

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

**In Attendance:** Cllr T Noblett Wheaton Aston (Chairman)

 Cllr W Millington Wheaton Aston

 Cllr P Elson Wheaton Aston

 Cllr M Fox Lapley

 Cllr P Timson Wheaton Aston

 Cllr S Whittingham Wheaton Aston

 Cllr A Anderson Stretton

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

 13 members of the public

 Cllr M Sutton Staffordshire County Council

**Apologies:** Cllr B Wells Stretton

 Cllr R Wright South Staffordshire Council

 Cllr B Cox South Staffordshire Council

 Cllr Mrs B Cox Wheaton Aston

 Cllr. M. Griffiths Lapley

**Absent:**

Public Forum

Chairman welcomed all and reminded all of standing orders.

Residents raised concerns about Lapley Green, these points are representative of the Lapley Green committee and many residents: 1) delighted that the Green is on the agenda and look forward to the discussion on the Green. Residents wish to see the elements that the residents have put forward from the organised meeting considered, feelings are that this will prevent unnecessary tree felling and be cost effective. 2) Residents are disappointed that the landscaping aspect is lagging behind the original proposal, urges the pc to provide a cohesive plan. Residents are looking for an attractive area to enhance the conservation area. Resident assured PC that there are many willing volunteers to help maintain the area. 3) Residents would like reassurance that the PC will engage with the residents ahead of any work commitments.

Chairman response: PC have engaged one architect and are ideally seeking the opinion of three. Current plan is to engage the architect and seek advice of how to progress. The Conservation Officer is also in discussion. Chairman confirmed that the PC do intend to engage with residents and will share the plan when appropriate. Chairman confirmed that the PC have obligations to consider and will err on the side of caution.

Clerk advised of the ‘Friends Group’ and invited anyone interested to email the office.

Suggestion from a resident, that the Lapley Green Committee take out public liability on the trees- Clerk to ask the legal department.

Residents raised concerns about the closure of the Connect service. Cllr Sutton responded: County Council does not provide bus services but do allocate funds to subside routes. The Connect service is a joint venture with SSDC and SSC subsidised by SSC. The funds have been cut and a public consultation undertaken about how to best use the remaining funds. Consultation showed that the best use of funds would be to subsidise the main routes as the Connect service was found to be a disproportionate use of funds. 35 million pounds worth of savings need to be reached each year from SSC.

Queried if there are available grants that residents can access, Cllr Sutton advised he would meet with residents and arrange a suitable time to discuss.

Queried if there is anything that the PC can do to assist, Cllr Sutton will arrange a representative to discuss

Clerk advised that Gavin Williamson MP has campaigned against the closure of the service, petition has been handed to the CEO of Staffordshire County Council. The MP office advised that the County Council and District Council are in discussion about retaining some services, no further update from this point.

8pm standing orders applied

**184. To consider apologies**

Apologies were received and accepted from Cllr B Wells , Cllr R Wright, Cllr B Cox , Cllr Mrs B Cox and Cllr. M. Griffiths

**185. Declaration of Interest/Dispensation**

Cllr Fox declared an interest in agenda item 204 as a member of the PCC

**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**

April 2018

**Information**

Fly tipping at the footpath Fenton House Lane/ Marston Road has been reported

Rotten plank on bridge at footpath Fentonhouse Lane/Marston Road reported to Rights of Way

Faulty lamp (P2) at The Cobbles reported and repaired 13.3.18

The Willow dome at Broadholes Lane has been woven

Broadholes Lane play area will be opened by J Smith

The work by Western Power to underground the Cables has been completed

P Davies has been approached for a design for Lapley Green

**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

**Meetings / Events**

Lets work together 20th April

Locality Celebration masterclass

Turnocks- Christmas lighting

Blachere- Christmas lighting

**Training/CPD**

GDPR-ongoing

**Items emailed to councillors**

1.3.18 SPCA news bulletin

1.3.18 Staffordshire County Council

1.3.18 What’s on at the library

1.3.18 M Quinn Safeguarding training agenda

6.3.18 SSC Asset Data

6.3.18 Morfe Valley Tree reports

14.3.18 Policy and Partnership Safeguarding training

14.3.18 Cold weather alert

15.3.18 SPCA news bulletin

22.3.18 SPCA news bulletin

28.3.18 Policy and Partnership Lets Work Together

28.3.8 Policy and Partnership Locality Celebration

**Enforcement**

**Use of devolved powers**

Dog bags ordered cost

**Decisions issued**

18/00124/AGR- No objections

Clerk advised that she will be working a second job with Staffordshire County Council.

**188. Policing Matters**

No report available

Cllr Millington attended the forum about policing in the future and CSW:

* More cuts are to be made and policing divided in to four areas.
* Recruitment drive for Special Constables.
* Crime has increased in Staffordshire.

The area will be allocated new police commander as part of the new changes, Chief Inspector Mark Ward. They intend to have a response service that doesn’t have boundaries

**189. District Report**

No report

**190.County Report**

SSC financial situation- Council tax has increased by 5.95% a 2.95% rise, 3% is allocated to Social Care and 2.95% for general budget. The County Council income is made up of council tax, business rates, and grants from the government. With the dedication of schools the council budget is about half a billion and with schools is around one billion.

Grant money from government is reducing to zero in approx. three years times and it is expected SSC will be totally self funding. Initial thoughts were that the business rates income would increase however this has not happened. A pilot scheme in which SSC can apply for more business rates was rolled out, unfortunately SSC were unsuccessful in the bid to be part of it. The budget is balanced for 2018/19. For 2019/20 it is anticipated that the gap will be approx. 35million pounds. SSC will work to reduce this. Main pressure that SSC face is social care, demographics, children’s services. Looked after children and Safeguarding are a priority.

SSC will look for opportunities to increase revenue.

Council holds more responsibility and less employees.

Reserves are above minimum but have diminished from previous years

Discussion took place on road repairs.

**Chairman moved Agenda item to 201 forward for Cllr Sutton to advise on**

Cllr Sutton advised that if a footpath is not on the definitive map then it is not a public right of way. There is a process to follow to adopt the footpath by SSC. Currently there is over 200 outstanding applications which is a lengthily process with consultation. SSC is considering ways to expedite this process. Cllr Sutton has agreed to investigate further and liaise with officers.

Cllr Sutton would be happy to give an oversight to the PC on Children’s service and Education

**8.35pm Cllr Sutton left the meeting, Cllr Anderson was temporarily excused**

**191. Financial matters**

a)**Resolved**to accept the financial budget comparison to 31st March 2018

b) **Resolved**to accept the financial summary to 31st March 2018

c) **Resolved**to approve the expenditure for March 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:

b) Planning application after papers sent: 18/00235/FUL –no objections

c) Planning decisions: none

d) Enforcement Cases: 18/00060/BOC- acknowledged

e) Delegated responses sent: 18/00124/AGR- No objections

**193. Bridge Farm development road name**

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

**194. GDPR Preparation**

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

**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)

**195. Bus Service Concerns**

Concerns have been received from parishioners regarding the cancellation of Saturday bus service and the discontinuation of the Staffordshire Connect Service.

Clerk presented Cllr Sutton a petition received regarding the cuts to the service to present to SSC.

Cllr Sutton advised that there has been a consultation on usage conducted and in the six week period that this took place the service was not used sufficiently. This was considered in the public forum

**196. 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. Village Orderly working pattern

**Resolved:** to amend the Village Orderly working hours to 364 per year, to be worked appropriately as determined by the Village Orderly 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 Council and appointed by the Clerk.

Any current additional hours outstanding (incurred from 2015-16 and agreed by the previous PCM for additional work) are to be offered as toil, it is recommended that the weekly hours of 7 are to be reduced to 6 until the 32.75 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- as per item 10.

 2.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 £153

 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

 ‘playground’ 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 ‘playground’ sign

3.Best Kept Village works

* **Resolved:** to move the budget of £200 for BKV work to the relevant headings and 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

4.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 when the round opens in August 2018.

 5.Application to the Safer Roads Fund, dealt with in item 4

6.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

 7.Risk Assessment

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

8.Dog walk

**Resolved:** to ask Afeb to re-weave the areas (approx. 10m) that have become open along the dog walk budget of has been set £50

 9. The recent tree report indicated that an Ariel and tomograph inspection of the large oak at

 Primrose Play area is required. Cost expected is £450 for three area scans and Ariel

 inspection or £325 for one area scan and and Ariel inspection- From Morfe Valley. Rob

 Keyzor- £425 plus vat for the Ariel Inspection and £285 for the Tomograph survey at the base

 of the tree.

 **Resolved** to appoint Morfe Valley at a total cost of £450.00

 10. The conservation officer has not returned with details of appropriate

 Landscape companies.

Clerk and chairman met a representative of Davies Landscape Design, a recommendation from SSDC, who has quoted £890 plus mileage to draw up an appropriate plan.

**Resolved:** to appoint Davies Landscape Design to draw up plans for the renovation of Lapley Green and invite a representative to meet with Council representatives

1. **Resolved** to renew the Pest Contract renewal at a cost of £850.00 with S Billingham.

**197. 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.

Planning application has been delayed again. Building could start as early as 2019 if passed.

Another meeting is planned for end of April

Recent correspondence from SSC has been received by all PC’s, the collective group will respond.

**198. Insurances Schedule**

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

**199. Community Speed Watch**

**Resolved:** H Jones is to continue to lead the CSW group with Cllr W Millington. Clerk is to chase up the progress of the group. The PC cannot apply for funding to purchase speeding signs until the group has been running for 6 months.

**200. Youth Forum**

Clerk has spoken with H Marshall, PCSO Lloyd, PCSO Price 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 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:** Cllr Noblett, Cllr Whittingham and Clerk to meet with representatives on 21st May 2018 to engage and feedback to Council

**201. Birkenshaw Lane**

Agenda item discussed under County Report

**202. Policy updates**

**Resolved:** to accept the Snow clearance emergencyplan and accept the updated Lone Worker Policy, Lone Worker Risk Assessment, Litter Picker Risk Assessment and Health and Safety Policy

**9.35pm Cllr Timson left the meeting**

**203. Items for future consideration**

Gailey Freight Hub

CSW

Lapley Green

**204. 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.**

**205.Church funding**

Due to changes in the guidance around legislation the PC are unable to support the Lapley Church Restoration fund, Clerk to contact and advise

**206.HMRC update**

Query is still being consider by HMRC

**207.Bank signatories**

**Resolved:** To remove H Jones as a signatory and replace with Cllr T Noblett

**207. Date of next meeting**

The next meeting will be Thursday 3rd May at 6.30pm, this will be the Annual Parish Meeting followed by the Annual Meeting of the Parish Council at 7.30pm, Lapley and Wheaton Aston Village Hall.

**Meeting closed 9.55 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 | C | A | N | C | E | L | L | E | D |  |  |  |
| 05/04/17 | A | X | / | X | X | X | X | X | A | X | A | 7/10 |

**Bank Account Reconciled Statement**

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

 Statement Number 86

 Statement Opening Balance £22,466.27 Opening Date 28/02/18

 Statement Closing Balance £18,730.99 Closing Date 31/03/18

 True/ Cashbook Closing £18,232.99

 Balance

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

 22/03/18 dd140318md Mainstream Digital Ltd. 6.88 0.00 22,459.39

 22/03/18 DD170318ee EE 54.12 0.00 22,405.27

 22/03/18 fp17759651kd Mrs Karen Daker 0.00 22,197.51

 22/03/18 fp222670526ad Mrs. Alexa Davies 50.72 0.00 22,146.79

 22/03/18 fp31005637gm Getmapping Plc 54.00 0.00 22,092.79

 22/03/18 fp319593491mv Morfe Valley Tree Services 780.00 0.00 21,312.79

 22/03/18 fp507194137jm Mrs. Josie Morris 0.00 21,253.56

 22/03/18 fp527870140ms Microshade Business 88.68 0.00 21,164.88

 Consultants Ltd

 22/03/18 fp542119377mb Mr. Malcolm Bissell 0.00 20,944.92

 22/03/18 fp690122507mb Mr. Malcolm Bissell 4.54 0.00 20,940.38

 22/03/18 fp824939870ssc South Staffordshire District 260.00 0.00 20,680.38

 Council

 22/03/18 fp835965643aw Mrs Amy Watson 56.65 0.00 20,623.73

 22/03/18 fp946916646aw Mrs Amy Watson 0.00 19,491.98

 22/03/18 fp948520798spf Staffordshire County Council 441.46 0.00 19,050.52

 Superannuation Fund

 22/03/18 fp982898951mb Mr. Malcolm Bissell 3.15 0.00 19,047.37

 22/03/18 pf434813178hmrc HMRC 287.73 0.00 18,759.64

 31/03/18 bacs310318unity Untity Trust 28.65 0.00 18,730.99

 **Bank Account Reconciled Statement**

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

 Statement Number 7

 Statement Opening Balance £57,512.98 Opening Date 28/02/18

 Statement Closing Balance £57,545.73 Closing Date 31/03/18

 True/ Cashbook Closing £57,545.73

 Balance

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

 29/03/18 bacs29.3.18bar Barclays Bank 0.00 32.75 57,545.73

 Uncleared and unpresented effects

 30/11/17 No activity 0.00 57,545.73

 Total 0.00

**Bank Account Reconciled Statement**

 **Fair FX prepaid card** **5116561022250691**

 Statement Number 8

 Statement Opening Balance £85.75 Opening Date 28/02/18

 Statement Closing Balance £75.65 Closing Date 31/03/18

 True/ Cashbook Closing £75.65

 Balance

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

 31/12/17 No activity 0.00 0.00 85.75

 29/03/18 fxcard FairFx Pre Paid Card 10.10 0.00 75.65

 Uncleared and unpresented effects

 **Financial Summary - Cashbook**

 Summary between 01/03/17 and 05/04/18 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

 Balances at start of period

 **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 £108,215.25 £0.00 £108,215.25

 Total Receipts £108,215.25 £0.00 £108,215.25

 PAYMENTS Net Vat Gross

 Parish Council £106,721.99 £10,506.55 £117,228.54

 Total Payments £106,721.99 £10,506.55 £117,228.54

Closing Balances

**Ordinary Accounts**

Barclays savings account £57,545.73

Fair FX prepaid card £75.65

Unity Trust - Current Account £18,232.99

Total £75,854.37