



Lapley, Stretton
& Wheaton Aston
Parish Council

You are here by summoned to attend a meeting of Lapley, Stretton and Wheaton Aston Parish Council, which will be held on Thursday 1st July 2020 at 7.00pm at Lapley and Wheaton Aston Village Hall.

The Council, members of the public and the press may record/film/photograph or broadcast this meeting when the public and the press are not lawfully excluded. Any member of the public who attends a meeting and objects to being filmed should advise the Parish Council Manager (in advance) who will instruct that they are not included in the filming.

In order to comply with the Data Protection Act 1998, all persons attending this meeting are hereby notified that this meeting will be tape-recorded by the Parish Council. The purpose of taping is that recordings act as an aide-memoire to assist the Parish Council Clerk in the compilation of minutes.

Please ensure that all mobile phones are switched to silent during the Parish Council meeting

We kindly request that all councilors, employees and members of the public planning on attending the meeting 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.

The risk assessment for the meetings can be found on our website

www.wheatonastonparishcouncil.gov.uk and a copy will be made available at the meeting.

Please visit <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests> for obtaining a lateral flow testing kit or contact the office on office@wheatonastonparishcouncil.gov.uk for support

This meeting is subject to change due to the Covid-19 pandemic

Public Forum

- Democratic thirty minute period/public discussion time: From 7.00pm residents are invited to give their views to the Parish Council on items on this agenda or raise issues for future consideration at the discretion of the Chairman. Members of the public may not take part in the Parish Council meeting itself. (standing order 3 f)

No member of the public may speak for more than five minutes (standing order 3g)

Please ensure that all mobile phones are switched to silent during the Parish Council meeting.

18.To consider apologies

-Decision

19.Declaration of Interests

-Information

To declare any interests

20. Approval of minutes-Decision

To approve and sign the minutes of the meeting of the extra ordinary meeting of 5th May 2021 and the Annual Meeting of Lapley, Stretton and Wheaton Aston Parish Council on 6th May 2021

21. To receive report from Parish Council Clerk -Information

22. To receive report from Staffordshire County Council -information

23. To receive report form South Staffordshire Council -information

24. Financial matters -decision

To consider financial matters including:

- a) To approve the expenditure and income for April and May 2021
- b) To receive the Financial Summary to 31st May 2021
- c) To receive the Financial Comparison to 31st May 2021
- d) To note payments/decisions made under delegated powers

25. Planning recommendations -decision

To consider planning matters including

- a) planning applications received- 20/01143/FUL amendment
- b) Planning applications received after the agenda papers distributed

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

To consider a response to the consultation <https://www.lgbce.org.uk/media/media-resources/west-midlands/have-your-say-on-a-new-political-map-for-south-staffordshire>

27. Queens Platinum Jubilee celebrations -decision

To consider celebrations

28. Working group reports-decision

Forward Planning and Maintenance working group

To consider the 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 request a provision for dog access*
- Finger post replacement and maintenance- recommendation to *organise replacement £525 and working group to undertake maintenance as agreed*
- 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, village hall car park with a CCTV*
- Tree at Broadholes Play Area - recommendation to *cut back one stem*
- Tree survey work- recommendation to *plant additional trees 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/ariel 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*
- recommendation to *apply for a TPO maple at Lapley Green*
- 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

-decision

To consider the request from the CSW group to purchase permanent signs for Stretton and an expected cost of £800

30. Policies

-decision

To accept the following policies:

- Bring your own device
- Training and development

31. 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.**

32. Date of next meeting: 2nd September 2021 at 7pm at Lapley and Wheaton Aston Village Hall. This is subject to change due to the ongoing Coronavirus situation

Mrs A Watson Parish Council Clerk
24.6.21

Crime and Disorder Implications

Section 17 of the Crime and Disorder Act 1998 places a duty on local authorities to consider the crime and disorder implications when exercising its functions with due regard to the likely effect of the exercise of those functions and to do all that is reasonably can to prevent crime and disorder in its area. Where relevant any decisions made at the Parish Council meeting have taken this duty of Care into consideration

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 the tubes have been taken from another one. This 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

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

14.7.21 Using Facebook to enhance your Councils Communications 14/7

14.9.21 Data Protection Workshop for Officers 14/9

17.9.21 Data 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 & 30.7.21 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 newsbulletin

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

5.5.21 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

25.5.21 response 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 10.6.21 16.6.21

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 undertaken? 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 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 slopes 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 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

Lapley Stretton & Wheaton Aston Parish Council

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

Tn no	Cheque	Gross	Heading	Invoice	date	Details	Cheque
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 7nalc	£0.00	100/25/1	27/04/21		National Association Of Local Councils - local award scheme	£0.00
12	ddmsd	£6.02	100/10	27/04/21		Mainstream Digital Ltd. - charges	£6.02
13	fp92728837 4ds	£1,237.00	120/1/1	27/04/21		Ditton Services - monthly charge	£1,237.00
14	fp68520997 26jrb	£137.88	120/5	27/04/21		JRB Enterprises Ltd - dog bags	£137.88
15	fp41772411 9ssam	£300.00	180/2	27/04/21		Stafford Samaritans - grant 21	£300.00
16	fp68545231 1ssc	£260.00	100/2	27/04/21		South Staffordshire District Council - rent	£260.00
17	fp51447680 3pp	£264.00	100/4/1	27/04/21		Pink Print - printing n&w	£264.00
18	fp86143372 pp	£138.00	100/4/1	27/04/21		Pink Print - delivery charge n&v	£138.00
19	fp71029931 5mb	£3.15	100/18/1	27/04/21		Mr. Malcolm Bissell - expenses	£3.15
20	fp12435386 1spca	£436.00	150/2	27/04/21		Staffordshire Parish Councils' Association - membership 21 22	£436.00
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 1MS	£103.80	100/19/1	27/04/21		Microshade Business Consultants Ltd - monthly charge	£103.80
25	FP66655399 88NPOWER	£111.37	160/1/1	27/04/21		Npower Limited - CHARGES MPAN 149000007725	£111.37
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	

Signature

Signature

Lapley Stretton & Wheaton Aston Parish Council

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

Tn no	Cheque	Gross	Heading	Invoice	date	Details	Cheque
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 ssc	£260.00	100/2	21/05/21		South Staffordshire District Council - Rent - May	£260.00
37	fp77132853 1ds	£1,237.00	120/1/1	21/05/21		Ditton Services - 2nd Instalment	£1,237.00
38	fp62227065 5bcs	£1,200.00	180/1	21/05/21		Brewood & District Voluntary Car Scheme - Grant	£1,200.00
40	fp76286413 7msa	£103.80	100/19/1	21/05/21		Microshade Business Consultants Ltd - Monthly charge	£103.80
41	fp91503896 ra	£48.00	120/1/4	21/05/21		Robert Acton - Litter pickers	£48.00
42	dd210521ee	£50.60	100/10	21/05/21		EE - monthly charges	£50.60
43	fp90993470 mb	£43.62		21/05/21		Mr. Malcolm Bissell - Expenses - May	£43.62
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	
45FX210521AM		£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 w	£46.79		24/05/21		Mrs Amy Watson - Expenses - May	£46.79
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	date	Details	Ref. Total
1	bacs190421 scc	£500.00	20/5	PC	19/04/21		Staffordshire County Council - remittance for climate change funding	£500.00
2	bacs230421 scc	£52,780.50	10	PC	23/04/21		South Staffordshire District Council - precept	£52,780.50
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 Movements	Actual Net	Balance
INCOME				
4	FX card	£0.00	£0.00	£0.00
10	Precept	£105,561.00	£0.00	£52,780.50
20	Grants	£0.00	£0.00	£500.00
32	Unity Trust Bank Interest	£0.00	£0.00	£0.00
33	Reserve Account Interest	£0.00	£0.00	£0.00
40	Miscellaneous	£0.00	£0.00	£0.00
45	Crime Prevention	£0.00	£0.00	£0.00
50	Barclay's Savings Account	£0.00	£0.00	£0.00
90	Prizes and Awards	£0.00	£0.00	£0.00
99	Vat Refund	£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
110	Salaries	£231,400.00	£0.00	£7,891.19
120	Repairs & Grounds Maintenance	£0.00	£0.00	£2,241.13
130	Villages' Improvements	£0.00	£0.00	£0.00
140	Play Areas	£0.00	£0.00	£0.00
150	Subscriptions	£760.00	£0.00	£699.00
160	Christmas Celebrations	£10,351.00	£0.00	£292.64
170	Debit Card - General Expenses	£410.00	£0.00	£19.13
180	Donations	£4,000.00	£0.00	£1,300.00
190	CCTV	£840.00	£0.00	£110.00
200	Capital Expenditure	£0.00	£0.00	£0.00
201	councillor tablet	£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 RESPONSIBILITY

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.

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.

Projectors	A	B	C
Projector - Epson EB-X49	£439.00	£392.00	£373.41
Projector Case	£29.00	£33.86	£25.66
Projector Screen	£101.00	£105.43	£101.76
Carriage	£20.00	£0.00	£10.00
Total	£589.00	£531.29	£510.83

Projector Trolley	£58.32	£85.00	Not Available
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Office Rental

Sq mt	14
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Current	Monthl y Cost	Annual Cost (rounded)	Cost Per Sq Ft
Ongoing	£ 217	£ 2,600	£ 15.48

3 Year	Monthl y Cost	Annual Cost (rounded)	Cost Per Sq Ft
Year 1	£ 233	£ 2,796	£ 16.64
Year 2	£ 251	£ 3,012	£ 17.93
Year 3	£ 267	£ 3,204	£ 19.07
Total		£ 9,012	
Average	£ 250	£ 3,004	£ 17.88

5 Year	Monthl y Cost	Annual Cost (rounded)	Cost Per Sq Ft
Year 1	£ 233	£ 2,800	£ 16.67
Year 2	£ 251	£ 3,000	£ 17.86
Year 3	£ 267	£ 3,200	£ 19.05
Year 4	£ 267	£ 3,200	£ 19.05
Year 5	£ 267	£ 3,200	£ 19.05
Total		£ 15,400	
Average	£ 257	£ 3,080	£ 18.33

Bus Shelter Cleaning	A	B	C
Price per shelter	£ 110	£ 70	£ 80
No of shelters	2	2	2
Frequency per year	2	2	2
Annual Cost	£ 440	£ 280	£ 320