Crime Reduction Strategy and Partnership in achieving the aims of the Crime and Disorder Reduction Strategy and objectives outlined within it.**

**The degree of disclosure that takes place must be proportionate and relevant to the level of social ill or criminality it is intended to counter or prevent.**

**The information is only to be processed in relation to crime and disorder purposes. Information will be handled in accordance with the Data Protection Act 1998, the Human Rights Act 1998 and any other relevant legislation governing disclosures and will ultimately be disposed of in a secure manner.**

### **CRIMES IN THE AREA from 12/01/2018 – 01/02/2018**

**1. Burglary Residential. - 1 Reported incident**

Wheaton Aston – Property broken into, chainsaws and hedge trimmer stolen.

**2. Burglary Business. -0 Reported incidents.**

**3. Theft of Motor Vehicle. - 0 Reported incidents**

**4. Theft from Motor Vehicle. - 0 reported incidents**

**5. Drugs. – 0 Reported incident**

**6. Violence. – 1 Reported incident.**

Ivetsey Bank - 1 x patient on staff assault.

**7. Anti-Social Behaviour. – 3 Reported incidents of ASB, These include...**

- Wheaton Aston – 3 x incidents.  
Nuisance vehicle x 1  
Youth related x 2

Cllr has used the 101 service regarding a fire below the youth shelter. Police and fire brigade attended. Some youth possessions were confiscated and have been advised that they will need to collect from the police station. Village Orderly has attended to the debris Clerk to pursue the damage with the police.

### **171. District Report**

Precept work undergoing, there is likely to be an increase. The contract for grounds maintenance with Housing Plus Group, operatives were Idverdy, has expired and has been brought in house. This has been combined with the Street Cleaning Group. The long term plan is to develop an excellent service and advertise to other service providers within the District and generate an income. Other avenues for developing income is being considered and is essential as Government funding will expire in 3 years and SSDC will need to be self sufficient.

#### **172. Financial matters**

- a) **Resolved** to accept the financial budget comparison to 31<sup>st</sup> January 2018
- b) **Resolved** to accept the financial summary to 31<sup>st</sup> January 2018
- c) **Resolved** to approve the expenditure for January 2018
- d) **Resolved** to approve the payments noted under delegated powers- £59 moved to Village orderly salary from News and Views to account for M Bissell delivering the winter News and Views

Dog bags ordered at a cost of £136.48

#### **176. Planning Recommendations: Resolved:**

- a) Planning application: 17/01111/COU- concerns about additional traffic and vehicles turning into The Avenue  
18/00023/FUL-no objections  
18/00067/TREE- will support the Arborist view at SSDC
- b) Planning application after papers sent:
- c) Planning decisions:
- d) Enforcement Cases: 17/00470/UNCOU
- e) Delegated responses sent: None sent

#### **174. Best kept Village Competition**

**Resolved:** not to enter the competition this year due to increase of work and suggested that members of the public become involved in the future if queried  
Concerns raised that there have been comments over several years that there is a lack of community involvement.  
The number of volunteers for the annual clean up has been reduced  
There will be various works conducted during the time of inspection at Lapley

#### **175. Lapley Green Tree work**

The Parish Council invited the residents of Lapley to attend an informal meeting on 25<sup>th</sup> January 2018 to discuss the proposed work to enhance the Green. Since this meeting, the Lapley Green Committee have sent a revised proposal of work to the Parish Council for consideration. The Conservation Officer has met with the Clerk and Chairman to discuss the intention to improve the area, his view was that opening the area up would enhance the conservation area and view of properties. The Conservation Officer is to forward the Clerk some contact details of Architectural Landscape companies who can assist with creating a sympathetic plan. These will then be considered by the Parish maintenance group, a recommendation made to full Council and then residents consulted with.

#### **176.GDPR update and DPO**

Clerk and Chairman attended a course on GDPR. Going forward many changes will be implemented. Clerk is preparing an audit of processes and relevant policies. Not all guidance has been received from SLCC/SPCA yet as it isn't fully known how much is expected of Parish Councils.

South Staffordshire District Council are offering a 'getting ready' service to include checking all policies are acceptable, audit is in place for £400. A service to provide a Data Protection Officer to oversee the PC compliance will also be offered, this amount will not exceed £400, it is currently unknown exact figures as charges will be dependant on Council size. This charge will not be made until the end of the next financial year to allow time for sufficient budgeting.

SSDC will also allow any support to be deducted form the legal retainer. The Parish Council do not currently hold this. It is £500 per year and include up to 8 hours of advice, additional advice would be charged at £80 per hour.

SSC have advised that they will be offering a service, the costs it to be confirmed. Microshade have also indicated that they will offer a service

**Resolved:** get costs to out source the DPO Role and the getting ready aspect for further consideration

### **177. Local Plans Consultation**

**Resolved:** To respond to the District Design SPD as follows:

The SPD has been considered at a Parish Council meeting and Councillor accept the principals

**Resolved:** To respond to the Sustainability SPD as follows:

The SPD has been considered at a Parish Council meeting and Councillor accept the principals

### **178. Safeguarding Policy**

**Resolved:** To adopt the Safeguarding Policy.

Clerk requested that all Councillors complete the level one training on safeguarding relevant to children online with Staffordshire Children's Safeguarding Board. Clerk has arranged, with two other Parishes.

All councillor will complete the safeguarding children online and approximately 8 councillors will attend the Adult training. The Training on Safeguarding Vulnerable adults is on March 19<sup>th</sup> 2018 at 6.30pm at the Council Chambers in Codsall. It is essential that Parish Councillors have awareness of Safeguarding

### **179 Working Group reports:**

- **BKV:** No meeting remove from future agenda, working group disbanded
- **Christmas Lights:** No meeting, one to be held  
Clerk to get quotes for lights
- HR: a meeting to be held on 13<sup>th</sup> February 2018
- Forward Planning and Finance meeting to be held
- Maintenance: Meeting to be held on 27<sup>th</sup> February 2018

### **180. Items for future consideration**

- Update on Freight Hub
- Update on Birkenshaw Lane .
- Community Speed watch

**181. Date of next meeting**

The next meeting will be Thursday 1<sup>st</sup> March 2018 at 7.30pm, Lapley and Wheaton Aston Village Hall.

**182.CONFIDENTIAL AGENDA**

**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 interest of the public.**

**183.Parishioner Concerns**

**Resolved:** Clerk to ask SSDC to clean the surface areas of the play area at Primrose for £100

An audit of policies completed by Came and Company found that the Parish Council hold adequate policies and risk assessments.

A number of maintenance queries were raised, these are to be considered by the Maintenance working group

**Meeting closed 9.20 pm**

**Signed.....Chairman...**  
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	d				
29/01/18	fp151523362180129 ssc	South Staffordshire District Council	260.00	0.00	49,126.12
29/01/18	fp180129	Multiple supplier (A Watson /K Daker expenses)		59.40	0.00
	£52.20 £7.20			49,066.72	
29/01/18	fp2354577a	Mrs. Alexa Davies	1.20	0.00	49,065.52
29/01/18	fp311336834lwwh	Lapley & Wheaton Aston Village Hall Management Committee	110.40	0.00	48,955.12
29/01/18	fp393346684180129 mb	Mr. Malcolm Bissell		0.00	48,688.19
29/01/18 48,599.51	fp54922911180128ms	Microshade Business Consultants Ltd		88.68	0.00
29/01/18	fp549861867180129j rb	JRB Enterprises Ltd	136.98	0.00	48,462.53
29/01/18	fp57998967aw	Mrs Amy Watson		0.00	47,330.78
29/01/18	fp627416776bdc	Brewood & District Voluntary Car Scheme	1,000.00	0.00	46,330.78
29/01/18	fp65386270180124s sc	Staffordshire County Council	354.48	0.00	45,976.30
29/01/18	fp70856455saf	Staffordshire County Council Superannuation Fund	452.44	0.00	45,523.86
29/01/18	fp84102779180129w sm	Weston Sawmill & Nursery	168.00	0.00	45,355.86

31/01/18 11:34 AM Vs: 8.01

**Lapley Stretton & Wheaton Aston Parish Council**

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## Bank Account Reconciled Statement

29/01/18	fp895642972180129 ad	Mrs. Alexa Davies		0.00	45,305.14
29/01/18	fp99709971180129jm	Mrs. Josie Morris	0.00	45,245.91	

### Uncleared and unrepresented effects

10/01/18	ch300063sa	St. John Ambulance	110.40		
		<b>Total</b>	<b>110.40</b>		

## Bank Account Reconciled Statement

<b>Barclays savings account</b>	<b>73219496</b>	<b>20-08-64</b>		
Statement Number	5			
Statement Opening Balance	£74,000.00	Opening Date	01/01/18	
Statement Closing Balance	£57,512.98	Closing Date	31/01/18	
True Closing Balance	£57,512.98			

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
18/01/18	play area funds		16,500.00	0.00	57,500.00
24/01/18	bacs4.12.17	Barclays Bank	0.00	12.98	57,512.98

### Uncleared and unrepresented effects

30/11/17		No activity		0.00	57,512.98
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Total 0.00

## Bank Account Reconciled Statement

**Fair FX prepaid card 5116561022250691**

Statement Number 6  
 Statement Opening Balance £107.31 Opening Date 01/01/18  
 Statement Closing Balance £96.53 Closing Date 31/01/18  
 True Closing Balance £96.53

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
04/01/18	fxcard180104fx	FairFx Pre Paid Card	10.78	0.00	96.53

Uncleared and unrepresented effects  
 31/12/17 No activity 0.00 96.53

Total 0.00

## Financial Summary - Cashbook

Summary between 01/04/17 and 31/01/18 inclusive.

Balances at the start of the year

### Ordinary Accounts

Barclays savings account	£0.00
Fair FX prepaid card	£190.05
Unity Trust - Current Account	£84,677.61
<b>Total</b>	<b>£84,867.66</b>

RECEIPTS	Net	Vat	Gross
Parish Council	£107,828.02	£0.00	£107,828.02
<b>Total Receipts</b>	<b>£107,828.02</b>	<b>£0.00</b>	<b>£107,828.02</b>

PAYMENTS	Net	Vat	Gross
Parish Council	£83,446.14	£7,002.52	£90,448.66
<b>Total Payments</b>	<b>£83,446.14</b>	<b>£7,002.52</b>	<b>£90,448.66</b>

Closing Balances

### Ordinary Accounts

Barclays savings account	£57,512.98
Fair FX prepaid card	£96.53
Unity Trust - Current Account	£44,637.51
<b>Total</b>	<b>£102,247.02</b>

Uncleared and Unrepresented effects  
 Unity Trust - Current Account -£110.40

Statement Closing Balances

### Ordinary Accounts

Barclays savings account	£57,512.98
Fair FX prepaid card	£96.53
Unity Trust - Current Account	£45,245.91
<b>Total</b>	<b>£102,855.42</b>

