

**Minutes of the Meeting of Lapley, Stretton & Wheaton Aston Parish Council held on Thursday 7th June 2018 at Lapley and Wheaton Aston Village Hall**

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

 Cllr S Whittingham Wheaton Aston

 Cllr P Timson Wheaton Aston

 Cllr. M. Griffiths Lapley

 Cllr A Anderson Stretton

 Cllr W Millington Wheaton Aston

 Cllr P Elson Wheaton Aston

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

 1 member of the public

 Cllr R Wright Staffordshire District Council

 **Apologies:** Cllr B Wells Stretton

 **C**llr M Fox Lapley

 Cllr Mrs B. Cox Wheaton Aston

 Cllr M Sutton Staffordshire County Council

 Cllr B Cox Staffordshire District Council

**Absent:**

**Public forum.**

**Standing orders were imposed 7.30pm**

**30. To consider apologies**

Apologies and reasons of absence were accepted from Cllr Wells, **C**llr M Fox , Cllr Mrs B. Cox , Cllr M Sutton and Cllr B Cox

**31.Election of Vice-Chairman**

Cllr Whittingham resigned from the role of Vice chairman

**Resolved:** Cllr P Elson (proposed by Cllr Whittingham, seconded by Cllr Millington) to act for June and Cllr P Timson to take the role for July’s meeting

**32.Declaration of Interest/Dispensation**

Cllr Noblett declared an interest in agenda item 40.

**33.Signing of the minutes**

The minutes of the Parish Council meeting held on 3rd May 2018 were signed as a true and correct

copy.

**34.Clerks Report**

The Clerks report was accepted.

Clerks Report

June 2018

**Information**

The stepping stones at Primrose play area are due to be changed w/c 21st May 2018

Repairs to the zip wire and pendulum swing at Marston field have been completed

Church Lane, Lapley will be closed on 15th July from 9am for road works. More details can be found at <https://apps.roadworks.org/downloads/tm/rg_road-closure-ttro-second-notice-105666262-3101209.pdf>

**Consultations:**

**Meetings / Events**

2.5.18 Lapley onsite

30.4.18 Staffordshire Police re grant application

8.5.18 Fencing contractors Turnocks Electrical contractors re Christmas lighting

9.5.18 P Davies Landscapes re Lapley Green

17.5.18 D Campbell- GDPR

12.6.18 D Firkins SSC highways

**Training/CPD**

GDPR-ongoing

**Items emailed to councillors**

30.4.18 Staffordshire Police Rural Crime Survey

30.4.18 C Howe Concerns on Marston Field

2.5.18 C Howe concerns on Marston Feld

2.5.18 A Aston grounds maintenance schedule

10.5.18 SPCA news bulletin

13.5.18 L Duffy Bridge Farm development

13.5.18 SPCA news bulletin amendment

14.5.18 H Astley SSDC Council round up

14.5.18 A Aston grass cutting schedule

15.5.18 The Samaritans

15.5.18 Planning application 18/00310/FUL

17.5.18 SPCA news bulletin 15.5.18

21.5.18 CSW letter for speeding

23.5.18 A Aston grass cutting schedule

24.5.18 M Sutton, notice of road closure

24.5.18 HMRC update

**Enforcement**

**Use of devolved powers**

£70 moved to Village orderly salary from ‘Newsletter’ to account for news and Views delivery

**Decisions issued**

Clerk advised that the end of year accounting has been successful with new budget headings set in

Edge (accounting software). The internal auditor is due on 15th May 2018

Clerk reminded Council of the Code of Conduct Training being held at Penkridge on 12th June at 6pm

**35.Policing reports**

**No report**

36**.District report**

Over the past two years the Council has transferred operations, they hold a view of ‘one council’ where the entire Council works together as one unit. Staff are learning various roles for transferable skills. All grounds maintenance in now in house.

I54 is to be extended subject to planning approval so that more industry can be accommodated.

The link road has not been approved, a decision is due soon.

Clerk and Chairman took part in the Peer review panel for South Staffordshire Council

**37.County report**

Unavailable

38**. Financial matters**

* 1. **Resolved** to accept the Financial Comparison to 31st May 2018
	2. **Resolved** to accept the Financial Summary to 31st May 2018
	3. **Resolved** to approve the expenditure for May 2018
	4. **Resolved** to approve the 2017/18 Balance Sheet
	5. **Resolved** to accept to approve the Annual Return Governance Statement
	6. **Resolved** to approve the Annual Return Accounting Statement
	7. **Resolved** to accept the Internal Independent Auditor’s Report
	8. **Resolved** to note the inspection period
	9. **Resolved** to accept approve an interim audit mid year (on going) with Black Rose Solutions for the following three years
	10. **Resolved** to a note payments/decisions made under delegated powers

**39.Planning Recommendations:**

a) planning application 18/00341/VAR - ***resolved:*** no objections

planning application:18/00310/FUL- ***resolved:*** no objections

b) Planning application received after papers issued: 18/00428/FUL - ***resolved:*** Council are concerned about the location for the access due to poor vision and the close distance to the junction.

c) List of planning decisions received since the last meeting: None

d) Enforcement cases: None

e)No delegated responses sent

**40. Children’s Posters**

**Resolved** Poster selected**.** Clerk to purchase a book set appropriate for the year group, Clerk to advise school and ascertain the winning year group.

**41.Support Request**

**Resolved** cannot offer funding to The Samaritans for 2018/19 and will budget for 2019/20 subject to the return of the grant form by 30th September 2018.

**42. Working group reports**

* Christmas Lights- Turnocks have purchased additional lights for the tree due to breakage of the previous set. Structural tests are to be conducted. Clerk will return the relevant license to Eon.
* HR- to be booked
* Maintenance
1. Tree reports

**Resolved :**

* to accept the work required and recommendations as a schedule of work (attached)
* Quotes are to be obtained to complete the recommended works on all trees highlighted in red as per the report schedule
* Due to the level of work required on the Oak at Primrose a quote to reduce the crown by 20% and remove the deadwood as discussed with the relevant officer at SSDC.
* An additional tree review is to be completed in 2019 on the remaining trees (recommendation in blue) and work scheduled for autumn 2019. Amount to be added to the precept 2019/2020
1. Sign purchase **Resolved:** to purchase the playground sign from GG Street Name Plates and liaise with Cllr Sutton who will be funding it
2. Bench repair **Resolved:** to reconsider quotes for a new bench, Clerk to obtain quotes for metal, plastic and wooden benches to replace.
3. Lapley Green. Residents have viewed the plans drawn up and have been offered a two week period to submit any alteration requests to the Clerk. Plans appeared to be well received. This is to form a future agenda item.

**43. Community Speed Watch Letters**

**Resolved** to contact Cllr Sutton and request that SSC send similar letter to both farms and haulage companies that operate within the Parish.

**44. First Responders**

Concerns have been raised that there are not enough trained volunteers in the Parish.

**Resolved** to contact MP J Lefroy and request that he contacts the Ambulance Service and express concerns that there a very few trained volunteers within the Parish and there are many volunteers willing to train.

Cllr Wright is to raise this subject with the CEO of South Staffordshire Council.

**45. Policies**

**Resolved** to approve and adopt the following policies:

* Cookie information policy
* SAR checklist procedure
* DPIA checklist procedure
* Constituent notice
* Data assessment

**Resolved** to defer the following policies to the next meeting

* Data Protection /privacy
* Privacy notice for employees
* Hr and retention policy
* Erasure policy

**46.Councilor Co-option -**

Resolved to co-opt Mrs Sue Whittingham to the Parish Council with immediate effect, Clerk to notify.

(list of accounts received to date enclosed)

**47. 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**
* **Freight hub update**

**48.** **Date of next meeting**: 5th July 2018 at 7.30pm at Lapley and Wheaton Aston Village Hall

**Meeting closed 9.10 pm**

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

**Council Attendance**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Wheaton Aston** | **Stretton** | **Lapley** | **Total Attendance** |
| **BJC** |  | **PE** | **WM** | **TN** | **PT** | **SW** | **AA** | **BW** | **MF** | **MG** |  |
| 3/5/18 | X |  | A | A | X | X | X | X | A | A | X | 6/10 |
| 7/6/18 | A |  | X | X | X | X | X | X | A | A | X | 7/10 |
| 5/7/18 |  |  |  |  |  |  |  |  |  |  |  |  |
| 6/9/18 |  |  |  |  |  |  |  |  |  |  |  |  |
| 4/10/18 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1/11/18 |  |  |  |  |  |  |  |  |  |  |  |  |
| 6/12/18 |  |  |  |  |  |  |  |  |  |  |  |  |
| 10/1/19 |  |  |  |  |  |  |  |  |  |  |  |  |
| 7/2/19 |  |  |  |  |  |  |  |  |  |  |  |  |
| 7/3/19 |  |  |  |  |  |  |  |  |  |  |  |  |
| 4/4/19 |  |  |  |  |  |  |  |  |  |  |  |  |

 **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**

 23 fp11343771 £517.92 18/05/18 Staffordshire County Council Superannuation Fund - £517.92

 4sp May Pension

 1 £61.49 110/4/3 Pension ER's KD

 2 £354.18 110/4/3 Pension ER's AW

 24 chq3000066 £300.00 180/2 18/05/18 South Staffordshire Citizens Advice Bureau - Grant £300.00

 2018/2019

 25 fp38337220 £300.00 180/3 18/05/18 Wheaton Aston Carnival Association - Grant £300.00

 4CA 2018/2019

 26 chq300065 £1,000.00 180/3 18/05/18 Wheaton Aston Community First Responders - Grant £1,000.00

 2018/2019

 27 fp52425935 £1,000.00 180/1 18/05/18 Brewood & District Voluntary Car Scheme - Grant £1,000.00

 5VCS 2018/2019

 28 fp31619633 £204.25 100/11/1 18/05/18 Black Rose Solutions Ltd - 2017/2018 Internal Audit £204.25

 7br

 29 DD17.05.18 £56.33 100/10 18/05/18 EE - Monthly Mobile Charges £56.33

 30 fp94989114 £260.00 100/2 18/05/18 South Staffordshire District Council - Monthly Office £260.00

 1ss Rent

 31 fp46814564 £150.00 140/7/1 18/05/18 Forest of Mercia CIC - Reshape Willow Dome £150.00

 6fm

 32 DD15.05.18 £8.14 100/10 18/05/18 Mainstream Digital Ltd. - Call Charges £8.14

 33 DC 02.05.18 -£295.28 100/8 18/05/18 Came & Company - Reduced playground equipment -£295.28

 valuation

 34 fp18466898 £14.68 18/05/18 Mrs Karen Daker - Expenses £14.68

 9kd

 1 £14.00 100/13 Postage of May Agenda

 2 £0.68 100/18/3 Travel to Post Office

 35 fp72129593 £953.40 120/1/1 18/05/18 Bloomin Gardens & Landscapes Ltd - Monthly Charges £953.40

 bg

 36 fp76381139 £2.66 18/05/18 Mr. Malcolm Bissell - Expenses £2.66

 31mb

 1 £3.15 100/18/4 Mileage

 2 -£0.49 120/1/5 Difference between Jan expenses and March

 37 fp52565944 £88.68 100/16 18/05/18 Microshade Business Consultants Ltd - Monthly £88.68

 5ms Hosting Fee

 9js

Signature Signature

Date

21/05/18 10:48 AM Vs: 8.06.02 ***Page 1 of 2***

**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**

 43 fp26803100 £415.39 18/05/18 HMRC - May Tax £415.39

 3hm

 1 £28.80 110/4/2 Tax KD

 5 £24.20 110/5/2 Tax JS

 6 £112.00 110/6 Employers NI

 44 fp95689072 £250.00 100/3/1 18/05/18 SLCC Staffordshire Branch - CilCA for Clerk £250.00

 6sl

 46 fp10373888 £480.00 100/20/2 18/05/18 South Staffordshire District Council - GDPR Audit £480.00

 7ss

 47 fp37170338 £74.98 100/4/1 18/05/18 South Staffordshire District Council - Printing of £74.98

 ss Spring Newsletter

 48 fp36790782 £205.20 140/10/1 18/05/18 Sedgley Signs - Replacements Signs for Playparks £205.20

 1ss

 49 fp30618733 £87.00 100/13 18/05/18 Post Haste - Stamps £87.00

 9ph

 50 fp43110938 £104.15 18/05/18 Mrs Amy Watson - Expenses £104.15

 6aw

 1 £101.25 100/18/1 milage

 2 £2.90 100/6/2 Meeting expenses

 51 FXCard £6.99 140/7/1 18/05/18 FairFx Pre Paid Card - Lock for Marston Field £6.99

 52 £364.31 100/12 18/05/18 Ricoh U K Limited - Feb 12- May18 Charges

 53 fp46539727 £41.40 100/3/2 21/05/18 SLCC Enterprises Ltd - Conference 17 (sent to £41.40

 1180521slc school address)

 Confidential

**Total** £9122.87