

# Minutes of the Meeting of Lapley, Stretton & Wheaton Aston Parish Council

**held on Thursday 5th December 2019 at Lapley and Wheaton Aston Village Hall**

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

Cllr Sue Whittingham Wheaton Aston

 Cllr A Anderson Stretton

 Cllr W Millington Wheaton Aston (Vice Chairman)

 Cllr M Griffiths Lapley

 Cllr V Renfrew Lapley

 Cllr B Cross Wheaton Aston

 Cllr R Nelson Wheaton Aston

 Cllr M Smith Wheaton Aston

 Cllr V Jackson Staffordshire District Council

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

 PCSO Price

 **Apologies:**  Cllr B Cox Staffordshire District Council

 Cllr S Whittingham Wheaton Aston

 Cllr M Sutton Staffordshire County Council

 Cllr E Dadd Stretton

**Absent:**

**7.30pm. Chairman imposed standing orders**

**Resolved** to bring agenda item 104 forward and invited PCSO Price to present**.**

**100. To consider apologies**

Apologies and reasons of absence were accepted from Cllr Cox, Cllr Whittingham, Cllr Sutton

and Cllr Dadd

**101. Declaration of Interest/Dispensation**

Cllr Sue Whittingham declared her role as a Community First Responder in relation to item 110

**102. Signing of the minutes**

The minutes of the Meeting of the Parish Council held on 5th September 2019 were signed as a

true and correct copy. The (unsigned) minutes of the Defibrillator Committee held on 14th October

2019 were noted for information.

**103.Clerks Report**

**Information**

17.10.19 – Fly tipping opposite Marston Field bottom field reported to SSC.

Planning app 19/00661/LUP approved (defib at Lapley Green phone kiosk)

Highways Ref: 4169531 – work on the gully on Long Street completed.

20.11.19 Fly tipping by Mottey Meadows entrance reported

20.11.19 Emergency road closure Garden Lane Stretton <https://one.network/downloads/tm/emerg-ttro-road-closures-115564160-3195387.pdf>

**Maintenance**

**Consultation**

Spatial Housing Strategy Public Consultation South Staffs Council closes 12.12.19

Cannock Chase Special Area of Conservation consultation ends 29.11.19

**Meetings/Events**

4.11.19 Defib meet at Stretton Lodge Nursery

7.11.19 Meeting with Cllr Dadd

12.11.19 Post office meet

14.11.19 View proposed council office

14.11.19 SGS to install software

SSC CEO meet

18.10.10 – 9.30am Defib meeting.

19.11.19 HR WG

19.11.19 Xmas WG

23.11.19 Xmas light switch on event

26.11.19 Budget- finance and maintenance WG meet

2.12.19 SPCS AGM- Stafford

**Training/CPD**

Accessibility- ongoing

GDPR- ongoing

Clerks updates received

**Items emailed to councillors**

23.10.19 SSC Spatial housing consultation

7.11.19 SPCA bulletin

11.11.19 Planning Application 19/00821/FUL

11.11.19+ SSC Purdah guidance

12.11.19 SCC Closed churchyard special report

14.11.19 SPCA news bulletin

14.11.19 SSC consultation on phone kiosks

21.11.19 SPCA Newsbuleetin

27.11.19 SSC Tree policy

27.11.19 Concerns on parking at Mill Lane

28.11.19 SPCA newsbulletin

**Use of devolved powers**

£938 vired from Election reserve to election general funds

£2000 vired from Long term project reserve to defibs

New budget heading created for CCTV, £8000 vired from Drainage reserve to CCTV budget

Afeb to reduce tree overhanging from Broadholes Lane

**Resolved:** Clerks report accepted

**104. Policing reports**

Discussed at the beginning of the session

**105. District report**

District councillors have been advised that councillors are expected to be more involved with Parish level.

Cllr Jackson has had many concerns raised regarding the post office closure. There is no further information to date.

**106. County report**

Cllr Sutton has requested that Belhurst Lane is cleared for flooding , a timescale is not available at the moment

**107. Financial matters**

**Resolved:**

* 1. To approve October/November 2019 expenditure
	2. To accept the Financial Comparison to 30th November 2019
	3. To accept the Financial summary to 30th November 2019
	4. To note payments/decisions made under delegated powers
	5. **Resolved** a budget of £124,467 has been set with a precept request of £118,067 being requested from SSC. There has been a 0.19 % increase in the tax base, from 996.63-998.53 (2018/19 increase was 2.46%), which results in a precept request of 11.46% increase with the average Band D tax paying £118.64 (£106.08 in 2019/20) A

number of new working reserves have been set as presented in the budget

Projects this year are to include the purchase and location of additional defibrillators in all three villages, the completion of the Lapley Green renovation project and registration as a Village Green, funding the CCTV at Marston Field, consider Climate Change, office move and buy in additional services from SSC

* Quotes received from Ditton ServicesVillage green / war memorial £20 x 20 times =£400
* Area off Primrose £15 x 20 times = £300

**Resolved** to amend the contract with Ditton services to include these areas subject to SCC agreement

* 1. Resolved to open an additional account with Unity Trust for working reserves only. Signatories are to be the same on both accounts

**108. Planning Recommendations:**

1. Planning application 19/00821/FUL- No objection
2. One application received after papers sent 19/00846/LBC – No objection
3. No enforcement cases to note
4. No responses sent under delegated powers

**109. Spatial Housing Review**

SSC have entered in to consultation regarding the Local Plan which has been brought forward due to a need to assist neighbouring counties with housing allocation. The preferred option of SSC is Option G. Wheaton Aston has been noted to be a tier 4 village with little housing growth allocated therefore additional housing needs is at a minimum in the Parish. **Resolved** to comment ‘LSWA PC support SSC with the preferred option of G however would like it noted that there is a need in the parish for affordable, smaller family starter homes and bungalows therefore the mix of housing needs to be considerate to the needs of the Parish’.

**110. Grant request**

**Resolved** to offer £1000 to the CFRs in April 2020

**111. Wild Verges**

**Resolved t**o defer the resolution until the Maintenance Group can walk the area and consider

**112. Policies**

**Resolved to** accept/adhere

* Disciplinary Policy
* Grievance Policy

Noted that Employee handbooks will be updated and reissue

**113. Update on office move/storage**

A storage space at St Marys First School has been identified for PC owned goods, an agreement is currently been written and will be shared with council as soon as it is available. Approximate monthly rent is £80 (inc Vat)

It has been confirmed that the office will need move another office at SSC offices has been allocated to LSWA PC should it be required and is £268 PCM (Currently, this is subject to an annual increment)

Homeworking is to be investigated and presented at a future meeting

**114. Dog walk extension**

A request has been received to increase the size of the dog walk area further into Marston Field . **resolved** to defer as the PC would like to speak with parishioners regarding this, pcm to request the parishioner attends the next meeting

**115. VE75 commemoration/celebration**

The historical Association will be running an event in September 2020, PCM to contact organiser and ask if he can attend a meeting to advise of the event

 **Resolved** to budget for a commemorative bench for Marston Field

**116. HGV accessibility issues at Mill Lane**

Concerns have been raised about vehicular parking along Mill Lane. Currently delivery lorries for the Spar off load to the front of the shop and not the rear as they are unable to gain access due to the parked vehicles. There are not any restrictions in place in the area.

A resident has contacted the Parish Council seeking support to contact SCC and apply for parking restrictions on Mill Lane to enable lorry access to the rear of the shop.

There are not any designated parking spaces for the tenants above the shop

Parking issues are a civil matter between tenants and property.

Cllr Sutton has offered to meet with residents to discuss further

**Resolved** no action at this point.

**117. Speeding issues:**

* **A5.** No progress
* **Ivetsey Road.** SID location plans have been submitted to SCC and waiting a response

**118. Working Group reports**

* **Christmas Lights**- meeting due January, TBC
* **Forward planning, maintenance and finance**
* **Maintenance : Resolved :**
* Maintenance: Projects for 2020
1. To purchase a VE75 memorial bench for Marston Field
2. To finish installing defibrillators in the Parish
3. Co-ordinate office move
4. To consider climate change, create a plan and go paperless.
5. To purchase Councillor tablets and relevant software
6. To take on the maintenance of the Village Green, WA and land off Primrose Close from SSC
7. Replace edging on the play equipment at Marston Field
8. Accept quotation for required works on Playdale Equipment (£1140)

Current projects:

1. Use existing topsoil to replace eroded area around bench by equipment (MF)
2. Remove ‘leaf’ bench (MF) and concrete (to be replaced in 2020)
3. Continue with play area repairs as required
4. Cut back trees for better CCTV access
5. Scheme of Management and Village Green registration for Lapley Green
6. Defib installation
7. SID installation

119. Agenda Summons

**Resolved** that summons will be sent by email only

**120. 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.**

Birkenshaw Lane

Dog Walk extension

Broadholes Lane Play area

**121.** **Date of next meeting**: 16th January 2020 at 7.30pm at Lapley and Wheaton Aston Village Hall

**122. 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.**

**123. HR**

Scales confirmed:

* VO Scale 3 with effect from April 2020
* LP Scale 1
* GK scale 1
* AC Scale 10 with effect January 2020
* PCM scale 27 with a mid year review

Payroll outsourcing, seeking quotes

 **Meeting closed 9.10pm**

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

**Bank Account Reconciled Statement**

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

 Statement Number 3

 Statement Opening Balance £78,314.42 Opening Date 01/10/19

 Statement Closing Balance £66,976.90 Closing Date 31/10/19

 True/ Cashbook Closing £66,876.70

 Balance

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

 28/08/19 Staffordshire County Council 82.73 0.00 78,231.69

 Superannuation Fund

 30/09/19 Staffordshire County Council 585.01 0.00 77,646.68

 Superannuation Fund

 30/09/19 chq3000075 Alan Cadman 2,400.00 0.00 75,246.68

 31/10/19 DD20191014msd Mainstream Digital Ltd. 12.00 0.00 75,234.68

 31/10/19 DD20191017ee EE 20.26 0.00 75,214.42

 31/10/19 fp239946358jrb JRB Enterprises Ltd 38.70 0.00 75,175.72

 31/10/19 fp357658036hmrc HMRC 611.38 0.00 74,564.34

 31/10/19 fp36169646afeb A F E B Limited 2,526.00 0.00 72,038.34

 31/10/19 fp375708380aw Mrs Amy Watson 40.50 0.00 71,997.84

 31/10/19 fp397652870mb Mr. Malcolm Bissell 16.03 0.00 71,981.81

 31/10/19 fp43705923pic The Play Inspection Company 270.00 0.00 71,711.81

 Ltd

 31/10/19 fp450655185wavh Wheaton Aston Village Hall 73.60 0.00 71,638.21

 Management Committee

 31/10/19 fp472711545mb Mr. Malcolm Bissell 0.00 71,346.45

 31/10/19 fp474391302spf Staffordshire County Council 667.74 0.00 70,678.71

 Superannuation Fund

 31/10/19 fp52567935kd Mrs Karen Daker 8.10 0.00 70,670.61

 31/10/19 fp556625706vr Cllr V Renfrew 22.95 0.00 70,647.66

 31/10/19 fp585098471ad Mrs. Alexa Davies 0.00 70,589.03

 31/10/19 fp61086443jm Mrs. Josie Morris 0.00 70,511.66

 31/10/19 fp751124782aw Mrs Amy Watson 0.00 69,059.36

 31/10/19 fp754436533pcc Lapley With Wheaton Aston 330.00 0.00 68,729.36

 Parochial Church Council

 31/10/19 fp75480538ws Weston Sawmill & Nursery 18.24 0.00 68,711.12

 31/10/19 fp841038806ed Edge IT Systems Ltd 105.60 0.00 68,605.52

 31/10/19 fp88726172kd Mrs Karen Daker 0.00 68,356.82

 31/10/19 fp911327935ds Ditton Services 1,080.49 0.00 67,276.33

 31/10/19 fp919225688ssc South Staffordshire District 260.00 0.00 67,016.33

 Council

 31/10/19 fp97416523ssc South Staffordshire District 39.43 0.00 66,976.90

 Council

B**ank Account Reconciled Statement**

 Uncleared and unpresented effects

 31/10/19 Microshade Business 100.20 66,876.70

 Consultants Ltd

 **Bank Account Reconciled Statement**

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

 Statement Number 4

 Statement Opening Balance £66,976.90 Opening Date 01/11/19

 Statement Closing Balance £55,942.44 Closing Date 30/11/19

 True/ Cashbook Closing £55,200.44

 Balance

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

 31/10/19 Microshade Business 100.20 0.00 66,876.70

 Consultants Ltd

 30/11/19 chq 300076 Royal British Legion 100.00 0.00 66,776.70

 30/11/19 dd20181114msd Mainstream Digital Ltd. 140.89 0.00 66,635.81

 30/11/19 dd20191117ee EE 19.70 0.00 66,616.11

 30/11/19 fp123210252aw Mrs Amy Watson 77.35 0.00 66,538.76

 30/11/19 fp240302246kd Mrs Karen Daker 0.00 66,290.06

 30/11/19 fp367797192jm Mrs. Josie Morris 0.00 66,212.69

 30/11/19 fp368506152eon Eon Sustainable Energy 1,682.06 0.00 64,530.63

 30/11/19 fp439574774ms Microshade Business 100.20 0.00 64,430.43

 Consultants Ltd

 30/11/19 fp525182107pe Potters Electrical Ltd 3,780.00 0.00 60,650.43

 30/11/19 fp608743863ws Wickstead Playgrounds 61.80 0.00 60,588.63

 30/11/19 fp676770486r Ricoh U K Limited 364.48 0.00 60,224.15

 30/11/19 fp708222062ssc South Staffordshire District 260.00 0.00 59,964.15

 Council

 30/11/19 fp716084627ssc South Staffordshire District 938.03 0.00 59,026.12

 Council

 30/11/19 fp764359743ph Post Haste 85.07 0.00 58,941.05

 30/11/19 fp769072956ad Mrs. Alexa Davies 0.00 58,882.42

 30/11/19 fp78853644spf Staffordshire County Council 667.74 0.00 58,214.68

 Superannuation Fund

 30/11/19 fp858437327mb Mr. Malcolm Bissell 0.00 57,991.11

 30/11/19 fp903683500aw Mrs Amy Watson 0.00 56,538.81

 30/11/19 fp922254397jm Mrs. Josie Morris 1.99 0.00 56,536.82

 30/11/19 pf211511282hmrc HMRC 594.38 0.00 55,942.44

 Uncleared and unpresented effects

 30/11/19 Ch300077 Robert Cox 742.00 55,200.44

 Total 742.00

 **Financial Summary - Cashbook**

 Summary between 01/10/19 and 30/11/19 inclusive.

 Balances at the start of the year

 **Ordinary Accounts**

 Barclays savings account £84,823.62

 Unity Trust - Current Account £24,066.44

 Total £108,794.65

 Balances at start of period

 **Ordinary Accounts**

 Barclays savings account £84,865.92

 Fair FX prepaid card £128.41

 Unity Trust - Current Account £75,246.68

 Total £160,241.01

 PAYMENTS Net Vat Gross

 Parish Council £18,238.67 £1,814.05 £20,052.72

 Total Payments £18,238.67 £1,814.05 £20,052.72

Closing Balances

**Ordinary Accounts**

Barclays savings account £84,865.92

Fair FX prepaid card £121.93

Unity Trust - Current Account £55,200.44

Total £140,188.29

**Financial Budget Comparison**

 Comparison between 01/11/01 and 30/11/19 inclusive.

 Excludes transactions with an invoice date prior to 01/04/19

 **2019/2020** **Actual Net** **Balance**

 **INCOME**

**Parish Council**

 4 FX card £0.00 £117.00 £117.00

 10 Precept £102,242.00 £105,719.00 £3,477.00

 20 Grants £0.00 £0.00 £0.00

 32 Unity Trust Bank Interest £120.00 £0.00 -£120.00

 40 Miscellaneous £0.00 £59.50 £59.50

 50 Barclay's Savings Account £0.00 £42.30 £42.30

 90 Prizes and Awards £0.00 £0.00 £0.00

**Total Parish Council** £102,362.00 £105,937.80 -£3,575.80

**Total Income** £102,362.00 £105,937.80 £3,575.80

 **EXPENDITURE**

 **Parish Council**

 100 General Administration £26,444.00 £10,962.58 £15,481.42

 110 Salaries £42,970.00 £27,536.89 £15,433.11

 120 Repairs & Grounds Maintenance £46,000.00 £25,381.81 £20,618.19

 130 Villages' Improvements £4,068.00 £1,470.00 £2,598.00

 140 Play Areas £4,926.00 £854.40 £4,071.60

 150 Subscriptions £762.00 £303.00 £459.00

 160 Christmas Celebrations £10,168.00 £91.47 £10,076.53

 170 Debit Card - General Expenses £460.00 £672.89 -£212.89

 180 Donations £3,000.00 £2,700.00 £300.00

 190 CCTV £8,000.00 £4,551.72 £3,448.28

 200 Capital Expenditure £0.00 £0.00 £0.00

 **Total Parish Council** £146,798.00 £74,524.76 -£72,273.24

 **Total Expenditure** £146,798.00 £74,524.76 £72,273.24

Total Income £102,362.00 £105,937.80 £3,575.80

Total Expenditure £146,798.00 £74,524.76 £72,273.24