



Minutes of the Annual Meeting of Lapley, Stretton & Wheaton Aston Parish Council held on Thursday 16th May 2019 at Lapley and Wheaton Aston Village Hall

In Attendance:

Cllr T Noblett	Wheaton Aston (Chairman)
Cllr Sue Whittingham	Wheaton Aston
Cllr R Nelson	Wheaton Aston
Cllr. M. Griffiths	Lapley
Cllr A Anderson	Stretton
Cllr V Renfrew	Lapley
Cllr W Millington	Wheaton Aston

Also in Attendance: Mrs A Watson Parish Clerk
8 members of the public
Cllr M Sutton Staffordshire County Council

Apologies: Cllr B Cox Staffordshire District Council

Absent:

Standing orders were imposed 7.30pm, Public forum deferred until after the first item of business

1: Election of Chairman

Resolved: Cllr T Noblett is elected Chairman for the forthcoming year (Proposed by Cllr Sue Whittingham, Seconded by Cllr Millington)

Cllr T Noblett took the Chair

Public forum.

Standing orders were suspended 7.35pm

Parishioner raised concerns regarding logs obstructing a footpath along the towpath. Clerk has been made aware and has forwarded photographs to the relevant authorities. Concern raised that the footpath has been altered near Bridge 18, it appears to have been redirected. Request for PC to write to SCC to investigate, however, Cllr Sutton was present and will further. Parishioner concerned about the condition of the woodland area and removal of trees, queried can this area be protected? Cllr Sutton is to contact Rights Of Way regarding footpath access.

Concern raised regarding the number of poly tunnels in the area, is there a limit and is the plastic used disposed of safely? Clerk to investigate.

Noted erection of buildings along the canal, Clerk advised that a query has been raised with Enforcement at SSC and action is being taken.

Noted that a bench has been removed- Clerk advised to contact 101

A resident interested in historical re-enactment has suggested that Wheaton Aston holds an event to celebrate the history of Wheaton Aston. This event is to be self-sufficient and well organised with no involvement required from the PC other than to support the event

Resolved: to extend public participation until 8.15pm

Resident from Old School Court raised a concern that the Connect Bus no longer runs to Wheaton Aston. Chairman advised that the service has ceased due to lack of use, there is the Voluntary Car scheme that would support. Cllr Sutton advised that there is not sufficient funds to conduct the bus through the whole of the district and a survey of usage was conducted which is why the service no longer runs. Means of extending the service is being considered

Three applicant for co-option spoke with Councillors about why they wish to be co-opted.

8.15pm, Chairman imposed standing orders

2: Election of Vice-Chairman

Resolved: Cllr Millington is elected as Vice-Chairman for the forthcoming year (Proposed by Cllr Anderson, Seconded by Cllr Sue Whittingham)

3. To consider apologies

Apologies and reasons of absence were accepted from Cllr B Cox

4. Declaration of Interest/Dispensation

Cllrs have all returned the declaration of interest forms.

Nothing to declare

5. To consider membership and delegated powers of:

Resolved:

- **Disciplinary and Grievance Panel**
Cllr Anderson
M, Griffiths
- **Staff Appeals Panel**
T Noblett
V Renfrew
A Anderson
- **Disciplinary and Grievance Panel**
 - a) To the panel to make recommendations to the Parish Council with reference to the disciplinary and grievance procedures in accordance with the Council's policy including issuing formal warning, suspension and dismissal.
- **Staff Appeals Panel**
 - a) To the panel to make recommendations to the Parish Council with reference to the appeal sections of the disciplinary and grievance procedures in accordance with the Council's policies.
- **Parish Council Clerk**

- a) To incur expenditure within the 2019/20budget and arrange relevant payments as deemed appropriate.
- b) To respond to planning applications with time constraints following consideration by Council (email)
Abide by the scheme of delegated powers

6. To consider membership of the following working groups:

Resolved: To approve the membership of working groups as follows:

- **Christmas Lights Working Group (5 members)**

T Noblett W Millington
M Griffiths A Anderson
V Renfrew

- **Forward Planning & Finance Working Group (7 members)**

M Griffiths R Nelson
T Noblett A Anderson
Sue. Whittingham W Millington

Parish Maintenance Working Group (7 members)

M. Griffiths W Millington
A Anderson R Nelson
T. Noblett,
V Renfrew

- **Planning Working Group (5 members)**

T Noblett W Millington Sue Whittingham
M Griffiths V Renfrew

- **HR Working group**

T Noblett
W.Millington
A Anderson

Any vacancies are to be filed by future co-opted members

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

Resolved: To appoint a working group to consider the maintenance and progression of Lapley Green and the application for Village Green Status

V Renfrew
R Nelson
W Millington
T Noblett

8.To consider the appointment of Representatives to outside bodies.

Resolved: To appoint the representatives as follows:

- a) Lapley & Wheaton Aston Village Hall Management Committee - & T. Noblett
- b) Lapley & Wheaton Aston Recreation Ground Committee –
- c) Lapley & Wheaton Aston Old People’s Welfare Committee -T Noblett

- d) Wheaton Aston Community First Responders – Sue Whittingham
- e) Staffordshire Police Locality Accountability Forum – Winnie Millington & A Anderson
- f) Parish Charities Trustees -T. Noblett, and M Griffiths

Any vacancies are to be filled by future co-opted members

9. Signing of the minutes

The minutes of the Parish Council meeting held on 28th February 2019 were signed as a true and Correct copy.

10. Clerks Report

May 2019

Information

05.04.2019 – Complaint received from resident regarding notice on the play park. Passed the information onto PCSO's and asked the resident to contact SSDC.

16.04.19 – Gas Canisters found on Garden Lane Stretton, Graffiti on Marston Field Skate Park & Primrose Play Park reported to 101. Incident numbers 512 160419, 503 160419, 515 160419

19.4.19 Damage to Broadholes Lane play area, reported youths leaving the area at closing-being monitored.

Broadholes Lane Play Area:

Following concerns raised over the area the following has been actioned:

- Stepping logs: monitor and remove as required
- Climbing log: remove
- Sandpit-has been sprayed for weeds, this needs reinstating
- Logs: monitor
- Jetty: needs assessment, office to ascertain who built it and contact for advice

When the area is closed Council are to meet and consider the future of the area

Consultations

Meetings/Events

29th May 2019 and 18th June 2019 Local Councillor Training Courses

Training/CPD

Items emailed to councillors

04.04.19 – Statement of persons nominated /uncontested wards for District and Parish Council Elections on 2nd May.

9.5.19 Application for co option

9.5.19 SPCA newsbulletin 9.5.19

Use of devolved powers

19/00140/FUL – No Objections

The maintenance work at Lapley Green has been reduced for year one totalling £340, Dittons are to use these funds to improve Broadholes, additional work to be carried out is widen pathway, improve 'nature' area, improve growth area for fruit trees, cutback overhanging areas

'Graze on' will be used to kill nettles area around the jetty

Resolved: Clerk to attend the Health and Safety Training to be held by SSC at a cost of £350.

Resolved: Four attendees to attend the Local Councillor Training Course on 29th May

Resolved: Clerks report accepted

11. Policing reports

- No increase in issues since the last report
- A drug operation in underway, Wheaton Aston was visited and no issues noted
- Increased presence at Marston Field

12. County report

- I54 is increasing in residency and the next stage for development has been passed.
- The Annual Iron Man is self-financing and brings tourism to the County
- Children's Service in the County received a good thing from Ofsted
- Highways: extra £5million received to tackle potholes, every member has a £20k funding pot for maintenance issues. Members are trying to coordinate the expenditure to improve value. Wheaton Aston is on the gulley emptying rota this summer, an additional empty is being considered for the Autumn. Residents encouraged to report problematic gullies
- Fostering and adoption: nearly 1200 looked after children, new carers are required
- Cannock Chase: the scheme is to maintain undergrowth
- County Councillor Community fund has ceased, £2.5k per member is available for projects involving children and vulnerable adults
- A5 is due to be surface dressed over the summer

13. District report

Unavailable

14. Financial matters

Resolved:

- a) To accept the financial budget comparison to March 2019
- b) To accept the Financial Summary to 31st March 2019
- c) To approve March 2019 expenditure
- d) To approve the 2018/9
- e) Balance Sheet
- f) To approve the Annual Return Governance Statement
- g) To approve the Annual Return Accounting Statement
- h) To receive the Internal Independent Auditor's Report

- i) To note the inspection period (5th June – 14th July 2019)
- j) To confirm banking signatories as T Noblett, W Millington, A Anderson, M Griffiths A Watson and K Daker
- k) To note payments/decisions made under delegated powers

15.Planning Recommendations:

- a) Application 19/00255/FUL- 'No objection'
- b) Applications received after papers have been issued-
- c) List of planning decisions received since last meeting- None received
- d) To note enforcement cases – 18/00260/BOC, 18/00261/UNDEV
- e) To note responses sent– 19/00140/FUL 'No objection'. It was noted that it is believed that an amendment to this plan has been submitted and the Parish Council will be contacted for further consultation.

16.Policies

Resolved to adopt the following policies:

- a) Standing Orders – to include the scheme of delegation once this is prepared and authorised
- b) Code of Conduct
- c) Financial Regulations
- c) Co-option policy and procedure

17. Subscriptions:

Resolved to subscribe:

- SLCC and ALCC £313.00, noted a principal membership can be applied for
- SPCA £450.00
- LCR £17
- ICO £40

18.Review

Resolved: The following have been reviewed and accepted:

- Insurance policy
- Asset Register
- Complaints Procedure
- Data policy
- Media Policy
- Grants Policy
- Training and development
- Community Engagement
- FOI Scheme
- Lone Worker Risk Assessment
- Internal Governance
- Safeguarding
- Snow Clearance Plan

- GDPR- Privacy
 - Privacy for Staff, Councillors and role holders
 - Personal Data Breach
 - Retention
 - Information Security
 - Response Procedure

Resolved to move standing orders for the meeting to close beyond 9.30pm

19.Meeting Dates

Resolved: dates are set as follows:

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

20. Maintenance

Resolved:

- To appoint Street Scene Pest control for £350.00 per year
- Cllr Millington and Cllr Nelson will stencil the signs, Clerk to ask about bin stickers for dog fouling

21. Youth Club

No more details received on this

22.Safer Roads Funding

Community Speed Watch have been applying for grants to purchase some permanent speed watch signs , awaiting a response from the Safer Road funding

23 Co-option

Resolved to co-opt the following members of the public onto Lapley, Stretton and Wheaton Aston Parish Council as Wheaton Aston Ward: Sharon Whittingham, Melvin Smith and Bev Cross

24.Civic Sunday

Resolved not to hold a Civic Sunday event

25.To receive reports from Parish Representatives

a) Lapley & Wheaton Aston Village Hall Management Committee
No meeting, no report available.

b) Lapley & Wheaton Aston Recreation Ground Committee
Bonfire night is arranged for 2nd November . Cricket season has started

c) Lapley & Wheaton Aston Old People's Welfare Committee

There are a number of helpers to serve and drive.
Approximately 20 people attend regularly

d) Wheaton Aston Community First Responders
Report not available, AGM is 24th May 7.30pm at The Hartley Arms

e) Parish Charities Trustee
No meeting.

f) Staffordshire Police Locality Accountability Forum (Locality Two)
Cllr Anderson and Cllr Anderson previously reported back to the Parish Council

25. General Power of Competence

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

Resolved to accept GPC on the basis that the Clerk holds the relevant qualifications and the number of councillors elected exceeds the requirements

In recognition of this the job title will be amended from Parish Council Clerk to Parish Council Manager

26. Clerks Pay Scale Point (clerk left the room)

Resolved: Payscale 27 LC2 (24-28) is an appropriate point to satisfy the needs of the Clerks contract and recognise the CILCA qualification now held.

Clerk is placed on payscale 27 (new scales), this will increase in line with contract specification.

(clerk returned to the room)

27. Items for future

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

Snub the Hub

Birkenshaw Lane

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

Meeting closed 9.55pm

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

Council Attendance

Date	Wheaton Aston						Stretton		Lapley		Total Attendance	
	RN			WM	TN		SueW		AA	VR		MG
16/5/19	X			X	X		X		X	X	X	7/11

Lapley Stretton & Wheaton Aston Parish Council

Section 1 - Statement of accounts

Lapley Stretton & Wheaton Aston Parish Council

Year ending
31 March 2019
£

1. Balances brought forward	76,112.37
2. (+) Annual precept	103,088.00
3. (+) Total other receipts	21,812.70
4. (-) Staff costs	35,784.24
5. (-) Loan interest / capital repayments	0.00
6. (-) Total other payments	56,434.18
7. (=) Balances carried forward	108,794.65
8. Total cash and investments	108,794.65
9. Total fixed assets and long term assets	181,037.99

Signed
Chair

Clerk / Responsible Financial Officer

Financial Summary - Cashbook

Summary between 01/04/18 and 31/03/19 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	£124,900.70	£0.00	£124,900.70
Total Receipts	£124,900.70	£0.00	£124,900.70

PAYMENTS	Net	Vat	Gross
Parish Council	£85,312.12	£6,906.30	£92,218.42
Total Payments	£85,312.12	£6,906.30	£92,218.42

Closing Balances

Ordinary Accounts

Barclays savings account	£84,823.62
Fair FX prepaid card	-£95.41
Unity Trust - Current Account	£24,066.44
Total	£108,794.65

Uncleared and Unpresented effects

Fair FX prepaid card	-£117.00
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Statement Closing Balances

Ordinary Accounts

Barclays savings account	£84,823.62
Fair FX prepaid card	£21.59
Unity Trust - Current Account	£24,306.44
Total	£109,151.65

Signed

Chair

Clerk / Responsible Financial Officer