

# Minutes of the Meeting of Lapley, Stretton & Wheaton Aston Parish Council held on Thursday 1st July 2021 at Lapley and Wheaton Aston village hall.

**In attendance:**

Cllr W Millington Wheaton Aston (Chairman)

Cllr A Anderson Stretton (Vice Chairman)

Cllr T Noblett Wheaton Aston

Cllr R Nelson Wheaton Aston

Cllr E Dadd Stretton

Cllr Sue Whittingham Wheaton Aston

Cllr J Hodgkiss Wheaton Aston

Cllr V Renfrew Lapley (arrived 7.04pm)

Cllr M Smith Wheaton Aston (arrived 7.04pm)

**Also in Attendance:**

Mrs A Watson Parish Clerk

Cllr V Jackson Staffordshire District Council

Cllr B Cox Staffordshire District Council

**Apologies:**

Cllr M Sutton Staffordshire County Council

Cllr S Whittingham Wheaton Aston

**Absent:**

Cllr M Griffiths Lapley

**Public Forum –** No members of the public were present.

**Chairman reminded all present of the following:**

***All councilors, employees and members of the public attending the meeting are kindly requested take a lateral flow test at least thirty minutes before entering the meeting place. In the event of a positive result please do not attend and follow Government advice. Masks will be mandatory unless a valid exception applies.***

***All attendees must follow social distancing guidance, sanitizing guidance and must use the Track and Trace system. Information from the track and trace system will be retained for 28 days***

***PPE can be found by the entrance to the building, please sanitize on entering and leaving***

**Standing orders were imposed 7.00pm**

# 18. To consider apologies

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

# 19.Declaration of Interest/Dispensation

No declarations of interest or dispensations were received.

 **20. Signing of the minutes**

The minutes of the extra ordinary Parish Council meeting held on 5th May 2021 and the minutes of the Annual Parish Council meeting held on 6th May 2021 were agreed to be a true and Correct copy.

**21.To receive report from Parish Council Clerk**

**Resolved** to accept the report

**Lapley, Stretton and Wheaton Aston Parish Council**

**Clerks Report**

**Information**

* 5.5.21 Moles at Marston Field reported to contractor
* Missing ironworks on Long Street at junction with Meadowcroft reported to Severn Trent, reference number 2005207030. An inspector will check it.
* Plant a tree for the Queens Jubilee <https://www.coolearth.org/projects/queens-green-canopy/>
* BT phone box on Frog Lane is scheduled for removal
* AGAR returned to external auditors
* DofE candidate has completed his volunteer term, report has been submitted
* Damage to Broadholes Play Park reported Via Staffs Police website. Ref-497 08/06/21
* Collapsed cover in verge on Bickford Road reported it to Highways - Ref 4244449 – Non-urgent works order raised.
* Notice of exercise of Public Rights displayed on the Parish Noticeboards & website.
* One bug house is missing and he tubes have been taken from another one. This is has been replaced
* Use of Broadholes Lane update- SSC planning have been in touch to advise they are processing the application for advice and will be in touch with a date to meet
* Birkenshaw Lane update- no new information to date, a decision is expected in August 2021
* Queens Platinum Jubilee info [**www.queensjubileebeacons.com**](https://smex12-5-en-ctp.trendmicro.com/wis/clicktime/v1/query?url=http%3a%2f%2fwww.queensjubileebeacons.com&umid=cbb4c7cc-5f90-4a38-b201-e206b74fc938&auth=438558d5329f5814a0a31cfd8e89073841978136-b79bead63c9790c8f93f31bc636bc7fd2fe1238e)

**Maintenance**

3 Skate ramp panels replaced

Exposed foundations of youth shelter recovered and re-turfed

**Consultations**

South Staffordshire Boundary Reviews <https://www.lgbce.org.uk/media/media-resources/west-midlands/have-your-say-on-a-new-political-map-for-south-staffordshire> closing date 2.8.21

**Meetings/Events**

24.5.21 Tree Survey

Keep Britain Tidy event may 28th – June 13th 2021

15.6.21 planning working group

15.6.21 Clerk/a clerk Cloudy IT

17.6.21 SSC Boundary review 6pm

23.6.21 FPMG

24.6.21 Clerk/a clerk Cloudy IT

28.6.21 Clerk to meet auditor

29.6.21 Clerk Risk assessment company for Lapley Green

29.6.21 Clerk/a clerk Microshade re IT

1.7.21 Full council

7.7.21 Clerk Wolgarston school

**Training/CPD/ SPCA Upcoming courses**

22.4.21 Edge, Paperless council

6.5.21 SSC opening indoor venues

9.6.21 Data protection for officers (assistant Clerk attending)

30.6.21 (Clerk) Suicide awareness training

14.7.21Using Facebook to enhance your Councils Communications14/7

14.9.21Data Protection Workshop for Officers14/9

17.9.21Data Protections Essentials for Cllrs

2.6.21 &23.6.21 Chairmanship

9.6.21 Events & H&S

14.6.21 Planning - Making Effective Representations

16.7.21 & 30.7.231 Be a Better Councillor

7.9.21 Councillor Fundamentals

16.9.21 23.9.21 Charitable Trusts (Clerk attending)

20.9.21 Understanding Code of Conduct

**Items emailed to councillors**

29.4.21 SPCA High court case judgement

29.4.21 NALC response to the judgement

29.4.21 SPCA newsbulleltin

4.5.21 SSC planning application 21/00435/FUL

4.5.21 SCC planning application 21/00119/FUL

5.5.21 SGS ltd update on camera repair

5.521 SSC validated planning applications

5.5.21 SCC Birkenshaw lane application update 5.5.21 NALC star council awards

11.5.21 G Williamson response to the high court judgment

11.5.21 SSC Code of conduct update

13.5.21 SPVA news bulletin

13.5.21 M Quinn SSC community safety funding

17.5.21 SPCA update on the rule of six

17.5.21 SSC Telephone box removal

17.5.21 SPCA training update

20.5.21 SPCA newsbulletin

25.5.21response to letter on remote meetings from Theo Clarke MP

25.5.21 Suggestions from residents on the use of Broadholes Lane

25.5.21 The Local Government Boundary Commission- Boundary review for South Staffordshire Council

27.5.21 SSC Planning application 21/00522/COU

27.5.21 SPCA newsbulletin

14.6.21 SSC planning application 21/00537/FUL

14.6.21 SCC Select bus service tender

14.6.21 SPCA newsbulletin 10.6.2116.6.21

17.6.21 SPCA newsbulletin

21.6.21 HNHS member update on Covid vaccinations

22.6.21 SSC update on phone box removal

23.6.21 Cannock Chase sustainability team short film on sustainability

23.6.21 SPCA training date bulletin

24.6.21 SPCA newsbulletin

**Use of devolved powers**

Letter sent to Gavin Williamson MP and Theo Clarke MP to express disappointment that the High Court judgment resolved that remote meetings cannot go ahead without legislative changes from parliament

Stickers for suggestion box ordered at £6ea

£30.76 (Magnus) for varnish to repaint the parish benches

Grant application filed to SSC for improving the high-street

Grant application field to the crime commissioner fund for funding towards the new SID posts at Stretton

16.6.21 Comment ‘No objections’ planning app 21/00537/ful

Planning commented submitted: **21/00260/FUL**

LSWA PC object to this application on the following grounds.

**Road safety concerns**

A road traffic assessment has not been completed, it is the opinion of LSWA PC that this is essential and the application should progress without one

A canopy has already been erected without permission, has a structural analysis been untaken? It is assumed that this has been raised to facilitate heavy goods vehicles. On the basis of the assumption LSWA PC believe that the road is too narrow to accommodate HGV’s entering and exiting the site. There is a visibility issue with the brow of the hill from the East plus double white lines and a staggered junction in addition to two feeder roads to the A5 being located either side of the site. Turning in and out of these roads will become both extremely difficult and dangerous for all vehicles as will entrance to the actual site for HGV’s and vehicles.

The site has no facilities for queueing which would no doubt result with a service station, café and a car wash, thus potentially causing traffic to queue on the A5.

This development is trying to attract HGV’s on a road that has been de-trunked and where HGV’s are encouraged to use the M54 and the trunk road network. HGV’s should not be encouraged to use this this road unless for access.

As part of the assessment work for the WMI the collective group were assured that it would not result in an increase in HGV movement along this section of the A5, this development is in complete contradiction to this presumption

There are a number of new developments already under construction within both neighbouring parishes, therefore there will already be an increase of large vehicles

**Drainage and foul drainage.**

There is no plan regarding drainage and particularly storm water. A flood risk assessment needs to be included.

An impact assessment needs to be conducted for water and drainage. We understand that one septic tank serves three properties

**Impact on neighbours.**

This application is an extension of the original use of the premises with the addition of use by HGV’s. The café and the car wash will have a negative impact on local resident’s, this is not an appropriate location for such development

The two adjacent dwellings are bungalows and the proposed two storey development with windows overlooking would impact severely on the privacy of their private recreational areas.

**Impact on the green belt.**

This development is in the green belt, it protrudes rearwards into the green belt and as it’s at a higher level will clearly impact on the openness of the green belt. There are not any special circumstances put forward that would allow this development.

An environmental impact assessment has not been carried out, all local councils have recently declared a climate emergency and approving such a development could arguably be classed as against any policy.

 \* There has been no contamination risk assessment or any consideration given to the contamination of soil should there be any leakage from fuels.

Density:

 NPPF 122 Planning policies and decisions should support development that makes efficient use of land, taking into account:

c) the availability and capacity of infrastructure and services – both existing and proposed – as well as their potential for further improvement and the scope to promote sustainable travel modes that limit future car use;

d) the desirability of maintaining an area’s prevailing character and setting.

There are existing services available nearby and the infrastructure on this section of the A5 does not lend itself to such a development and certainly does not limit future car or HGV use. This is turn will go against SSC’s climate change strategy and will contribute to further emissions. There is no inclusion of charging points for plug-in vehicles.

The proposed use height and scale of the development will encroach upon residents privacy and will be an eyesore and will therefore do nothing to maintain the areas prevailing character or setting.

NPPF 145. A local planning authority should regard the construction of new buildings as inappropriate in the Green Belt if:

c) the extension or alteration of a building provided that it does not result in disproportionate additions over and above the size of the original building;

**Planning comment submitted:**

**20/01143/FUL- Development at the Bell**

LSWA PC object to this application on the following grounds.

* + The proposed development is on a narrow section of road with double- white lines, on the brow of a hill, there are narrow junctions with poor visibility adjacent
	+ the speed limit has been reduced to 50 mph already due to safety reasons, LSWA PC are in discussion with other agencies about the possibility of conducting a speed review of the area.
	+ The application is lacking a transport traffic assessment
	+ The access does not have slip roads, adequate slip roads need to be built and access only allowed into and out of the development from and to the west bound side of the road.

NPPF 108: sites should have safe and suitable access for all users.

With HGV’s using the site, this is not safe nor is it suitable.

* + Congestion on site and potential over spill to the road is likely as there are an insufficient number of spaces proposed and insufficient space on the site to manoeuvre.

NPPF 109: Development should be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network would be severe.

Congestion and potential accidents would be a major issue where emergency vehicles are concerned and we have many emergency vehicles using this stretch.

* + This section of the A5 was de-trunked after the M54 was build, there are plans to build an M54/M6 link, this it will encourage vehicles and HGV’s not to use this section of the A5, this development would encourage HGV’s to use this section of the A5 as short cut between Gailey and the A41.
	+ There is a need for off road parking for HGV’s but these need to be on the trunk road network and away from residential development
	+ As part of the assessment work for the WMI the collective group were assured that it would not result in an increase in HGV movement along this section of the A5, this development is in complete contradiction to this presumption. Such development needs to be away from residential development.

NPPF 111: All developments that will generate significant amounts of movement should be required to provide a travel plan, and the application should be supported by a transport statement or transport assessment so that the likely impacts of the proposal can be assessed.

* + This development is in the Green belt and will have a detrimental impact on the openness of the Countryside, there are no special circumstances proposed and an environmental impact assessment has not been completed.

NPPF 143: Inappropriate development is, by definition, harmful to the Green Belt and should not be approved except in very special circumstances.

* + It is within a licenced premise which is currently in keeping with the rural location, this application is more a kin to an industrial development.
	+ The development adjacent to a licenced premise will vastly reduce the possibility of ‘The Bell’ returning to a pub and restaurant. Has consideration been given to if this public house meets the criteria to close?
	+ The development will operate 24/7 and will create noise nuisance for local residents.
	+ The land behind slops down and the light nuisance caused will impact on the green belt and openness of the area. Again the lack of environmental impact assessment is relevant as the Royal Commission on Environmental Pollution’s 2009 report defines appropriate levels and the adverse effect on the ecology
	+ Insufficient assessment of drainage issues have not been taken into account to deal with storm water falling onto the hardstanding. There need to be an adequate ‘flood risk’ assessment before this application can be considered further plus a full impact report. We understand that only 1 septic tank serves 3 properties on/near to the development site.

**21/00260/FUL amendment (19.5.21)**

LSWA PC object to this application on the following grounds.

On initial inspection the amendment appears to be the removal of the flat.

The canopy is already in place, without prior permission, and any amendments are immaterial to this. Our previous comment enquired about a structural report having been undertaken for this canopy, has this been completed?

It is assumed that this has been raised to facilitate heavy goods vehicles. On the basis of the assumption LSWA PC believe that the road is too narrow to accommodate HGV’s entering and exiting the site. There is a visibility issue with the brow of the hill from the East plus double white lines and a staggered junction in addition to two feeder roads to the A5 being located either side of the site. Turning in and out of these roads will become both extremely difficult and dangerous for all vehicles as will entrance to the actual site for HGV’s and vehicles. The gradient of these roads coming into the A5 pose visibility issues. The updated plans depict the road as fairly flat and therefore are misleading.

This development is in the green belt, it protrudes rearwards into the green belt and as it’s at a higher level will clearly impact on the openness of the green belt. There are not any special circumstances put forward that would allow this development.

The BP garage to the east of Gailey along with convenience food provision stores in nearby Penkridge provide fast food. The convenience of 2-3 deliveries per week to the site to be made after closing hours is questionable as it could will cause noise, light pollution and will encroach upon local resident’s privacy during what are normally quiet evening hours.

 The scheme makes provision for 20 car parking spaces. This along with the “notable number of employee” vehicles and the HGV movements proposed for The Bell is encouraging more vehicle movements on and off a fast and busy road. This development accommodates HGV’s, this is on a road that has been de-trunked (in 1995) and where HGV’s are encouraged to use the M54 and the trunk road network. HGV’s should not be encouraged to use this road unless for access.

As part of the assessment work for the WMI the collective group were assured that it would not result in an increase in HGV movement along this section of the A5, this development is in complete contradiction to this presumption

With many more vehicular movements being encouraged, this will only serve to add to congestion. How is this relevance to the inclusion of Core Policy 11 and how will the Council seek to ensure that accessibility will be improved and how this proposal will widen transport choices? The location is not in a densely populated area and certainly not within walking distance for many of the local residents. Cycling to the location is highly risky and dangerous on such a busy road and this mode of transport will not allow for transporting shopping safely. There are no bus routes along here either therefore it I questionable as to how it will reduce the need to travel.

The principle of development. NPPF policy refers to provision of road side facilities on Motorways and the trunk road network and it is commonly known that this is not part of the trunk road network.

The agreement with the WMI was that traffic will be diverted and taken away from the A5 therefore questioning the need for such a development.

Due to the poor public transport provision and safety issues around cycling along the A5 employees will need to gain access by vehicle and therefore will encourage more traffic which contravenes the climate emergency policy. Plans have stated that the number of employees will be ‘notable’.

The Bell as a stand-alone country pub was a small, intimate and very pleasant eating establishment with a long -standing history. It opened only in the quiet evening times (not every night and at weekends which was in keeping with the attraction and ambiance of the area. This development would be open from early morning until late night with deliveries being made after closing time and the comings and goings from the site would be very distinguishable to what is has been over many years. This is a convenience stop and does not form part of the attractiveness or ambiance of the countryside atmosphere.

The effect of development on the local highway network. The visibility for access and egress from the site is poor. As already stated the site is not suitable for walking, cycling or taking the bus.

**Planning comment for 21/00522/COU**

LSWA PC wish to object to the planning application on the following grounds:

* Concern raised about if the house is structured correct for the correct management of the proposed business and adequate staffing facilities
* Parking will prove to be a significant issue as there will be increased space required due to high staffing levels and visitors to the home. There is currently very little off road parking space with many vehicles already having to park on the verge. There doesn’t appear to be a sufficient amount of land allocated to address this issue. Verge parking is not acceptable for the access of emergency vehicles
* The road does not have paving facilities so is therefore unacceptable for pedestrian access to both the hospital and the village centre. Isolation could be a result of this in addition to the danger of walking dangerous road which has a speed limit of 60 mph. This is a main route to Wheaton Aston and is regularly frequented by tractors, other farming vehicles and horses. This stretch of road is regularly brought up at Parish Council meetings for the issues it poses.
* This current application for change of use has been made for the extended service of Huntercombe Hospital. The existing hospital site has grounds and a derelict property adjoining, sharing their access drive. A care facility would be well placed within these grounds given the advantageousness of staffing, transport and security. Surrounding the parish there are several homes providing a similar service, therefore this home would be better suited to house a family to plug the local infrastructure that is questionable due to the demographics of the area.
* Noise pollution. Increased noise is expected due to an increased number of people sharing home plus the addition of staff working on a rota basis 24 hours a day.
* Local business have reportedly been adversely affected by the recent addition of a similar home near to the proposed new site due to increased noise pollution. Such businesses are an essential part of the community and provide local work. Measures need to be in place to protect their future
* It has been noted that the adjoining land had been for sale and had allegedly been awarded planning permission. How can we safe guard this land and ensure that the home does not expand and any further permission be allocated to residential only?

£43.99 for litter picker for employee – Bago ltd

Applied for Shed alarms from the Community Safety Fund SSC

Remaining jobs completed at Broadholes play area inc new stakes to secure seating area and board edging by sand pit. The jetty is now closed off

Afeb removed dangerous tree at Primrose play area £120

£26.99 new bug house for Primrose Play Area

**SSC Planning Decisions**

20/01090/FUL - Application approved with conditions

21/00016/TREE - Application approved with conditions

21/00129/FUL- Application approved with conditions

21/00163/FUL- Application approved with conditions

21/00221/FUL - Application approved with conditions

**22. To receive report from Staffordshire County Council**

Items were sent for council consideration in advance in the absence of Cllr Sutton:

1. My community fund link [2021 Community Fund - Staffordshire County Council](https://www.staffordshire.gov.uk/Your-council-and-democracy/Members/County-Councillors-Fund/County-Councillors-Fund.aspx)

Councillors were encouraged to pass details to groups that may benefit

1. My Highways Fund, I think I mentioned before the election that I wanted to take a 4 year approach to this, so that I can plan effectively across all 5 Parish Councils how I allocate it. I very happy to part fund with Parish Councils schemes and wondered if members had had any thoughts. I do hope Highways have been in touch regarding the scheme in Lapley, the final price very steep and I’m not sure it’s deliverable without the Parish allocating a very large sum. If you haven’t had details I’ll ensure that Diane contacts you. I’m happy to use the fund to have additional posts erected for SID’s. Please let me know your thoughts.

**Cllr Smith and Cllr Renfrew attended 7.04pm**

**Resolved:** to accept the report, share details of the community fund and set a Traffic Committee meeting to consider the schemes and invite Cllr Sutton to be a member

**23.To receive report form South Staffordshire Council**

SSC members suggested that the round up sent out by the District officers is sufficient as a report

Queries about the SSC views on the boundary reviews with particular reference to the Constituency change raised

NALC have suggested reports are obtained in advance.

**10. Financial matters.**

**Resolved:**

1. To approve the expenditure and income for April and May 2021
2. To accept the financial summary to 31st May 2021
3. To accept the Financial Comparison to 31st May 2021
4. To accept payments/decisions made under delegated powers

**25. Planning recommendations**

**Resolved** to submit the following comments:

*20/01143/FUL(amendment) LWA PC object on the following points:*

* *The application form states that the current use of the site is a dis-used parking for Public House. This information may be incorrect, it appears to have recently been used as a car sales site and snack bar site.*
* *There is no provision for toilets or litter disposal.*
* *The same issues still exist as per previous comments: noise, pollution and privacy for local residents impacted.*
* *Potential to take camping business away from local farms who provide high quality sites for visitors to the area. These sites provide the correct inspected facilities for campers. It is unclear what the intention is by providing parking for campervans and caravans..*
* *There is not an evidence based claim for lack of parking*
* *Is there evidence to support the improved vehicle safety? Commercial vehicles and farm vehicles are being encouraged to use the site with larger vehicles trying to access/ exit the site onto a busy and fast road whilst l negotiating staggered junctions.*
* *The site will be operating within business hours of The Bell Pub, there are no plans for the pub to be operating until Phase 2*
* *The location is incorrect, the dangers on the road from previous comments still remain*
1. Planning applications received after the agenda papers distributed- 21/00683/FUL **Resolved**: No objection

**26. Local Government Boundary Commission review on boundaries within South Staffordshire Council-**

Clerk gave an update on the response.

**Resolved to** comment that the PC is aware that the parish is slightly below the recommended electorate figures and would welcome a smaller ward to bring the numbers within the recommended range

Clerk has contacted the legal team at SSC for advice on the parliamentary view and the possible effect on the parish falling under a new ward.

[**https://www.lgbce.org.uk/media/m edia-resources/westmidlands/have-your-say-on-a-new-political-map-for-south-staffordshire**](https://www.lgbce.org.uk/media/m%09%09edia-resources/westmidlands/have-your-say-on-a-new-political-map-for-south-staffordshire)

**27. Queens Platinum Jubilee celebrations**

**Resolved** Cllrs to bring suggestions to the September meeting.

New tree are required at Marston Field, suggestion to plant these as part of the celebrations and a install a plaque (the Queens Green Canopy). The carnival committee are hoping to run the carnival and concert the same weekend.

**28. Working group reports-decision**

**Resolved** to accept the following recommendations

* Map board - recommendation: *September cut off for the approval of the pathway at Birkenshaw Lane and pathway in Stretton to be added to the Definitive Map, if these are not added by this date the Map board will be ordered*.
* Stile request- recommendation to *contact County Rights Of Way to request that the landowner is contacted and assess if the stiles are adequate and a request a provision for dog access*
* Finger post replacement and maintenance- recommendation to assess the post and organise *replacement if needed (£530) and working group to undertake maintenance as* agreed. Clerk to share risk assessment
* Bus shelter cleaning- recommendation to *clean once a year in Spring, this year asap by Shelutions expected cost £190.00*
* Storage solutions- recommendation to consider *more possibilities for the location of a 10ft container. Suggestion include: Sports and social car park, stables at the rear of the coach, village hall car park with a* CCTV. To consider at a future meeting

* Tree at Broadholes Play Area - recommendation to cut back one stem
* Tree survey work- recommendation to plant additional tree as part of the ‘the Queens Green Canopy’ along path of field near dog walk to soak water off the area, second planting area at the end of the gate by the wood yard, contact the woodland trust and ask for native trees. Appoint Morfe Valley reistograph/aerial inspect the oak at Primrose £250. Morfe valley to return to complete survey of trees that couldn’t be accessed and to do an ash die back check FOC. Quotes to be obtained on highlighted issues in survey and report
* Cedar at Lapley green: the surveyor and an additional contractor have advised that the tree is failing to thrive and is distressed, the recommendation is to undertake a crown reduction and an advisory note to remove and replant. The council have considered the risk of 1/50k and clerks advice that whilst this risk is tolerable (on the Tolerability of risk framework) actions to mitigate risk should be taken, however it was **resolved** not to take the advice and to leave the tree in the current condition. Clerk was clear that this is a Council decision against advice and recommended that a survey of the tree is taken in 12 months’ time, Clerk to schedule this in with Morfe Valley Arb
* recommendation to apply for a TPO maple at Lapley Green and look to lift branches away from the BT lines, advice required
* recommendation to appoint J Ellis Associates to conduct a Risk assessment Lapley Green
* recommendation to office – commit to a three-year plan lease at the business hub at South Staffordshire Council
* recommendation to purchase a projector and accessories to be purchased from PWD for £616 using the climate funding from SCC

**29. Community Speed Watch Signs**

**Resolved** to use any unspent funds allocated to the SID installation at Stretton for signage up to £800. It is anticipated that a grant application from the Police Crime Commissioner fund will be successful and will result in additional funds for the SID installation

**30. Policies**

**Resolved** to accept the following policies:

* Bring your own device
* Training and development

##  31. Items for future

## Traffic committee update

* Parking on Fritillary Row
* Birkenshaw Lane Update
* Broadholes Lane update

Councillors were reminded of the need to return a completed agenda form in advance

**32.** **Date of next meeting**: Thursday 2nd September at pm at Lapley and Wheaton Aston Village Hall

**Meeting closed 8.09pm**

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

Council Attendance

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date**  | **RN**  | **JH** | **MS**  | **WM**  | **TN**  | **SW**  | **SueW**  | **ED**  | **AA**  | **VR**  | **MG**  | **Total Attendance**  |
| 6/5/21 | X | Ap | X | X | X | X | X | X | X | X | Ab | 9 |
| 1/7/21 | X | X | X | X | X | Ap | X | X | X | X | Ab | 9 |

Lapley Stretton & Wheaton Aston Parish Council

Expenditure transactions - payments approval list **Start of year 01/04/21**

 Tn no Cheque Gross Heading Invoice Details Cheque

 date

 8 dd140421e £50.60 100/10 14/04/21 EE - monthly charges £50.60

 24 FP41019800 £195.90 160/1/1 24/04/21 Npower Limited - CHARGES MPAN 149003007725 £195.90

 9 FPSLCC £263.00 150/1 27/04/21 SLCC Enterprises Ltd - membership 2021 22 £263.00

 10 Fpaw £50.39 27/04/21 Mrs Amy Watson - Expenses - Apr £50.39

 1 £36.00 100/18/1 AMY WATSON MILEAGE

 2 £14.39 100/6/1 ZOOM

 11 fp78707188 £0.00 100/25/1 27/04/21 National Association Of Local Councils - local award £0.00

 7nalc scheme

 12 ddmsd £6.02 100/10 27/04/21 Mainstream Digital Ltd. - charges £6.02

 13 fp92728837 £1,237.00 120/1/1 27/04/21 Ditton Services - monthly charge £1,237.00

 4ds

 14 fp68520997 £137.88 120/5 27/04/21 JRB Enterprises Ltd - dog bags £137.88

 26jrb

 15 fp41772411 £300.00 180/2 27/04/21 Stafford Samaritans - grant 21 £300.00

 9ssam

 16 fp68545231 £260.00 100/2 27/04/21 South Staffordshire District Council - rent £260.00

 1ssc

 17 fp51447680 £264.00 100/4/1 27/04/21 Pink Print - printing n&w £264.00

 3pp

 18 fp86143372 £138.00 100/4/1 27/04/21 Pink Print - delivery charge n&v £138.00

 pp

 19 fp71029931 £3.15 100/18/1 27/04/21 Mr. Malcolm Bissell - expenses £3.15

 5mb

 20 fp12435386 £436.00 150/2 27/04/21 Staffordshire Parish Councils' Association - £436.00

 1spca membership 21 22

 21 fp516616764 £998.00 100/2 27/04/21 South Staffordshire District Council - business rates £998.00

 22 fp636487764 £63.00 100/19/3 27/04/21 Parish Online by GeoXphere Ltd - annual charge £63.00

 23 FP16472951 £103.80 100/19/1 27/04/21 Microshade Business Consultants Ltd - monthly £103.80

 1MS charge

 25 FP66655399 £111.37 160/1/1 27/04/21 Npower Limited - CHARGES MPAN 149000007725 £111.37

 88NPOWER

 26 £22.96 27/04/21 Amazon - Gloves and Litter picker

 1 £9.99 170 blue gloves ( A davies)

 2 £12.97 170 litter picker

 1 £148.61 11/05/21 Mainstream Digital Ltd. - line rental

 1 £47.23 100/10 line rental

 2 £95.09 100/10 broadband

 3 £6.29 100/10 caLL CHARGES

 36 fp12456057 £260.00 100/2 21/05/21 South Staffordshire District Council - Rent - May £260.00

 ssc

 37 fp77132853 £1,237.00 120/1/1 21/05/21 Ditton Services - 2nd Instalment £1,237.00

 1ds

 38 fp62227065 £1,200.00 180/1 21/05/21 Brewood & District Voluntary Car Scheme - Grant £1,200.00

 5bcs

 40 fp76286413 £103.80 100/19/1 21/05/21 Microshade Business Consultants Ltd - Monthly £103.80

 7msa charge

 41 fp91503896 £48.00 120/1/4 21/05/21 Robert Acton - Litter pickers £48.00

 ra

 42 dd210521ee £50.60 100/10 21/05/21 EE - monthly charges £50.60

 43 fp90993470 £43.62 21/05/21 Mr. Malcolm Bissell - Expenses - May £43.62

 mb

 1 £16.20 100/18/1 Milage

 2 £17.08 120/1/5 Materials - VATABLE Screwfix

 3 £10.34 120/1/5 Materials - Non -VATable

 45 FX210521AM £16.63 21/05/21 Amazon - Pens & Sign £16.63

 1 £9.59 100/9 Pens

 2 £7.04 100/9 Keep out sign

 44 fp210521a £46.79 24/05/21 Mrs Amy Watson - Expenses - May £46.79

 w

 1 £32.40 100/18/1 AMY WATSON MILEAGE

 2 £14.39 100/6/1 ZOOM

Sub Total £7,796.12

 £7,280.34 Confidential

**Total** £15,076.46

Income transactions - receipts approval list **Start of year 01/04/21**

 **Tn no** **Ref.** **Gross** **Heading** **Cttee** **Invoice** **Details** **Ref.**

 **date** **Total**

 1 bacs190421 £500.00 20/5 PC 19/04/21 Staffordshire County Council - remittance for £500.00

 scc climate change funding

 2 bacs230421 £52,780.50 10 PC 23/04/21 South Staffordshire District Council - precept £52,780.50

 ssc

**Total** £53,280.50

Signature

**Financial Summary - Cashbook**

 Summary between 01/04/21 and 24/06/21 inclusive.

 Balances at the start of the year

 **Ordinary Accounts**

 Barclays savings account £52,002.85

 Fair FX prepaid card £89.17

 Unity Trust - Current Account £36,145.22

 Unity trust working reserves £27,723.66

 Total £115,960.90

 RECEIPTS Net Vat Gross

 Total Receipts £53,280.50 £0.00 £53,280.50

 PAYMENTS Net Vat Gross

 Total Payments £14,954.21 £725.11 £15,679.32

Closing Balances

**Ordinary Accounts**

Barclays savings account £52,002.85

Fair FX prepaid card £66.21

Unity Trust - Current Account £73,769.36

Unity trust working reserves £27,723.66

Total £153,562.08

Financial Budget Comparison

Comparison between 01/04/21 and 31/05/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/21

 **2021/2022** **Reserve** **Actual Net** **Balance**

 **Movements**

**INCOME**

 4 FX card £0.00 £0.00 £0.00 £0.00

 10 Precept £105,561.00 £0.00 £52,780.50 -£52,780.50

 20 Grants £0.00 £0.00 £500.00 £500.00

 32 Unity Trust Bank Interest £0.00 £0.00 £0.00 £0.00

 33 Reserve Account Interest £0.00 £0.00 £0.00 £0.00

 40 Miscellaneous £0.00 £0.00 £0.00 £0.00

 45 Crime Prevention £0.00 £0.00 £0.00 £0.00

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

 90 Prizes and Awards £0.00 £0.00 £0.00 £0.00

 99 Vat Refund £0.00 £0.00 £0.00 £0.00

**Total Income** £105,561.00 £0.00 £53,280.50 -£52,280.50

 **EXPENDITURE**

00 General Administration £23,840.00 £0.00 £2,401.12 £21,438.88

110 Salaries £231,400.00 £0.00 £7,891.19 £223,508.81

120 Repairs & Grounds Maintenance £0.00 £0.00 £2,241.13 -£2,241.13

130 Villages' Improvements £0.00 £0.00 £0.00 £0.00

140 Play Areas £0.00 £0.00 £0.00 £0.00

150 Subscriptions £760.00 £0.00 £699.00 £61.00

160 Christmas Celebrations £10,351.00 £0.00 £292.64 £10,058.36

170 Debit Card - General Expenses £410.00 £0.00 £19.13 £390.87

180 Donations £4,000.00 £0.00 £1,300.00 £2,700.00

190 CCTV £840.00 £0.00 £110.00 £730.00

200 Capital Expenditure £0.00 £0.00 £0.00 £0.00

201 councillor tablet £0.00 £0.00 £0.00 £0.00

**Total Expenditure** £271,601.00 £0.00 £14,954.21 £256,646.79

Total Income £105,561.00 £0.00 £53,280.50 -£52,280.50

Total Expenditure £271,601.00 £0.00 £14,954.21 £256,646.79

**Total Net Balance** **-£166,040.00** **£38,326.29**

# LAPLEY, STRETTON AND WHEATON ASTON PARISH COUNCIL

# BRING YOUR OWN DEVICE POLICY

## INTRODUCTION

Bring Your Own Device (BYOD) covers the use of personal devices such as laptops, smartphones and tablets, to enable access to council information.

There are increased information risks associated with this, such as making sure that council information is kept secure even if your personal device is lost, stolen or used by another person.

All councilors are provided with a Samsung Galaxy tablet that is for Council use only and therefore the use of councilor personal devices is not encouraged. Please see the Tablet agreement for information on data use on the tablets.

However, it is acknowledged that there may be an occasion where a personal device is used

## SCOPE

This policy is intended to reduce the risks by clearly outlining individual responsibilities, minimum requirements and acceptable use.

The policy is for all employees, elected members, co-opted members, contractors and third parties who access the council’s information using a personal device.

Breach of this, or any other Parish Council policy may result in disciplinary action or, in case of councilors, a referral to the Monitoring Officer.

## DEVICE OWNERS RESPONSIBILTY

If you use your personal device to access council information, you are responsible for protecting the device. This includes ensuring the device is not used by anyone else to gain access to council information – even if you think the information is not confidential.

Device owners are expected to behave in accordance with Lapley, Stretton and Wheaton Aston Parish Councils’ (LSWA PC) policies whilst using personal devices to work for the council.

We strongly recommend that you password protect your devices.

As the device owner, you have some specific responsibilities:

a) Do not lend anyone your device to access LSWA PC information or networks;

b) Any private information or applications on the device are entirely your own responsibility;

c) Always take appropriate steps to maintain the security of LSWA PC information;

d) Ensure that your device is compliant or confidential and that security software is up-to-date;

e) If you think your access to council information has been misused, or that council information has been breached or shared inappropriately you must notify the council;

f) You are responsible for the safekeeping of your personal data;

g) Any personal device used may be subject to ‘discovery in litigation’. This means that it could be used as evidence in a lawsuit against LSWA PC. Your data could be examined by representatives of LSWA PC and also by other parties in any lawsuit.

## REVIEW

This policy to be reviewed annually

Lapley, Stretton and Wheaton Aston Parish Council

**Training and Development Policy**

**Council’s Commitment**

Lapley, Stretton and Wheaton Aston Parish Council (LSWA PC) recognises that training its Clerk and Councillors will help deliver the highest level of service to parishioners. The Council encourages and fully supports any relevant training and Continuous Professional Development employees may wish to undertake.

A training budget is annually reviewed, this enables Councillors and staff to attend training sessions relevant to their area.

LSWA PC aim to equip all of the council’s staff and Councillors with good knowledge and skills in order to carry out their roles and maintain effective working practices. The council will provide training and development opportunities as it deems necessary and relevant.

Prospective Councillors and applicants for the post of Clerk should be made aware of this policy.

**The Benefits of Training, Learning & Development**

* Training improves the quality of the services and facilities that LSWA PC provides.
* Training enables the Parish Council to achieve its aims and objectives; the Council aims to achieve the use of the General Power of Competence for which continuous training for the Clerk is essential.
* Training ensures processes and legislation are duly and accurately followed.
* Training gives staff and Councillors a sense of value and confidence in their role. In offering training the Council is fulfilling its aim be an encouraging, proactive and rewarding organisation to be part of.
* It is the policy of LSWA Parish Council that all staff and Councillors are entitled to training. New Councillors will be supplied with a copy of NALC The Good Councillors Guide and NALC Being a Good Employer by the Clerk and they are expected to read them. In due course all new Councillors are expected to attend the training for new Councillors offered by the DAPTC. The Clerk is to notify new Councillors when these courses are taking place.

**Strategy**

* The Clerk is to familiarise herself with the National Training Strategy and is to share relevant information with Councillors.
* Councillors are expected to attend ongoing training to keep them up to date with developments in policy, legislation, finance and planning.
* The Clerk is required to work towards CiLCA, or a higher qualification if CILCA has already been obtained, as agreed in the acceptance of office. The Clerk is also encouraged to attend ongoing training to keep up to date with developments in policy and legislation, specifically with regard to Audit Regulations, Data Protection and the new GDPR, Employment Law and Planning.
* From time to time additional specific training may be required to accompany a project, for example in information technology. Should the budget allow the Council will support the Clerk and Councillors in attending such training.
* Should any Councillor or the Clerk find accessing required training difficult they should make this known to the Chairman.
* The Clerk is expected to keep up to date with developments in the sector and identify and highlight to the council any training required.
* Training requirements for all staff is annually reviewed by their line managers as part of their appraisal process.
* Training will be reviewed in light of any changes to legislation or quality systems relevant to the council; such as new equipment, complaints received or incidents which highlight the needs for training and requests from staff and Councillors.
* All councillors are required to attend the SPCA course ‘Councillor Fundamentals’ as soon as is practicably possible after taking office
* Councillors who wish to progress to a Chairman role must attend the SPCA course on Chairmanship prior to the role being secured

**Publications**

* The Clerk will be permitted to purchase (within the training budget) relevant publications that will assist in the training and CPD. Clerk is also encouraged to suggest useful publications to Councillors.

**Training Activities**

Each role has different approaches for training, dependent on what the job role entails.

Councillors are:

1. Invited to an induction session

2. Given copies of ‘the good councillor’ guide and all relevant policies

3. Given access to training provided mainly by SCC, SSC and SPCA

4. Able to claim reasonable expenses for attendance at other Council related meetings

5. Given bulletins and other relevant information

The Clerk and Assistant Clerk are:

1. Invited to an induction session

2. Given all relevant documentations and policies

3. Access to training mainly provided by the SSDC, SPCA and SLCC

4. Given bulletins and other relevant information

5. Given regular feedback from the relevant line manager

Other members of staff are:

1. Given access to any necessary training sessions and online training in their field

provided by relevant organisations

2. Given an induction from relevant employees

3. Shown around the premises and any other relevant areas

4. Advised to watch the manual handling training video

5. Made aware of the COSHH information

**Guidance for support**

Support for qualifications, training and personal development can include financial assistance towards the cost of tuition, examinations and resource materials in addition to half / day release and time off for study leave and taking the examination. Any financial and non-financial support to training and development is entirely at the discretion of the council.

Any financial support in excess of £1000, including the offer of a loan, will always be conditional upon the employee’s agreement to either a full or partial repayment of the financial support provided. The council reserves the right to reclaim financial support where the employee;

* Leaves the council during the duration of the course, or up-to 1 year following completion of the course.
* Fails to complete the training
* Fails to attend training without good reason

**Study leave**

Where individual requires study leave to undertake mandatory training, they will be able to take all the leave within normal working hours.

Where individuals require study leave to undertake study which is not mandatory but part of the individual’s formal continuous professional development, the council will contribute up to 50% of study leave time. Where individuals require study leave to undertake training which is not mandatory but part of the individual’s desire for career development, the council will contribute up to 5 days study leave per annum for courses which are directly related to the individual’s role. Time off for study leave must be approved in advance. To make a request the individual is asked to write to the Clerk (or Chairman of the Council), setting out the details of the course of study, how it relates to their work, and the time being requested.]

No study leave will be granted where individuals undertake study which is not required for their role, or not directly related to their role. However, the Clerk (or Chairman of the Council) will consider requests for flexible working to allow the study to take place, as long as the needs of the council can be met.



