



**Minutes of the Meeting of Lapley, Stretton & Wheaton Aston Parish Council held on Thursday 7<sup>th</sup> June 2018 at Lapley and Wheaton Aston Village Hall**

<b>In Attendance:</b>	Cllr T Noblett	Wheaton Aston (Chairman)
	Cllr S Whittingham	Wheaton Aston
	Cllr P Timson	Wheaton Aston
	Cllr. M. Griffiths	Lapley
	Cllr A Anderson	Stretton
	Cllr W Millington	Wheaton Aston
	Cllr P Elson	Wheaton Aston

<b>Also in Attendance:</b>	Mrs A Watson	Parish Clerk
		1 member of the public
<b>Apologies:</b>	Cllr R Wright	Staffordshire District Council
	Cllr B Wells	Stretton
	Cllr M Fox	Lapley
	Cllr Mrs B. Cox	Wheaton Aston
	Cllr M Sutton	Staffordshire County Council
	Cllr B Cox	Staffordshire District Council

**Absent:**

**Public forum.**

**Standing orders were imposed 7.30pm**

**30. To consider apologies**

Apologies and reasons of absence were accepted from Cllr Wells, Cllr M Fox , Cllr Mrs B. Cox , Cllr M Sutton and Cllr B Cox

**31.Election of Vice-Chairman**

Cllr Whittingham resigned from the role of Vice chairman

**Resolved:** Cllr P Elson (proposed by Cllr Whittingham, seconded by Cllr Millington) to act for June and Cllr P Timson to take the role for July's meeting

**32.Declaration of Interest/Dispensation**

Cllr Noblett declared an interest in agenda item 40.

**33.Signing of the minutes**

The minutes of the Parish Council meeting held on 3<sup>rd</sup> May 2018 were signed as a true and correct copy.

## **34. Clerks Report**

The Clerks report was accepted.

Clerks Report

June 2018

### **Information**

The stepping stones at Primrose play area are due to be changed w/c 21<sup>st</sup> May 2018  
Repairs to the zip wire and pendulum swing at Marston field have been completed  
Church Lane, Lapley will be closed on 15<sup>th</sup> July from 9am for road works. More details can be found at [https://apps.roadworks.org/downloads/tm/rg\\_road-closure-ttro-second-notice-105666262-3101209.pdf](https://apps.roadworks.org/downloads/tm/rg_road-closure-ttro-second-notice-105666262-3101209.pdf)

### **Consultations:**

### **Meetings / Events**

2.5.18 Lapley onsite  
30.4.18 Staffordshire Police re grant application  
8.5.18 Fencing contractors Turnocks Electrical contractors re Christmas lighting  
9.5.18 P Davies Landscapes re Lapley Green  
17.5.18 D Campbell- GDPR  
12.6.18 D Firkins SSC highways

### **Training/CPD**

GDPR-ongoing

### **Items emailed to councillors**

30.4.18 Staffordshire Police Rural Crime Survey  
30.4.18 C Howe Concerns on Marston Field  
2.5.18 C Howe concerns on Marston Feld  
2.5.18 A Aston grounds maintenance schedule  
10.5.18 SPCA news bulletin  
13.5.18 L Duffy Bridge Farm development  
13.5.18 SPCA news bulletin amendment  
14.5.18 H Astley SSDC Council round up  
14.5.18 A Aston grass cutting schedule  
15.5.18 The Samaritans  
15.5.18 Planning application 18/00310/FUL

17.5.18 SPCA news bulletin 15.5.18

21.5.18 CSW letter for speeding

23.5.18 A Aston grass cutting schedule

24.5.18 M Sutton, notice of road closure

24.5.18 HMRC update

### **Enforcement**

### **Use of devolved powers**

£70 moved to Village orderly salary from 'Newsletter' to account for news and Views delivery

### **Decisions issued**

Clerk advised that the end of year accounting has been successful with new budget headings set in Edge (accounting software). The internal auditor is due on 15<sup>th</sup> May 2018

Clerk reminded Council of the Code of Conduct Training being held at Penkridge on 12<sup>th</sup> June at 6pm

### **35.Policing reports**

**No report**

### **36.District report**

Over the past two years the Council has transferred operations, they hold a view of 'one council' where the entire Council works together as one unit. Staff are learning various roles for transferable skills. All grounds maintenance is now in house.

I54 is to be extended subject to planning approval so that more industry can be accommodated.

The link road has not been approved, a decision is due soon.

Clerk and Chairman took part in the Peer review panel for South Staffordshire Council

### **37.County report**

Unavailable

### **38. Financial matters**

- a. **Resolved** to accept the Financial Comparison to 31<sup>st</sup> May 2018
- b. **Resolved** to accept the Financial Summary to 31<sup>st</sup> May 2018
- c. **Resolved** to approve the expenditure for May 2018
- d. **Resolved** to approve the 2017/18 Balance Sheet
- e. **Resolved** to accept to approve the Annual Return Governance Statement
- f. **Resolved** to approve the Annual Return Accounting Statement
- g. **Resolved** to accept the Internal Independent Auditor's Report
- h. **Resolved** to note the inspection period
- i. **Resolved** to accept approve an interim audit mid year (on going) with Black Rose Solutions for the following three years
- j. **Resolved** to a note payments/decisions made under delegated powers

### **39.Planning Recommendations:**

- a) planning application 18/00341/VAR - **resolved**: no objections  
planning application:18/00310/FUL- **resolved**: no objections
- b) Planning application received after papers issued: 18/00428/FUL - **resolved**: Council are concerned about the location for the access due to poor vision and the close distance to the junction.
- c) List of planning decisions received since the last meeting: None
- d) Enforcement cases: None
- e)No delegated responses sent

#### 40. Children's Posters

**Resolved** Poster selected. Clerk to purchase a book set appropriate for the year group, Clerk to advise school and ascertain the winning year group.

#### 41.Support Request

**Resolved** cannot offer funding to The Samaritans for 2018/19 and will budget for 2019/20 subject to the return of the grant form by 30<sup>th</sup> September 2018.

#### 42. Working group reports

- Christmas Lights- Turnocks have purchased additional lights for the tree due to breakage of the previous set. Structural tests are to be conducted. Clerk will return the relevant license to Eon.
- HR- to be booked
- Maintenance
  1. Tree reports

##### **Resolved :**

- to accept the work required and recommendations as a schedule of work (attached)
- Quotes are to be obtained to complete the recommended works on all trees highlighted in red as per the report schedule
- Due to the level of work required on the Oak at Primrose a quote to reduce the crown by 20% and remove the deadwood as discussed with the relevant officer at SSDC.
  - An additional tree review is to be completed in 2019 on the remaining trees (recommendation in blue) and work scheduled for autumn 2019. Amount to be added to the precept 2019/2020
- 2. Sign purchase **Resolved**: to purchase the playground sign from GG Street Name Plates and liaise with Cllr Sutton who will be funding it
- 3. Bench repair **Resolved**: to reconsider quotes for a new bench, Clerk to obtain quotes for metal, plastic and wooden benches to replace.
- 4. Lapley Green. Residents have viewed the plans drawn up and have been offered a two week period to submit any alteration requests to the Clerk. Plans appeared to be well received. This is to form a future agenda item.

#### 43. Community Speed Watch Letters

**Resolved** to contact Cllr Sutton and request that SSC send similar letter to both farms and haulage companies that operate within the Parish.

#### 44. First Responders

Concerns have been raised that there are not enough trained volunteers in the Parish.

**Resolved** to contact MP J Lefroy and request that he contacts the Ambulance Service and express concerns that there are very few trained volunteers within the Parish and there are many volunteers willing to train.

CLLr Wright is to raise this subject with the CEO of South Staffordshire Council.

#### 45. Policies

**Resolved** to approve and adopt the following policies:

- Cookie information policy
- SAR checklist procedure
- DPIA checklist procedure
- Constituent notice
- Data assessment

**Resolved** to defer the following policies to the next meeting

- Data Protection /privacy
- Privacy notice for employees
- Hr and retention policy
- Erasure policy

#### 46. Councilor Co-option

Resolved to co-opt Mrs Sue Whittingham to the Parish Council with immediate effect, Clerk to notify.

#### 47. 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.**

- **Birkenshaw Lane**
- **Freight hub update**

**48. Date of next meeting:** 5<sup>th</sup> July 2018 at 7.30pm at Lapley and Wheaton Aston Village Hall

**Meeting closed 9.10 pm**

Signed.....Chairman.....

## Council Attendance

Date	Wheaton Aston						Stretton		Lapley		Total Attendance
	BJC	PE	WM	TN	PT	SW	AA	BW	MF	MG	
3/5/18	X	A	A	X	X	X	X	A	A	X	6/10
7/6/18	A	X	X	X	X	X	X	A	A	X	7/10
5/7/18											
6/9/18											
4/10/18											
1/11/18											
6/12/18											
10/1/19											
7/2/19											
7/3/19											
4/4/19											

# Lapley Stretton & Wheaton Aston Parish Council

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

Tn no	Cheque	Gross	Heading	Invoice	Details	Cheque
				date		
23	fp11343771 4sp	£517.92		18/05/18	Staffordshire County Council Superannuation Fund - May Pension	£517.92
1		£61.49	110/4/3		Pension ER's KD	
2		£354.18	110/4/3		Pension ER's AW	
24	chq3000066	£300.00	180/2	18/05/18	South Staffordshire Citizens Advice Bureau - Grant 2018/2019	£300.00
25	fp38337220 4CA	£300.00	180/3	18/05/18	Wheaton Aston Carnival Association - Grant 2018/2019	£300.00
26	chq300065	£1,000.00	180/3	18/05/18	Wheaton Aston Community First Responders - Grant 2018/2019	£1,000.00
27	fp52425935 5VCS	£1,000.00	180/1	18/05/18	Brewood & District Voluntary Car Scheme - Grant 2018/2019	£1,000.00
28	fp31619633 7br	£204.25	100/11/1	18/05/18	Black Rose Solutions Ltd - 2017/2018 Internal Audit	£204.25
29	DD17.05.18	£56.33	100/10	18/05/18	EE - Monthly Mobile Charges	£56.33
30	fp94989114 1ss	£260.00	100/2	18/05/18	South Staffordshire District Council - Monthly Office Rent	£260.00
31	fp46814564 6fm	£150.00	140/7/1	18/05/18	Forest of Mercia CIC - Reshape Willow Dome	£150.00
32	DD15.05.18	£8.14	100/10	18/05/18	Mainstream Digital Ltd. - Call Charges	£8.14

33	DC 02.05.18	-£295.28	100/8	18/05/18	Came & Company - Reduced playground equipment valuation	-£295.28
34	fp18466898 9kd	£14.68		18/05/18	Mrs Karen Daker - Expenses	£14.68
	1	£14.00	100/13		Postage of May Agenda	
	2	£0.68	100/18/3		Travel to Post Office	
35	fp72129593 bg	£953.40	120/1/1	18/05/18	Bloomin Gardens & Landscapes Ltd - Monthly Charges	£953.40
36	fp76381139 31mb	£2.66		18/05/18	Mr. Malcolm Bissell - Expenses	£2.66
	1	£3.15	100/18/4		Mileage	
	2	-£0.49	120/1/5		Difference between Jan expenses and March	
37	fp52565944 5ms	£88.68	100/16	18/05/18	Microshade Business Consultants Ltd - Monthly Hosting Fee	£88.68

9js

Signature

Date

21/05/18 10:48 AM Vs: 8.06.02

Signature

*Page 1 of 2*

# 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
43	fp26803100 3hm	£415.39			18/05/18	HMRC - May Tax	£415.39
1		£28.80	110/4/2			Tax KD	
5		£24.20	110/5/2			Tax JS	
6		£112.00	110/6			Employers NI	
44	fp95689072 6sl	£250.00	100/3/1		18/05/18	SLCC Staffordshire Branch - CilCA for Clerk	£250.00
46	fp10373888 7ss	£480.00	100/20/2		18/05/18	South Staffordshire District Council - GDPR Audit	£480.00
47	fp37170338 ss	£74.98	100/4/1		18/05/18	South Staffordshire District Council - Printing of Spring Newsletter	£74.98
48	fp36790782 1ss	£205.20	140/10/1		18/05/18	Sedgley Signs - Replacements Signs for Playparks	£205.20
49	fp30618733 9ph	£87.00	100/13		18/05/18	Post Haste - Stamps	£87.00
50	fp43110938 6aw	£104.15			18/05/18	Mrs Amy Watson - Expenses	£104.15
1		£101.25	100/18/1			milage	
2		£2.90	100/6/2			Meeting expenses	
51	FXCard	£6.99	140/7/1		18/05/18	FairFx Pre Paid Card - Lock for Marston Field	£6.99
52		£364.31	100/12		18/05/18	Ricoh U K Limited - Feb 12- May18 Charges	
53	fp46539727 1180521slc	£41.40	100/3/2		21/05/18	SLCC Enterprises Ltd - Conference 17 (sent to school address) Confidential	£41.40
<b>Total</b>		£9122.87					