

**Minutes of the Meeting of Lapley, Stretton & Wheaton Aston Parish Council held on Thursday 6th December 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

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

Member of the press

 2 representatives of the Goodlife Team SSC (for the Pubic forum Session)

 Cllr M Sutton Staffordshire County Council

**Apologies:**

 Cllr B Cox South Staffordshire Council

 Cllr A Anderson Stretton

Cllr Sue Whittingham Wheaton Aston

 Cllr R Wright South Staffordshire Council

 Cllr B Wells Stretton

 Cllr S Whittingham Wheaton Aston

**Absent:**

Public Forum

Chairman welcomed representatives of the Good Life Energy Team from SSC. The team presented to the PC about how the team could save residents money on household bills.

Councillors were encouraged to contact the team for further assistance and share the information with the public.

67% of the population are in ‘out of contract’ rates which is the most expensive rate to be on.

In South Staffs the number of households is high who are on this rate.

The team will be holding a drop in centre where residents can call in and obtain advice and guidance on Thursdays at SSC offices in Codsall, to arrange an appointment call 03333058671

PC to organise a drop in session in Wheaton Aston in the near future. Home visits can be arranged directly with the team.

**Standing Orders were imposed 7.45pm**

**139. To consider apologies**

Apologies were received and accepted from Cllr Mr B Cox, Cllr Wright, Cllr Sue Whittingham, Cllr S

Whittingham, Cllr Wells, and Cllr Anderson

**140.Vice Chairman Election**

**Resolved** Cllr Fox is to act as Vice Chairman for the January meeting, proposed by Cllr Noblett and

seconded by Cllr Millington

**141. Declaration of Interest/Dispensation**

Cllr Fox and Cllr Cox declared a non-pecuniary interest in agenda item 151 Wellbeing Session

**142. Signing of the minutes**

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

as a true and correct copy.

**143. Clerks Report**

**December 2018**

**Information**

Road closure-School Lane Wheaton Aston 6th November

Crime reference FZ854262018 stolen camera at Marston Field

Fly tipping at Longnor Hall Farm reported 14.11.18

14.11.18 sunken trench on Hartley Bridge reported ref 4141568

24.11.18 damage to road sign at Fenton House Lane /Marston Road

New tree planted at Marston Field

Welding work completed on the Kissing gates at Marston Field

**Consultations**

<https://www.sstaffs.gov.uk/doc/179763/name/70618-Locality%20Data%20Profile%202018%20DRAFT%20COPY.pdf/> Draft Locality Profile

yourstaffordshirecard@staffordshire.gov.uk

**Meetings/Events**

7.11.18 Welder

9.11.18 SSC Lets Work together

23.11.18 Lets Work together

11.9.18 Local councillor training course

8.11.18 VAT training Course SPCA

9.11.18 SSC Event

12.11.18 Onsite welder

12.11.18 SGS Security systems

13.11.18 HR

13.11.18 Finance

15.11.018 Staffs fire and recue conference

20.11.18 Christmas Lights Working Group

24.1.18. Christmas light switch on

29.11.18 Interim Audit

3.12.18 SPCA AGM 7pm

**Training/CPD**

GDPR-ongoing

CILCA

**Items emailed to councillors**

1.11.18 SPCA new bulletin

1.11.18 M Bailey concerns over parking

1.11.18 Policy and Partnership

 1.11.18 Cllr Sutton, road closure

1.11.18 SPCA news bulletin

8.11.18 SPCA News bulletin

12.11.18 SSC round up

13.11.18 SCC Staffordshire bus pass review

14.11.18 Planning application 18/00919/TREE

14.11.18 Stop the Freight Hub update

15.11.18 Spca news bulletin

20.11.18 Lets work together agenda SSC

20.11.18 S Dores SSC Tree works

29.11.18 SPCA News bulletin

**Enforcement** –

**Use of devolved powers**

Play area repairs budget increased by £4800 from general reserves to account for the fencing at Marston Field

Xmas lights budget reduced by £263.18, transferred to Fx card to fund signage for road closures

Increased DPO role budget heading to £500 (£100 from general reserves) to account for the legal/HR advise as agreed 1.11.18

**Decisions issued**

**18/00341/VAR** –Approved with conditions

**18/00474/FUL** –Approved with conditions

Clerk advised that Afeb have considered the large slab for removal at Primrose Play Area and Afeb suggested that it would be more appropriate to cover the slab over. **Resolved** that this is acceptable, Clerk to inform Came and Co insurers.

**144. Police Report**

Unavailable

Cllr Cox advised that police are concerned about the crimes around cars, be vigilant.

**145. District Report**

Unavailable

**146. County Report**

Finances: the medium term financial strategy displayed 35mill gap to close, currently on course to achieve this. Budget will be finalised in Feb 2019.

Setting the budget will be a challenging task

More available money for social care.

Query raised, are finances sustainable? Cllr Sutton advised that the financial plan is prepared over a five year period, as revenue grants denied business rate contribution is to increase to balance the expenditure. Reserves need replacing.

There has been an increase in looked after children over the past year

Adult service have seen an increase in pressure

**147. Financial matters**

a)**Resolved**to accept the financial budget comparison to 30th November 2018

b) **Resolved**to accept the financial summary to 30th November 2018

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

d) **Resolved** to approve the payments noted under delegated powers as noted on the Clerks report

e) **Resolved** to approve Cllr Millington as an additional signatory on the Unity Trust Account

f) **Resolved** a budget of £111,339 has been set with a precept request of £105,719 being requested from SSC. There has been a 2.68% increase in the tax base, from 970.62-996.63, which results in a precept request of -0.10 decrease with the average Band D tax paying £106.08 (£106.18 in 2018/19)

Projects this year are to include the purchase and location of defibrillators in all three villages, the completion of the Lapley Green renovation project and the installation of CCTV at Marston Field

**148. Planning Recommendations: Resolved:**

a) Planning application: 18/00919/TREE: No comment as tree has been removed

b) Planning application after papers sent: 18/00880/FUL: No objection

18/00981/FUL: No objection

c) Planning decisions: None received

d) Enforcement Cases: None received

e) Delegated responses sent: None sent

**149 Working Group reports:**

* Christmas Lights**:** No meeting, one to be held early 2019. The event went well, the Christmas lights have been well received
* HR: Meeting held on 13th November 2018. Clerk and Assistant Clerk’s appraisals have been conducted.

Clerk advised she has completed one module on CILCA and intends to finish the second module ahead of the New Year.

Pay increments from April 2019 were confirmed ( scp 6 5.86%, scp 8 6.58% scp 20 2.61%, scp 31 1.98%)

Village orderly will resume litter picking duties

* Resolved to increase Clerks payscale to SCP 30 and back date from 3rd October 2018, this is to represent the Clerks increase in duties and management
* Forward Planning and Finance meeting held on 13th November 2018
* Resolved to set a precept request of £105719, projects this year are to include the purchase and location of defibrillators in all three villages, the completion of the Lapley Green renovation project and the installation of CCTV at Marston Field. Clerk is to investigate this further- future agenda item for discussion.

**Resolved**: to use the following predicted funds at end of year to fund the Lapley green renovation

*£3150 Salaries*

*£950 contingency admin*

*£1548 remaining Lapley Tree works*

*£850 contingency repairs*

*£286 contingency play area repairs*

*£25 village improvements contingency*

*Total £6809 towards Lapley Green*

Plus £9994 refund HMRC TOTAL £16803.

Proposed amount for Lapley Green £24000.00 remaining from reserves

Reserves/savings £52000

Projects £4000

Car park £5000

Youth shelter £2000

Skate park £2500

Marston road £2500

Office £1500

War memorial £500

Chain of office £155

Elections £4500

Drainage Marston Field £8000

Christmas £200

Surfaces £600

Birkenshaw Lane Clearance £1000

Defib and Kiosk £300

Reserves total £84755 **resolved** to place all in the Barclays savings account therefore increase Barclays to £84755

* Maintenance: Resolved to devolve powers to the Clerk to complete the work from the Play Area inspections and incur costs within the budget without further presentation to Council.
* A member of SGS met with the group to discuss CCTV and what would be appropriate for the area. This will form a future agenda item to discuss further.

**150.Litter**

**Resolved** to defer to the next agenda

**151. Wellbeing Session**

**Resolved:** to contact the PCC to enquire if the PC are able to hire the Church to facilitate a walking group (as part of a health initiative) for 6 hours per month, 2 hours per month for a bereavement service and two hours per month for a ‘lifestyle drop in clinic’ which will provide a platform for outside agencies to engage with the community. This is an expected cost of £1300 per annum (£25 per week)

To form a future agenda item when appropriate.

**152. Lapley Green Update**

Clerk advised that it has been difficult to obtain quotes for the work. Two have been received and a third has been returned for part of the work. SSC are striving to obtain a quote and requested an extension to do this.

Resolved to extend until 10th January, if not responses are received then the PC will consider separating the work.

**Resolved:** extension granted

Clerk has contacted Dittons Services additionally.

**153.Items for future consideration**

Birkenshaw Lane

Lapley Green

CCTV

Litter

**154. Date of next meeting**

The next meeting will be Thursday 17th January 2019 at 7.30pm, Lapley and Wheaton Aston Village Hall.

**Meeting closed 8.55pm**

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

**Lapley Stretton & Wheaton Aston Parish Council**

Expenditure transactions - payments approval list **Start of year 01/04/18**

 **Tn no** **Cheque** **Gross** **Heading** **Invoice** **Details** **Cheque**

 **date**

 175 10.63 fx card £0.00 170 25/10/18 Post Office Limited - agenda postage £0.00

 153 fp85440292 £550.20 26/10/18 Staffordshire County Council Superannuation Fund - £550.20

 9spf Oct Pension

 3 £75.95 110/4/3 Pension KD

 154 fp81723065 £260.00 100/2 26/10/18 South Staffordshire District Council - Monthly Office £260.00

 3ssc Rent -19 Sep-18 Oct

 155 fp73666051 £1,185.60 120/1/1 26/10/18 Bloomin Gardens & Landscapes Ltd - Monthy Invoice £1,185.60

 7bg Oct

 156 fp34578927 £104.40 100/11/4 26/10/18 Edge IT Systems Ltd - Temporary Band increase & £104.40

 3eit admin fee

 157 fp94755963 £137.22 120/5 26/10/18 JRB Enterprises Ltd - Dog Gloves amd Bags £137.22

 3jrb

 158 fp83744193 £87.00 100/13 26/10/18 Post Haste - Stamps £87.00

 3ph

 159 fpL6958223 £3.15 26/10/18 Mr. Malcolm Bissell - Oct Expenses £3.15

 0mb

 1 £3.15 100/18/4 Milage

 2 £0.00 120/1/5 Expenses

 3 £0.00 130/2/1 BKV

 160 fp80782828 £312.00 26/10/18 The Play Inspection Company Ltd - Annaul Parks £312.00

 5pic Inspections 2018

 1 £78.00 140/8/1 Primrose Bank Annual Inspection

 2 £120.00 140/8/3 Broadholes Lane Annual Inspection & accompanied site visit

 3 £114.00 140/8/2 Marston Field Annual Inspection

 161 fp67536437 £36.80 100/6/1 26/10/18 Wheaton Aston Village Hall Management Committee - £36.80

 9wvh Hall Hire July & Sept 2018

 162 fp26863700 £24.30 26/10/18 Mrs Karen Daker - Expenses - Oct £24.30

 7kd

 2 £24.30 100/18/3 Mileage

 163 fp78314833 £96.30 26/10/18 Mrs Amy Watson - Expenses - Oct £96.30

 4aw

 1 £51.30 100/18/1 milage

 2 £0.00 100/6/2 Meeting expenses

 3 £45.00 100/13 Batteries

 164 fxcard2018 £10.65 170 26/10/18 Amazon - CCTV Log Book £130.05

 1026

 165 fxcard2018 £79.65 170 26/10/18 Amazon - SD Cards £130.05

 1026

**Lapley Stretton & Wheaton Aston Parish Council**

Expenditure transactions - payments approval list **Start of year 01/04/18**

 **Tn no** **Cheque** **Gross** **Heading** **Invoice** **Details** **Cheque**

 **date**

 166 fxcard2018 £84.89 170 26/10/18 Archer Signs and Panels Ltd - CCTV Signs £84.89

 1026

 167 fxcard2018 £21.00 170 26/10/18 South Staffordshire District Council - Temporary £21.00

 1026 Event Licence xmas

 168 fxcard2018 £39.75 170 26/10/18 Amazon - SD Cards £130.05

 1026

 174 HMRC Contra £437.42 26/10/18 HMRC - Oct Tax £437.42

 2 £8.00 110/1/4 A Watson Student Loan

 4 £28.80 110/4/2 K Daker

 7 £127.76 110/6 Employer NI

 £15,099.30 Confidential

**Financial Summary - Cashbook**

 Summary between 01/11/18 and 30/11/18 inclusive.

 Balances at the start of the year

 **Ordinary Accounts**

 Barclays savings account £57,545.73

 Fair FX prepaid card £75.65

 Unity Trust - Current Account £18,490.99

 Total £76,112.37

 Balances at start of period

 **Ordinary Accounts**

 Barclays savings account £57,574.44

 Fair FX prepaid card £398.36

 Unity Trust - Current Account £84,840.52

 Total £142,813.32

 RECEIPTS Net Vat Gross

 Parish Council £10,126.04 £0.00 £10,126.04

 Total Receipts £10,126.04 £0.00 £10,126.04

 PAYMENTS Net Vat Gross

 Parish Council £20,671.28 £1,774.80 £22,446.08

 Total Payments £20,671.28 £1,774.80 £22,446.08

Closing Balances

**Ordinary Accounts**

Barclays savings account £57,574.44

Fair FX prepaid card £481.27

Unity Trust - Current Account £72,437.57

Total £130,493.28

  **Bank Account Reconciled Statement**

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

 Statement Number 82

 Statement Opening Balance £85,191.01 Opening Date 01/11/18

 Statement Closing Balance £77,676.55 Closing Date 30/11/18

 True/ Cashbook Closing £72,437.57

 Balance

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

 24/10/18 fp815569141 Transfer 110.49 0.00 85,080.52

 01/11/18 fp297491085mb Mr. Malcolm Bissell 0.00 01/11/18 fp345789273eit Edge IT Systems Ltd 104.40 0.00 84,766.41

 01/11/18 fp461255490aw Mrs Amy Watson 0.00 01/11/18 fp675364379wvh Wheaton Aston Village Hall 36.80 0.00 83,426.51

 Management Committee

 01/11/18 fp685721185jm Mrs. Josie Morris 0.00

 01/11/18 fp736660517bg Bloomin Gardens & 1,185.60 0.00 82,168.66

 Landscapes Ltd

 01/11/18 fp783148334aw Mrs Amy Watson 96.30 0.00 82,072.36

 01/11/18 fp807828285pic The Play Inspection Company 312.00 0.00 81,760.36

 Ltd

 01/11/18 fp817230653ssc South Staffordshire District 260.00 0.00 81,500.36

 Council

 01/11/18 fp837441933ph Post Haste 87.00 0.00 81,413.36

 01/11/18 fp854402929spf Staffordshire County Council 550.20 0.00 80,863.16

 Superannuation Fund

 01/11/18 fp947559633jrb JRB Enterprises Ltd 137.22 0.00 80,725.94

 01/11/18 fp949499830ad Mrs. Alexa Davies 0.00

 01/11/18 fpL69582230mb Mr. Malcolm Bissell 3.15 0.00 80,667.41

 01/11/18 fr171234158ac300069 Alan Cadman 2,400.00 0.00 78,267.41

 13/11/18 bacs 131118 HMRC 0.00 10,126.04 88,393.45

 13/11/18 Transfer 263.18 0.00 88,130.27

 27/11/18 fp160066732ms Microshade Business 88.68 0.00 88,041.59

 Consultants Ltd

 28/11/18 chq300068 Royal British Legion 100.00 0.00 87,941.59

 28/11/18 DD20181114 Mainstream Digital Ltd. 137.83 0.00 87,803.76

 28/11/18 fp177827417ad Mrs. Alexa Davies 0.00

 28/11/18 fp268637007kd Mrs Karen Daker 24.30 0.00 87,724.08

 28/11/18 fp29887310hm HMRC 405.01 0.00 87,319.07

 28/11/18 fp30237545aw Mrs Amy Watson 79.24 0.00 87,239.83

 28/11/18 fp323477250 Eastern Shires Purchasing 150.35 0.00 87,089.48

 Organisation

 28/11/18 fp372713043ssdc South Staffordshire District 260.00 0.00 86,829.48

 Council

**Bank Account Reconciled Statement**

 28/11/18 fp39376709scp Staffordshire County Council 526.09 0.00 86,303.39

 Superannuation Fund

 28/11/18 fp598262297ri Ricoh U K Limited 392.97 0.00 85,910.42

 28/11/18 fp631457675mb Mr. Malcolm Bissell 0.00 28/11/18 fp747275562bg Bloomin Gardens & 1,930.20 0.00 83,502.93

 Landscapes Ltd

 28/11/18 fp801419055mb Mr. Malcolm Bissell 3.15 0.00 83,499.78

 28/11/18 fp804772675of Office Furniture Online 198.00 0.00 83,301.78

 28/11/18 fp83179976ta Toplis Associates Ltd 252.42 0.00 83,049.36

 28/11/18 fp871479794jm Mrs. Josie Morris 0.00

 28/11/18 fp877639038kd Mrs Karen Daker 0.00 28/11/18 fp925558897aw Mrs Amy Watson 0.00

 28/11/18 fp97720326ssdc South Staffordshire District 600.00 0.00 80,899.75

 Council

 28/11/18 fp990953521 A F E B Limited 2,695.00 0.00 78,204.75

 28/11/18 HMRC Contra HMRC 417.21 0.00 77,787.54

 28/11/18 pf82056825ln LexisNexis 110.99 0.00 77,676.55

 Uncleared and unpresented effects

 28/11/18 Mrs Karen Daker 15.30 77,421.25

 28/11/18 fp239903576181127tlt Turnock Ltd 441.60 76,990.25

 28/11/18 fp2556182ms Microshade Business 88.68 76,901.57

 Consultants Ltd

 28/11/18 FP457909090181127TLT Turnock Ltd 2,896.80 74,004.77

 28/11/18 fp585341764181127tlt Turnock Ltd 937.20 73,067.57

 28/11/18 FP639832696181127 WOLVERHAMPTON 150.00 72,917.57

 WANDERERS

 FOUNDATION

 29/11/18 fp764470509 Paul Woodhall Welder 480.00 72,437.57

 Total 5238.98

**Financial Budget Comparison**

 Comparison between 01/04/18 and 30/11/18 inclusive.

 Excludes transactions with an invoice date prior to 01/04/18

 **2018/2019** **Actual Net** **Balance**

 **INCOME**

**Parish Council**

 10 Precept £103,088.00 £103,088.00 £0.00

 20 Grants £0.00 £3,120.75 £3,120.75

 32 Unity Trust Bank Interest £0.00 £0.00 £0.00

 40 Miscellaneous £0.00 £10,843.44 £10,843.44

 50 Barclay's Savings Account £0.00 £28.71 £28.71

 90 Prizes and Awards £0.00 £0.00 £0.00

**Total Parish Council** £103,088.00 £117,080.90 -£13,992.90

**Total Income** £103,088.00 £117,080.90 £13,992.90

 **EXPENDITURE**

 **Parish Council**

 100 General Administration £22,645.00 £10,593.53 £12,051.47

 110 Salaries £40,190.00 £24,320.61 £15,869.39

 120 Repairs & Grounds Maintenance £31,096.00 £15,971.15 £15,124.85

 130 Villages' Improvements £1,050.00 £29.78 £1,020.22

 140 Play Areas £6,846.00 £5,922.00 £924.00

 150 Subscriptions £764.00 £661.00 £103.00

 160 Christmas Celebrations £10,501.00 £4,151.99 £6,349.01

 170 Debit Card - General Expenses £310.00 £902.09 -£592.09

 180 Donations £2,700.00 £2,700.00 £0.00

 190 Key Holder Salary £0.00 £0.00 £0.00

 200 Capital Expenditure £0.00 £0.00 £0.00

 **Total Parish Council** £116,102.00 £65,252.15 -£50,849.85

 **Total Expenditure** £116,102.00 £65,252.15 £50,849.85

Total Income £103,088.00 £117,080.90 £13,992.90

Total Expenditure £116,102.00 £65,252.15 £50,849.85

Funded by reserves £0.00

**Total Net Balance** **-£13,014.00** **£51,828.75**