

**Minutes of the Meeting of Lapley, Stretton & Wheaton Aston Parish Council held on Thursday 1st February 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 B Wells Stretton

 Cllr A Anderson Stretton

**Also in Attendance:** 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 29th 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 27th 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 the 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 an 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 11TH January 2018 and the

minutes of the resident meeting for Lapley Green held on 25th January 2018 were signed

as a true and correct copy.

**169. Clerks Report**

February 2018

**Information**

5.1.18 37 gas canisters find 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.staffsscb.org.uk/Training/E-Learning/Level-1-Training/Level-1-Training.aspx](http://www.staffsscb.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 19th 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 - 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 19th 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 group0 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.

1. **Burglary Business.** -0 Reported incidents.
2. **Theft of Motor Vehicle. -** 0 Reported incidents
3. **Theft from Motor Vehicle.** - 0 reported incidents

1. **Drugs.** **–** 0 Reported incident
2. **Violence. –** 1 Reported incident.

Ivetsey Bank - 1 x patient on staff assault.

1. **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 31st January 2018

b) **Resolved**to accept the financial summary to 31st 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 25th 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 19th 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 13th February 2018
* Forward Planning and Finance meeting to be held
* Maintenance: Meeting to be held on 27th 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 1st 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……………………….**

**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