

# Minutes of the Meeting of Lapley, Stretton & Wheaton Aston Parish Council held on Thursday 5th September 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 V Renfrew Lapley

 Cllr B Cross Wheaton Aston

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

 PCSO LLoyd

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

 Cllr M Sutton Staffordshire Country Council

 Cllr R Nelson Wheaton Aston

 Cllr W Millington Wheaton Aston (Vice Chairman)

 Cllr M Griffiths Lapley

 Cllr M Smith Wheaton Aston

 Cllr S Whittingham Wheaton Aston

**Absent:**

**Public forum.**

No queries brought forward

**7.30pm. Chairman imposed standing orders**

**Resolved** to move agenda item 57 and invited PCSO Lloyd to report

**53. To consider apologies**

Apologies and reasons of absence were accepted from Cllr W Millington, Cllr R Nelson, Cllr S

Whittingham, Cllr M Smith, Cllr M Griffiths, Cllr B Cox and Cllr M Sutton

**54.Declaration of Interest/Dispensation**

None declared

**55.Signing of the minutes**

The minutes of the Meeting of the Parish Council held on 4th July 2019, the Extra Ordinary meeting

of the Parish council held on 15th August 2019 were signed as a true and correct copy. The minutes

of the Defibrillator Committee held on 20th August 2019 were noted for information.

**56.Clerks Report**

**September 2019**

**Information**

29.6.19 Wooden bench removed from Marston Field due to vandalism

MPAN application completed for unmetered supply for CCTV

Resubmitted block and location plan for the CCTV application

5.7.19 Smashed glass at the football pitch at Primrose Play Area

15.7.19 Fly tipping at Marston Field and gate broken again

16.07.19 Vandalised, Wooden benches and gate on Marston Field, and broken logs on Broadholes leisure garden reported to 101 – Crime Ref: FZ/54682/2019

23.07.19 – Road sign at the junction of High Street and Sowdley Green damaged. Removed by the Village Order to await collection by Street Scene team.

30.07.19 – Complaint received via SSDC from a resident regarding a mole trap on Marston Field reported to the Pest Control Contractors who have visited the site. They believe the mower has gone over the trap and pulled it up. Tape is normally out around the area so it doesn’t get disturbed. The trap he set is no longer around.

<https://apps.roadworks.org/downloads/tm/rg_road-closure-ttro-second-notice-113921312-3173124.pdf> road closure details effective from 27.8.19

4.8.19 insurance review complete

Ref 4168339 re A5 closure and road resurfacing

Planning application for CCTV has been approved

Planning application or the installation of a defibrillator

 in the Phone kiosk at Lapley Green gas been submitted

27.08.19 – Fire on Marston Field Reported to South Staffs Police ref fz/66572/2019

27.08.19 – Dangerous drain cover outside 22 Long Street, Wheaton Aston reported to SCC Highways (ref: . 4169531)

**Maintenance**

-repair of gate at Marston Field

- Grass reinforcement for the Zip wire re-fixed.

**Consultations**

SCC Statement of Community Involvement Consultation (closing date 24.7.19)

<https://consultation.staffordshire.gov.uk/environment/draft-revised-statement-community-involvement-2019/user_uploads/revised-statement-of-community-involvement---june-2019---consultation-version.pdf>

SCC ‘Air Aware’ <http://airaware.doingourbit.info>

**Meetings/Events**

15.8.19 5pm Xmas working group meeting

15.8.19 6.30pm Full PC meeting

20.8.19 Defibrillator Committee meeting

5.9.19 Lets work together- Dementia, Community Support

11.10.19 Parish Summit

**Training/CPD**

Awaiting – Health and Safety ran by SSC

**Items emailed to councillors**

1.7.19 M Bissell – damaged bench

15.7.19 SPCA bulletin 9.7.19

15.7.19 SSC Parish Summit

18.7.19 Chief Inspector M Ward response to concerns on call waiting to 101

4.8.19 Road closure details

4.8.19 South Staffs work Club grant request

4.8.19 SSC event safety

4.8.19 planning app 19/00268/AMEND

5.8.19 SPCA nesbulletin 1.8.19

5.8.19 SPCA bulletin 25.7.19

5.8.19 Planning app 19/00140/FUL

5.8.19 S Dores TPO details

5.8.19 Cllr Chapman grant request form

8.8.19 SPCA Newsbulletin

11.8.19 H Marshall Police Accountability Forums

14.8.19 Planning application 19/00600/FUL

15.8.19 SPCA newsbulletin

15.8.19 Cllr M Sutton A5 update

15.8.19 SSC Lets work together date

15.8.19 planning app 19/00601/LBC

28.8.19 SPCA newsbulletin 22.8.19

28.8.19 Planning Inspectorate re Birkenshaw Lane

**Use of devolved powers**

Replacement swing seats ordered from Primrose Play areas, cost £205.14 Wickstead

Play area inspections booked for September

HCI data domain (wheatonastonparishcouncil.gov.uk) renewed until September 2021 £72.00

£118 resubmitted planning application for the CCTV with amendments to the cabinet location

appointed Eon as the provider for the MPAN

purchased sleigh bells £10.50

purchased 2 x gazebos £246.98

purchased gazebo weights £59.97

Vired £35.00 from Village repairs to Orderly salary to account for Job 157

**Planning Decisions**

18/00392/REM – Granted Subject to Conditions

18/00167/FUL – Granted Subject to Conditions

18/00647/FUL – Granted Subject to Conditions

18/00945/FUL – Granted Subject to Conditions

19/00076/VAR – Granted Subject to Conditions

PCM advised that the budget set for the base installation and connection for the CCTV has come in over budget at £3150 plus the grounds work required by Eon (£811.72). **Resolved** to increase budget to allow for Potters Electrical and Eon to be appointed to undertake the work

PCM advised that Ricoh have offered a data clearance service on the out going printer:

 **SECURE30  Ricoh Data Cleansing – Full Machine Sanitisation-*£349***

**HDDREM - On-Site Hard Drive Removal** .- ***£449***

**Resolved** to challenge Ricoh as under GDPR the expectation would be that the data was removed

and therefore this service is not required.

PCM/Assistant Clerk to send a data sharing agreement to Ricoh to coincide with the contract

**Resolved:** Clerks report accepted

**57.Policing reports**

**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.

This Police Report covers the dates from 05/07/2019 – 05/09/2019.

Over this period of time there have been no crime trends to report. We’ve had one reported incident of a burglary dwelling, unknown offender force the rear patio doors in the hours of darkness taking, laptop, TV and cash.

We’ve also had two reported incidents of criminal damage caused, these incidents have been Marston Road plying fields and Broadholes playing gardens.

Over this period of time there has been the following Anti-Social Behaviour incidents…

Marston Road playing fields, youths at the location riding mini motos.

Primrose playing fields, youths kicking footballs against windows and playing loud music.

Long Street, adult male being verbally abusive and aggressive.

Local patrols will continue to monitor these locations to identify any persons causing issues or problems.

Pcso Lloyd & Price have Police Surgeries in place over the next month.

The following surgeries are…

02/10/2019: St Marys Church – 10:30hrs – 11:30hrs.

24/10/2019: Wheaton Aston Village Hall – 18:30hrs – 19:30hrs.

**58.District report**

Unavailable

**59.County report**

Cllr Sutton forwarded the below for information

* A county librarian, foster family, university principal and football chairman were amongst the Staffordshire residents recognised in the Queen’s Birthday Honours.
* The highly anticipated IRONMAN 70.3 Staffordshire saw crowds flock to watch the spectacle. Over 2,400 people took part in the race which started at Chasewater Country Park and ended in Stafford town centre.
* News of the next phase in a major £15m road scheme and the improvement work at the McArthurGlen Designer Outlet in Cannock will create easy road access to the site which is set to be completed in 2020
* As the number of nursing homes reduces, together with rising placement costs, cabinet have agreed to open a new facility in Burton with a £1.2m investment. Two further homes could then be built in other areas, this would increase capacity and offer good quality placements.

Cllr Sutton met with Cllr Anderson and residents re the resurfacing along the A5. Residents should have received a letter regarding the work, the letter was not received, The drains were no repaired before the surface went down, lanes were blocked and unable to take the traffic, workmen were rude to residents, no forewarning signs displaying the work. Cllr Sutton has advised that he will further the complaint regarding the management. Investigation into drain ownership, which is leaking, is ongoing.

**60. Financial matters**

**Resolved:**

* 1. To approve July and August 2019 expenditure
	2. To note payments/decisions made under delegated powers

**61.Planning Recommendations:**

1. Planning application 19/00600/FUL and 19/00601/LBC- Points of concern- do the building materials confirm and are sympathetic to existing materials? Are the right of way is to remain accessible? Concerns that there will be additional traffic and the impact this will have on residents using the Church. Concerns that there are bats and/or owls residing within the building.
2. No applications received after meeting papers issued
3. No enforcement cases to note
4. No responses sent under delegated powers

**62. Stretton**

Concerns raised about the footpaths in the village with overhanging hedgerows. Cllr Anderson to report direct to SSC

**63. Allotments**

A request from a parishioner has been received regarding the provision of allotments within the parish.

Councillors are to consider this and bring to a further meeting, PCM to set up a poll on social media poll to gauge interest

**64. Grant request**

**Resolved:** to respond that the PC is unable to offer financial support

**65. Financial Regulations**

**Resolved:** the updated Financial Regulations from NALC were accepted

**66. Working Group reports**

* Christmas Lights- meeting held 15th August 2019, points confirmed were:

TEN and Road closure application is in hand

Relevant licenses have been applied for

Structural tests have been received on the columns

The offer from the dance school has been declined

The Place at Telford theatre have confirmed attendance

The generator and additional festoons have been ordered. A request for a quote for trestle tables has been made

Gazebo and weights have been purchased

SSC will be removing the plate ahead of the tree installation on 15th Nov, Afeb will be installing the tree

Stall holders have been in contact

Fire brigade and police have been invited to attend

Salvation Army and St Johns have confirmed attendance

Fair has confirmed attendance

Trailer has been arranged

Sound Junkies have quoted

Order of events has been confirmed

A budget for new lights for the tree at Lapley has been the at £200 with an annual running cost of £45

Meeting is Thursday 21st November at 6.30pm

* HR- no meeting
* Maintenance- **Resolved**:

To buy on to the weed spraying service from SCC at £350 twice a year to be added to the precept , a third spray will still be completed by SCC.

To precept for a bench replacement at Lapley Green and Marston Field, PCM to obtain costs including a ‘leaf’ design

Memorial benches- to consider at the next meeting, Clerk to write a policy including limiting the number of benches at each area. Marston Field:8 - Lapley Green:2 - Badgers End: 1-Sunnybank/Stretton:2- Primrose Play Area: 2

**67.Policies -decision**

**Resolved** to adopt the following policies/risk assessments:

* Litter picker risk assessment (to be reviewed annually)
* Christmas Switch on event risk assessment (to be reviewed annually)
* Employee handbook
* Complaints Procedure
* Filming and Media Policy
* Risk Assessment and Management
* Vexatious complaints Policy
* Mobile Phone Policy
* Pension Policy
* Pension Policy Statement

**68. Data Protection Impact Assessment- CCTV**

 **Resolved** the DPIA is sufficient and to accept the DPIA for the CCTV project at Marston Field

**69. Speed issues on Ivetsey Road**

Concerns have been raised about the speed of vehicles along Ivetsey Road. A parishioner recently had a traffic survey conducted which has been shared with the PC which indicates the high vehicular usage of the road.

**Resolved** to raise the concern with Cllr Sutton, enquire if there is a process to follow to reduce the speed limit and share the road traffic survey. PC to consider purchasing a SID **–** PCM to investigate and add to future agenda

**70. To receive reports from Parish Council Representatives:**

**Resolved:** reports were accepted as follows:

1. Lapley & Wheaton Aston Village Hall Management Committee- bookings are down,

 committee are looking into refurbishing the stage and lighting

1. Lapley & Wheaton Aston Recreation Ground Committee – beer festival 28th Sept,

 bonfire 2nd Nov, bookings are down , shortage of trustees

1. Lapley & Wheaton Aston Old People’s Welfare Committee- meeting every Monday,

 today the annual ‘tea’ was held and was successful. Cater for between 15-20 people

 at each event

1. Wheaton Aston Community First Responders – meeting on 19th Sept to discuss

 support for the PC to purchase defibs

1. Parish Charities Trustee- no meeting
2. Staffordshire Police Locality Accountability Forum- event due to be held on 18th

September (list of accounts received to date enclosed)

**71. 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.**

Lapley Green- Trees and hedge decision

Santa visit

Birkenshaw Lane

Snub the Hub update

BMX track presentation

SID update

Monthly meetings

**The above items are brought forward to the October meeting due to a full agenda in September**

**72.** **Date of next meeting**: 24th October 2019 at 7.30pm at Lapley and Wheaton Aston Village Hall

**Meeting closed 9.40pm**

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

**Council Attendance**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Wheaton Aston** | **Stretton** | **Lapley** | **Total Attendance** |
| **RN** | **SW** | **BC** | **WM** | **TN** | **MS** | **SueW** |  | **AA** | **VR** | **MG** |  |
| 16/5/19 | X | - | - | X | X | - | X |  | X | X | X | 7/11 |
| 4/7/19 | X | X | X | X | X | X | X |  | X | X | X | 10/11 |
| 5/9/19 | AP | AP | X | AP | X | AP | X |  | X | X | AP | 5/10 |

**Lapley Stretton & Wheaton Aston Parish Council**

Expenditure transactions - payments approval list **Start of year 01/04/19**

 **Tn no** **Cheque** **Gross** **Vat** **Net** **Invoice** **Details** **Cheque**

 **date** **Total**

 69 fp87220291 £286.00 £0.00 £286.00 18/07/19 Lapley With Wheaton Aston £286.00

 6lswapcc Parochial Church Council - Well

 Being Sessions

 70 fp23205879 £36.80 £0.00 £36.80 18/07/19 Wheaton Aston Village Hall £36.80

 1wavh Management Committee - Hall

 Hire May 2019

 71 fp562174633 £300.00 £0.00 £300.00 18/07/19 The Salvation Army - Donation £300.00

 72 fp80826643 £31.50 £0.00 £31.50 18/07/19 Mrs Amy Watson - Expenses - £31.50

 aw Jul

 1 £31.50 £0.00 £31.50 PC milage

 2 £0.00 £0.00 £0.00 PC Ink

 73 fp60287862 £100.20 £16.70 £83.50 18/07/19 Microshade Business £100.20

 06ms Consultants Ltd - Monthly

 Charges - Jul

 74 fp24468532 £86.40 £14.40 £72.00 18/07/19 HCI Data Limited - Web domain £86.40

 1hci renewal

 75 fp51075193 £319.20 £53.20 £266.00 18/07/19 Edge IT Systems Ltd - £319.20

 ed Accounting Software

 76 fp10975739 £282.00 £47.00 £235.00 18/07/19 Vision ICT Ltd - Web hosting £282.00

 4vict and support

 77 fp57108801 £8.10 £0.00 £8.10 18/07/19 Mrs Karen Daker - Expenses - £8.10

 59kd May

 1 £8.10 £0.00 £8.10 PC milage

 2 £0.00 £0.00 £0.00 PC Ink

 78 fp90403858 £114.00 £0.00 £114.00 18/07/19 Post Haste - Stamps £114.00

 3ph

 79 fp37904847 £58.63 £0.00 £58.63 18/07/19 Mrs. Alexa Davies - Salary - Jul

 6ad

 80 fp56214049 £1,452.30 £0.00 £1,452.30 18/07/19 Mrs Amy Watson - Salary - Jul £

 4aw

 81 fp37200311 £310.19 £0.00 £310.19 18/07/19 Mr. Malcolm Bissell - Salary - Jul

 1mb

 82 fp51880346 £77.37 £0.00 £77.37 18/07/19 Mrs. Josie Morris - Salary - Jul

 7jm

 83 fp84278640 £219.01 £0.00 £219.01 18/07/19 Mr. J. Smith - Salary - Jul

 2js

 84 fp43323157 £248.70 £0.00 £248.70 18/07/19 Mrs Karen Daker - Salary - Jul

 3kd

 85 fp98970248 £670.58 £0.00 £670.58 18/07/19 HMRC - Tax - Jul £670.58

 7hmrc

 86 fp51068529 £260.00 £43.33 £216.67 18/07/19 South Staffordshire District £260.00

 2ssc Council - Monthly Office Rent -

 19 Jul -18 Aug

**Lapley Stretton & Wheaton Aston Parish Council**

Expenditure transactions - payments approval list **Start of year 01/04/19**

 **Tn no** **Cheque** **Gross** **Vat** **Net** **Invoice** **Details** **Cheque**

 **date** **Total**

 87 fp39226906 £242.59 £40.43 £202.16 18/07/19 Wickstead Playgrounds - Repair £242.59

 3ws of cradle seat at Primrose Play

 Park

 88 fp31862893 £16.65 £0.00 £16.65 18/07/19 Mrs Karen Daker - Expenses - £16.65

 0kd June

 1 £16.65 £0.00 £16.65 PC milage

 2 £0.00 £0.00 £0.00 PC Ink

 89 fp75251994 £25.33 £0.00 £25.33 18/07/19 Mr. Malcolm Bissell - Expenses - £25.33

 03mb June

 1 £6.75 £0.00 £6.75 PC Milage

 2 £18.58 £0.00 £18.58 PC Wood & Keys

 90 DD2019071 £19.70 £3.28 £16.42 18/07/19 EE - Monthly Mobile Charges - £19.70

 7EE Jul

 91 DD2019071 £16.97 £2.83 £14.14 18/07/19 Mainstream Digital Ltd. - Monthly £16.97

 5MSD Charges - Jul

 92 chq 300074 £1,000.00 £0.00 £1,000.00 18/07/19 Wheaton Aston Community First £1,000.00

 Responders - Running Costs of

 CFR vehicle

 93 fp11922775 £44.97 £0.00 £44.97 18/07/19 Mrs Amy Watson - Expenses - £44.97

 72AW Jul 2

 2 £15.00 £0.00 £15.00 PC Postage

 3 £29.97 £0.00 £29.97 PC Books for School Comp

 94 fp1247226ds £1,080.49 £180.08 £900.41 18/07/19 Ditton Services - Grounds £1,080.49

 Maintenance - 4th Instalment

 95 FX2019071 £9.99 £1.67 £8.32 18/07/19 Ryman Stationery - Pens £9.99

 7rs

 96 FX2019071 £118.00 £0.00 £118.00 18/07/19 South Staffordshire District £118.00

 7SSDC Council - Amendment to

 Planning Application for CCTV

 97 FX2019071 £317.45 £0.00 £317.45 18/07/19 Amazon - Gazebo, wieghts, £317.45

 7Amazon bells for Xmas Lights

 98 DD2019071 £35.00 £0.00 £35.00 18/07/19 Information Commissioner's £35.00

 8ICO Office - Annual Memebership

 119 dd150819ee £19.70 £3.28 £16.42 15/08/19 EE - monthly costs £19.70

 99 fp190821es £40.20 £0.00 £40.20 21/08/19 Espo - inv 18072019 £40.20

 po

 100 fp190821a £52.39 £0.00 £52.39 21/08/19 Mrs Amy Watson - august £52.39

 w expenses

 101 fp19081ssc £260.00 £43.33 £216.67 21/08/19 South Staffordshire District £260.00

 Council - monthly rent

 102 fp210819kd £7.65 £0.00 £7.65 21/08/19 Mrs Karen Daker - august £7.65

 expenses

**Lapley Stretton & Wheaton Aston Parish Council**

Expenditure transactions - payments approval list **Start of year 01/04/19**

 **Tn no** **Cheque** **Gross** **Vat** **Net** **Invoice** **Details** **Cheque**

 **date** **Total**

 103 £16.80 £0.00 £16.80 21/08/19 Mr. Malcolm Bissell - july

 expenses

 1 £13.50 £0.00 £13.50 PC mileage

 2 £3.30 £0.00 £3.30 PC wood for job 155

 104 fp190821kd £8.10 £0.00 £8.10 21/08/19 Mrs Karen Daker - july £8.10

 expenses

 105 fp190821ms £100.20 £16.70 £83.50 21/08/19 Microshade Business £100.20

 Consultants Ltd - monthly charge

 106 fp190821cc £1,664.20 £0.00 £1,664.20 21/08/19 Came & Company - annual £1,664.20

 charge

 107 fp190821ds £1,080.49 £180.08 £900.41 21/08/19 Ditton Services - monthly £1,080.49

 charge

 108 fp190821jrb £137.88 £22.98 £114.90 21/08/19 JRB Enterprises Ltd - £137.88

 109 fp190827mb £249.41 £0.00 £249.41 21/08/19 Mr. Malcolm Bissell - august

 salary

 110 fp190827a £1,425.30 £0.00 £1,425.30 21/08/19 Mrs Amy Watson - august salary

 w

 111 fp190827ad £58.63 £0.00 £58.63 21/08/19 Mrs. Alexa Davies - august

 salary

 112 fp190821js £219.01 £0.00 £219.01 21/08/19 Mr. J. Smith - augist salary

 113 fp190827jm £7.37 £0.00 £7.37 21/08/19 Mrs. Josie Morris - august salary

 114 fp190827kd £248.70 £0.00 £248.70 21/08/19 Mrs Karen Daker - august

 salary

 115 £667.74 £0.00 £667.74 21/08/19 Staffordshire County Council

 Superannuation Fund - monthly

 costs

 116 £655.38 £0.00 £655.38 21/08/19 HMRC - august costs

 117 fp280819ric £352.57 £58.76 £293.81 28/08/19 Ricoh U K Limited - costs £352.57

 118 fp280819ssc £404.41 £0.00 £404.41 28/08/19 South Staffordshire District £404.41

 Council -

 120 dd170819m £148.66 £24.78 £123.88 28/08/19 Mainstream Digital Ltd. - month;y £148.66

 s costs

**Total** £15,612.91 £752.83 £14,860.08

Signature Signature