



Minutes of the Meeting of Lapley, Stretton & Wheaton Aston Parish Council held on Thursday 5th July 2018 at Lapley and Wheaton Aston Village Hall

In Attendance:

Cllr T Noblett	Wheaton Aston (Chairman)
Cllr M Griffiths	Lapley
Cllr W Millington	Wheaton Aston
Cllr Mrs B Cox	Wheaton Aston
Cllr Sue Whittingham	Wheaton Aston
Cllr M Fox	Lapley

Also in Attendance:

Mrs K Daker	Assistant Parish Clerk
Cllr M Sutton	Staffordshire County Council (part of the meeting)
Cllr R Wright	Staffordshire District Council
Mrs D Wallace	A representative from the Venture Outreach Service (part of the meeting)
	A member of the press (part of the meeting)

Apologies:

Cllr B Wells	Stretton
Cllr P Timson	Wheaton Aston
Cllr P Elson	Wheaton Aston
Cllr A Anderson	Stretton

Absent:

Cllr Sharon Whittingham	Wheaton Aston
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Public forum - No members of the public were present. The Chairman welcomed the new Councillor for Wheaton Aston Ward, Sue Whittingham to the Parish Council.

Standing orders were imposed at 7:31pm

49. To consider apologies

Apologies and reasons of absence were accepted from Cllr B Wells, Cllr P Timson, Cllr P Elson and Cllr Anderson

51. Election of Vice-chairman

Proposed by Cllr M Millington, seconded by Cllr T Noblett. **Resolved:** Cllr M Fox act as Vice-chair for this meeting

Proposed by Cllr M Millington, seconded by Cllr Fox. **Resolved:** Cllr M Griffiths to act as Vice-chairman for the September meeting.

52. Declaration of Interest/Dispensation

Cllr M Fox and Cllr B Cox declared an interest in item 60. Church Grounds Maintenance
Cllr Sue Whittingham declared an interest in agenda item 63. Tree works.

53. Signing of the minutes

The minutes of the Parish Council meeting held on 7th June 2018 were signed as a true and correct copy.

50. Presentation

A presentation was received on becoming a dementia friendly community. A representative from the Venture Outreach Service explained her role was a new role funded by Staffordshire County Council. Her job is to raise awareness of dementia. She explained there are 100 types of dementia and no one type is the same. She gave examples of how dementia sufferers can continue to lead a fulfilling life and she illustrated what it is like to have dementia. The Chairman thanked Diane for the thought provoking presentation.

54. Clerks Report

July 2018

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 chain 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

Update from Highways officer: There is an ongoing job to jet the drains below Marston Field, SSC re compiling a rota for gully 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 <http://www.highwaysyourway.info/>

Dog Fouling Survey Completed for SSC

A thank you letter for the £1,000 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

5.6.18 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 news bulletin 14.6.18
18.6.18 Lets work together agenda
18.6.18 Council round up
18.6.18 L MacPherson Peoples Power fund
18.6.18 Planning application 18/00474/FUL
21.6.18 SPCA news bulletin 21.6.18
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

A thank you letter has been received from the Citizens Advice Bureau for the donation

55. Policing reports

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 07/06/2018 – 04/07/2018

1. **Burglary Residential.** – 0 Reported incident...
2. **Burglary Business.** -2 Reported incidents...
 - Ivetsey bank – Offenders gained entry into out building taking items from within.
 - Ivetsey bank – Offenders gained entry into restaurant taking items from within.
3. **Theft of Motor Vehicle.** - 0 Reported incidents...
4. **Theft from Motor Vehicle.** - 3 reported incidents...
 - Yew Tree Drive – Offenders have approached an insecure vehicle taking items from within.
 - Sowdley Green – Offenders have approached a vehicle taking spot lights off vehicle.
 - Sowdley Green – Offenders have approached a vehicle taking spot lights off vehicle.
5. **Drugs.** – 0 Reported incidents.
6. **Violence.** – 1 Reported incidents...
 - Ivetsey bank – Report of an assault on nursing staff from a patient.
7. **Anti-Social Behaviour.** – Reported incidents of ASB...
 - School Road – Report of youths using a tent in a farmer's field.Lapley Road – Neighbour dispute over a hedge row

Matter of Report: The Parish now has two PCSOs – Adrian Price and Gareth Lloyd who will be working from the Codsall Council Offices. Watling Street is now a custody centre only.

56. District report

Cllr Wright gave an update on the HS2. The proposal is now with the Government. It will be approximately 18 months before a decision is made because they need to speak to everyone who has written to them.

57. County report

Cllr Sutton reported that the good weather means that pot holes and other repairs are being done quicker and encourage encouraged councillors to raise any issues now as there is more capacity to do repairs.

58. Financial matters

- a. **Resolved** to accept the Financial Comparison to 30th June 2018
- b. **Resolved** to accept the Financial Summary to 30th June 2018
- c. **Resolved** to approve the expenditure for June 2018
- d. **Resolved** to a note payments/decisions made under delegated powers

20:25pm Cllr Sutton left the meeting

59. Planning Recommendations:

- a) Planning application 18/00474/FUL - **Resolved:** no objections
- b) Planning application received after papers issued - None
- c) List of planning decisions received since the last meeting: Shown in the Clerks report
- d) Enforcement cases: Shown in the Clerks report
- e) No delegated responses sent

60. Church Grounds Maintenance

The Chair informed the Council that it has been verified that due to the change in legislation the Parish Council can no longer offer financial support in the form of grass cutting and maintenance within their grounds maintenance schedule. It is acceptable to continue until the end of the contract with Bloomin' Gardens but after this point (March 2019) the work will no longer be included. **Resolved:** Clerk to write to the PCC to advise.

61. Birkenshaw Lane

No report as Cllr Elson was absent. Cllr Mrs B Cox raised a concern that a decision needs to be made soon on this because of the 12 years adverse possession rule. **Resolved:** To agenda on the next maintenance working party meeting.

62. Gailey Freight Hub update

No report as Cllr Anderson was absent.

63. Working group reports

- Christmas Lights- meeting booked September
- HR - to be booked
- Maintenance
 1. Tree work:

Cllr Sue Whittingham left the room

Resolved: Clerk to bring it to the next maintenance working party meeting as they would like to see more information.

Cllr Sue Whittingham returned to the room

2. Bench Replacement: **Resolved:** to purchase a plastic vandal proof bench as these were more environmentally friendly. Clerk to bring detailed specification on the fire resistance of the benches to the next maintenance meeting.
3. Lapley Green: **Resolved:** Clerk to engage with landscape architecture to obtain an all-inclusive of works quotes. **Matter of report:** The cost is to be built into the precept.
4. Alley clearance Marston Road/Fentonhouse Lane – **Resolved:** to accept quote for £80.

5. Budget allocation: **Resolved:** To be brought to the next Finance working party meeting to discuss.

Other items not on the Agenda

- Marston Road fencing – Councillors requested a drawing of the design be submitted by all three suppliers so that the quotes can be compared.
- Lapley Lights – It was explained that they are in storage.

64. Policies

Resolved: the following policies were viewed and adopted:

- 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

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.**

- The Gailey Freight hub as Cllr Anderson is absent from this meeting.
- Approval of bank payment by Councillors

66. Date of next meeting: 6th September 2018 at 7.30pm at Lapley and Wheaton Aston Village Hall
Meeting suspended 8.47 pm

8:47pm Cllr R Wright and the member of the press left the meeting.

67. 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.**

68. Councillor Absence

Resolved: to approve the absence of Cllr Wells for a further six months period as per Section 85 of the Local Government Act 1972.

63. HMRC

Resolved: To appoint Mr A Toplis as an agent to conduct and resolve the recent investigation with HMRC at an expected cost of £12p.h. with approximately 3 days work.

Meeting closed at 9.04pm

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

Council Attendance

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

X – Present
 Ap – Apologies
 A - Absent

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
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

Signature

Date

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

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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 kd	£34.52		21/06/18	Mrs Karen Daker - Expenses	£34.52
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	fp508512888ssc	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
INCOME				
Parish Council				
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
Total Parish Council		£103,088.00	£51544.00	-£51544.00
Total Income		£103,088.00	£51544.00	-£51544.00
EXPENDITURE				
Parish Council				
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
Total Parish Council		£116,101.00	£6,354.25	£109,746.75
Total Expenditure		£116,101.00	£6,354.25	£109,746.75
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
Total	£76,112.37

RECEIPTS	Net	Vat	Gross
Parish Council	£59,266.49	£0.00	£59,266.49
Total Receipts	£59,266.49	£0.00	£59,266.49

PAYMENTS	Net	Vat	Gross
Parish Council	£20,449.49	£1,460.48	£21,909.97
Total Payments	£20,449.49	£1,460.48	£21,909.97

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