

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

**In Attendance:** 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 S Whittingham Wheaton Aston

 Cllr H Jones Wheaton Aston

 Cllr A Anderson Stretton

**Also in Attendance:** Mrs A Watson Parish Clerk

 members of the public

 Cllr B Cox South Staffordshire Council

**Apologies:** Cllr B Wells Stretton

 Cllr R Wright South Staffordshire Council

 Cllr M Sutton Staffordshire County Council

**Absent:**

Public Forum

Chairman welcomed all and reminded all of standing orders.

8pm standing orders applied

**184. To consider apologies**

Apologies were received and accepted from Cllr R Wright, Cllr M Sutton

**185. Declaration of Interest/Dispensation**

**186. Signing of the minutes**

The minutes of the meeting of the Parish Council meeting held on 1st February 2018 were signed

as a true and correct copy.

**187. Clerks Report**

Clerks Report

March 2018

**Information**

Modifications have been made to the Site Allocation Document, the consultation for responses is open from 7.2.18 to 21.2.18

The overhanging trees have been cut back at Primrose play area

The bus shelters have been installed

Clerk has completed level one training for Safeguarding Children

The evaluation form for the funding from SSC member budget as been returned

The landowner of the gate by Marston Field has been contacted to request that no parking signs are added to the gate

Tree Surveys are scheduled commencing 23/2/18

Lamp post number 5, Wheaton Aston has been damaged , this has been reported

Potholes on Lapley Road and Long Street have been reported

A parishioner has copied the PC into correspondence with Gavin Williamson regarding the funding for the connect bus service

Primrose play area is completed, the inspection report has highlighted some minor low risk issues such as the Grasslok matting hasn’t embed, the contractor is returning to rectify

**Consultations:**

Modifications to the SAD- www.sstaffs.gov.uk/siteallocations

[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

Crime and poor performance in the waste sector-

<https://consult.defra.gov.uk/waste/crime-and-poor-performance-in-the-waste-sector/supporting_documents/Waste_Crime_Cons_English.pdf> closes 9th March 2018

**Meetings / Events**

**Lets work together 23.3.18**

**Training/CPD**

GDPR-ongoing

**Items emailed to councillors**

26.1.18 SSDC presentation on elections and GDPR

26.1.18 Resident views on Lapley Green

31.1.18 Lapley Green committee proposal letter

1.2.18 L Macdonald enforcement team structure

1.2.18 SPCA news bulletin

1.2.18 M Shaker Staffordshire police csw newsletter

1.2.18 J Russon

6.2.18D Round Bridge Farm development

6.2.18 SSDC weekly round up

13.2.18 Microshade GD{R requirements quotation

13.2.18 Lets work together save the ate

13.2.18 C Gutteridge AA Board information

14.2.18 Let work together agenda

22.2.18 SPCA newsbulletin

22.2.18 Came and Co insurance details

22.2.18 planning ref 18/00124/AGR (planning working group)

**Enforcement**

6.2.18 18/00060/BOC

**Use of devolved powers**

£120 to Afeb for cutting back the over hanging trees in Primrose Play area

General village improvements increased by £7120.00 to account for the bus shelter invoices

**Decisions issued**

**Clerk would like to gage the interest in taking the chair role in May – please can all counillors email their thoughts asap. It is important that the Clerk receives this information to pass to D Pattison**

**(PLEASE ASK THE COUNCIL TO DO THIS)**

**188. Policing Matters**

**189. District Report**

**190.County Report**

Unavailable

**191. Financial matters**

a)**Resolved**to accept the financial budget comparison to 28th February 2018

b) **Resolved**to accept the financial summary to 28th February 2018

c) **Resolved**to approve the expenditure for February 2018

d) **Resolved** to approve the payments noted under delegated powers-

£120 to Afeb for cutting back the over hanging trees in Primrose Play area

General village improvements increased by £7120.00 to account for the bus shelter invoices

**192. Planning Recommendations: Resolved:**

a) Planning application: 18/00124/AGR

b) Planning application after papers sent: none

c) Planning decisions: none

d) Enforcement Cases: 18/00060/BOC

e) Delegated responses sent: None sent

**193. Bridge Farm development road name**

**Resolved:** to respond to D Round that ‘Bridge Farm’ is an acceptable name for the development

(AMEND AS REQUIRED)

**194. Site Allocations Document**

**Resolved:** to respond to the consultation as follows:

**195.GDPR Preparation**

Quotes to outsource the DPO role and the data audit were received from South Staffordshire District Council, Staffordshire County Council and Microshade were received.

**Resolved:** to accept the quote from South Staffordshire Council to conduct the Data Audit at a cost of £400 and to undertake the role of DPO for an amount not to exceed £400 (amount to be confirmed as it will be based on Council size)

**Resolved:** to accept the quote from Staffordshire County Council for £140 for GAP analysis work and £450 for level 3 tier DPO Service

**Resolved:** to accept the quote from Microshade to conduct data audit and provide DPO service for a combined total of £995.00

(PLEASE REMOVE/CROSS OUT THE OPTIONS NOT TAKEN as a clerk I would prefer to keep it in house with ssdc).

**196 Bus Service Concerns**

Concern’s have been received from parishioners regarding the cancelation of Saturday bus service and the discontinuation of the Staffordshire Connect Service.

**Resolved:** to contact the service provider (Select Bus Service) and enquire if the Saturday service can be reinstated. (THIS IS A SUGGESTION- PLEASE MAKE NOTES)

**Resolved:** To request that Cllr Sutton furthers the enquiry into the Connect Service and contacts the parishioner direct, it was noted that Jeremy Lefroy MP has been contacted regarding this issue.

(THIS IS A SUGGESTION- PLEASE MAKE NOTES)

**197 Working Group reports:**

* **Christmas Lights:** No meeting, one to be held

Clerk currently obtaining quotes for lights

1. HR: Amendments to employee contracts

 **Resolved:** to bring all employee contracts in line by offering 25 days holiday after five years service

1. M Bissell working pattern

**Resolved:** to amend M Bissell’s working hours to 364 per year, to be worked appropriately as determined by M Bissell and the Clerk throughout the year with a base of 7 hours per week. This number of hours is not to be exceeded, additional work will be at the discretion of the Counil and appointed by the Clerk.

Any current additional hours outstanding are to be offered as Toil, it is recommended that the weekly hours of 7 are to be reduced to 6 until the 33.25 hours outstanding have been cleared. This is to be completed within the next financial year.

1. Clerk to complete CILCA

**Resolved:** Clerk is to complete CILCA at a cost of £250.00. an additional two hours per week to be offered whilst the Clerk undertake the qualification. In addition Clerk will offer two hours per week of her time

* Forward Planning and Finance: meeting to be held
1. Maintenance: Lapley Green

Awaiting details of appropriate companies from the Conservation Officer.

**Resolved:** to Contact an ex officer of SSDC who has made contact and offered is expertise. Chaiman to contact and arrange an onsite meeting

Please make notes if different, we cannot use his name under the new regulations

Play area signs

* The wording has been confirmed for new signs in the play areas. Three quotes have been received from Shelley Signs, Wolverhampton signs and Sedgley Signs.

**Resolved:** to purchase a ‘sticker’ to amend the office phone number on all signs, cost £400

 A resident has raised concerns about the safety of the children playing at

 Primrose Play Area and suggested a fence is considered. Playdale have

 confirmed that a physical barrier is not required. Came and Co insurance

 company to conducted an audit of risk assessments and policies, they found

 that everything is in order. Came and Co made a suggestion to install a

 ‘children playing’ warning sign near the entrance to the close.

Cllr Sutton has been quoted £600 from highways for this and is able to offer a 50% match fund.

**Resolved:** to purchase the ‘children playing’ sign and move the funds from the savings account (SUGGESTION PLEASE AMEND)

1. Speeding signs
* **Resolved:** to not to investigate the cost of Speed Awareness signs (Speed indication Devices SIDS and Vehicle Activated Device VADS)

**Resolved:** to purchase 5??? Signs from the Community Speed Watch scheme at a cost of £19.99 per sign plus £120 (plus vat) installation and liaise with the CSW group on locations once the group is established for a minimum of 6 months

**Resolved:** to apply to the Staffordshire Road Safety grant scheme for assistance with funding whne the round opens in August 2018.

Please cross through the option that the PC do not want to go with

1. Best Kept Village works
* **Resolved:** to move the budget of £200 for BKV work to reserves and not complete work as in previous years.
* **Resolved:** To ask each year group of Children at St Marys First School to make a joint poster to encourage a tidy village and continue with the annual competition on a year group basis. The chosen year group will win a selection of appropriate books, budget of £30 set
1. Willow Dome
* **Resolved:** The Forest of West Merica are to reshape the Willow dome at a cost of £150 – to be deducted from play area repairs
1. Risk Assessment

**Resolved:** to accept the amendments made to the Risk Assessment

1. Cameras

**Resolved:** Not to install the cameras

1. Dog walk

**Resolved:** to ask Afeb to re-weave the areas that have become open along the dog walk

**198. Gailey Freight Hub**

**Resolved:** To accept the following report submitted by Cllr Anderson

 We have become aware that residents living on the perimeter (ie Calf Heath) have received updates on the Community Park and so have the properties near to where the electric cables are to be buried in Gailey.

We are also aware that some residents that have shown an interest in selling their properties to Four Ashes Ltd have received letters sent by registered post asking them to sign to give permission for FAL to have the option on their properties should planning permission be granted.

FAL state that they will pay the asking price and some of the legal fees but have not specified how much. Residents now are reluctant to sign up to this.

The planning application will be submitted to planning inspectorate in February/early March. This has been pushed back from original planned timing.

The committee are trying to get as many MP’s and as many of the 27 parish councils on board as possible, and continue to raise funds to utilise in the best way possible and are taking advice from professionals on these matters.

District are opposing this development.

The group continue to work on the different aspects of the application such as roads, environment, health etc and it will be the next consultation paper that will be key for us. Again we are taking professional advice as to how to tackle the key points.

We are visiting and communicating with other groups that have been involved/ opposed to these kind of developments.

Our key points to tackle are: Greenbelt, wrong location, rail line capacity and roads and motorway capacity.

**199. Insurances Schedule**

**Resolved:** after consideration, to lower the amount of play equipment insured from £239.436 to £113,600.

**200. Community Speed Watch**

**This item I added from last months meeting AOB, not sure who wants to raise any issues- huw has details of all participants and is getting forms signed, he will then liaise with Michelle for training)**

**201. Youth Forum**

Clerk has spoken with H Marshall, PCSO Lloyd and PCSO McAree about the formation of a youth forum. All have agreed that in their experience engagement is more likely if an informal approach is taken and recommend that on various evenings members of the police, Parish Council, District Council, SCVYS and other appropriate bodies determined by the PC patrol the area and engage.

Thoughts from this should then be considered at a Parish Council meeting.

**Resolved:**

**202. Birkenshaw Lane**

**This item I added from last months meeting AOB**

**I havent heard anything, Mark hasn’t mentioned anything. Not sure if Phil has any new info**

**Resolved:**

**203. Items for future consideration**

**181. Date of next meeting**

The next meeting will be Thursday 5th April 2018 at 7.30pm, Lapley and Wheaton Aston Village Hall.

**Meeting closed pm**

**Signed…………………………………………..Chairman……………………….**

**Council Attendance**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** |  |  |  |  |  |
| **BJC** | **PE** | **HJ** | **TN** | **PT** | **SW** | **AA** | **WM** | **BW** | **MF** | **MG** |  |
| 18/05/17 |  |  |  |  | Apologies | Apologies |  |  | Apologies |  |  | 6/11 |
| 15/06/17 |  |  |  |  |  |  |  |  |  | Apologies |  | 8/11 |
| 6/07/17 |  |  |  |  |  |  |  |  |  |  |  | 9/11 |
| 7/09/2017 | X | X | X | X | X | X |  |  | X | X | X | 9/11 |
| 5/10/2017 | X | X | X | X | X | X |  |  | X | X | X | 9/11 |
| 02/11/17 | X | X | X | X | A | X | X | X | X | X | X | 10/11 |
| 7/12/17 | X | X | A | X | X | A | X | X | A | X | X | 8/11 |
| 11/01/18 | X | X | X | X | X | X | A | X | X | X | X | 9/11 |
| 1/02/18 | X | X | A | X | X | A | X | X | X | X | X | 9/11 |
| 01/03/17 |  |  |  |  |  |  |  |  |  |  |  |  |
| 05/04/17 |  |  |  |  |  |  |  |  |  |  |  |  |

**Bank Account Reconciled Statement**

 **Unity Trust - Current Account** **1111559/20357843** **30-98-00**

 Statement Number 84

 Statement Opening Balance £34,789.54 Opening Date 01/01/18

 Statement Closing Balance £45,245.91 Closing Date 31/01/18

 True Closing Balance £44,637.51

 Date Cheque/ Ref. Supplier/ Customer Debit (£) Credit (£) Balance (£)

 30/11/17 Anita Anderson 9.45 0.00 34,780.09

 30/11/17 chq300060aa Anita Anderson 10.40 0.00 34,769.69

 10/01/18 chq300062sa Salvation Army 100.00 0.00 34,669.69

 10/01/18 chw300064rc Mr. Ray Cowley 36.19 0.00 34,633.50

 14/01/18 dd140118md Mainstream Digital Ltd. 7.96 0.00 34,625.54

 18/01/18 play area funds 0.00 16,500.00 51,125.54

 24/01/18 fp590061539180120 A F E B Limited 1,068.00 0.00 50,057.54

 24/01/18 fp6826434065 Stamps By Post.Com 121.00 0.00 49,936.54

 29/01/18 HMRC 8.40 0.00 49,928.14

 29/01/18 HMRC 20.80 0.00 49,907.34

 29/01/18 HMRC 235.93 0.00 49,671.41

 29/01/18 HMRC 32.20 0.00 49,639.21

 29/01/18 dd170118ee EE 54.12 0.00 49,585.09

 29/01/18 fp10010249180129k Mrs Karen Daker 0.00 49,386.12

 d

 29/01/18 fp151523362180129 South Staffordshire District 260.00 0.00 49,126.12

 ssc Council

 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 fp311336834lwvh Lapley & Wheaton Aston 110.40 0.00 48,955.12

 Village Hall Management

 Committee

 29/01/18 fp393346684180129 Mr. Malcolm Bissell 0.00 48,688.19

 mb

 29/01/18 fp54922911180128ms Microshade Business 88.68 0.00 48,599.51

 Consultants Ltd

 29/01/18 fp549861867180129j JRB Enterprises Ltd 136.98 0.00 48,462.53

 rb

 29/01/18 fp57998967aw Mrs Amy Watson 0.00 47,330.78

 29/01/18 fp627416776bdc Brewood & District Voluntary 1,000.00 0.00 46,330.78

 Car Scheme

 29/01/18 fp65386270180124s Staffordshire County Council 354.48 0.00 45,976.30

 sc

 29/01/18 fp70856455saf Staffordshire County Council 452.44 0.00 45,523.86

 Superannuation Fund

 29/01/18 fp84102779180129w Weston Sawmill & Nursery 168.00 0.00 45,355.86

 sm

 31/01/18 11:34 AM Vs: 8.01 ***Lapley Stretton & Wheaton Aston Parish Council*** ***Page 1 of 2***

**Bank Account Reconciled Statement**

 29/01/18 fp895642972180129 Mrs. Alexa Davies 0.00 45,305.14

 ad

 29/01/18 fp99709971180129jm Mrs. Josie Morris 0.00 45,245.91

 Uncleared and unpresented effects

 10/01/18 ch300063sa St. John Ambulance 110.40

 Total 110.40

**Bank Account Reconciled Statement**

 **Barclays savings account** **73219496** **20-08-64**

 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 unpresented effects

 30/11/17 No activity 0.00 57,512.98

 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 unpresented 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

 Total £84,867.66

 RECEIPTS Net Vat Gross

 Parish Council £107,828.02 £0.00 £107,828.02

 Total Receipts £107,828.02 £0.00 £107,828.02

 PAYMENTS Net Vat Gross

 Parish Council £83,446.14 £7,002.52 £90,448.66

 Total Payments £83,446.14 £7,002.52 £90,448.66

Closing Balances

**Ordinary Accounts**

Barclays savings account £57,512.98

Fair FX prepaid card £96.53

Unity Trust - Current Account £44,637.51

Total £102,247.02

Uncleared and Unpresented 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

Total £102,855.42