



You are here by summoned to attend the Annual meeting of Lapley, Stretton and Wheaton Aston Parish Council, which will be held on Thursday 19<sup>th</sup> May 2022 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 2018, all persons attending this meeting are hereby notified that this meeting will be 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. The recording will be deleted once the minutes have been approved

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***

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 3f) 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.

- |  |                     |
|--|---------------------|
| <b>1. Election of Chairman</b>   | <b>-Decision</b>    |
| <b>2. Election of Vice-Chairman</b>  | <b>-Decision</b>    |
| <b>3. To consider apologies</b>  | <b>-Decision</b>    |
| <b>4. Declaration of Interests</b>   | <b>-Information</b> |
| • To update the register   |                     |
| • To receive declarations of interest and consider dispensation requests & Code of Conduct |                     |
| <b>5. To consider membership and delegated powers of:</b>                                  | <b>-Decision</b>    |
| a) Disciplinary and Grievance Panel  |                     |
| b) Staff Appeals Panel   |                     |
| c) Traffic management committee  |                     |
| d) Parish Council Clerk  |                     |
| <b>6. To consider membership of working groups:</b>  | <b>-Decision</b>    |
| a) Christmas Lights Working Group  |                     |
| b) Forward Planning & Finance Working Group  |                     |
| c) Parish Maintenance Working Group  |                     |
| d) Planning Working Group  |                     |
| e) HR Working Group  |                     |
| f) Allotments working group  |                     |
| g) Lapley Green working group  |                     |
| <b>7. Additional Group Membership</b>  | <b>-Decision</b>    |

To consider the appointment of any new committees or working groups, their terms of reference and membership

**8. To consider the appointment of Representatives to outside bodies: -Decision**

Lapley & Wheaton Aston Village Hall Management Committee (x2)

Lapley & Wheaton Aston Recreation Ground Committee (x1)

Lapley & Wheaton Aston Old People's Welfare Committee (x1)

Wheaton Aston Community First Responders (x1)

Staffordshire Police Locality Accountability Forum (x2)

Parish Charities Trustee (x3)

**9. To approve and sign the minutes of the meeting of 7<sup>th</sup> April 2022 -Decision**

**10. To receive report from Parish Council Clerk appendix 1**

-Information

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

- information

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

-information

**13. Financial matters appendix 2**

-Decision

To consider financial matters including:

- a) To approve expenditure for April 2022
- b) To approve the reconciled accounts and cashbook to 30.4.22
- c) To approve the 2021/22 Balance Sheet
- d) To approve the Annual Return Governance Statement
- e) To approve the Annual Return Accounting Statement
- f) To receive the Internal Independent Auditor's Report
- g) To note the inspection period
- h) To note payments/decisions made under delegated powers
- i) To vire funds to the allotments project from under spent funds in the following areas:
  - £600 business rates
  - £1800 salaries
  - £580 grounds
  - £1200 open spaces budget
  - £2000 Lapley Cemetery repairs
  - £900 Vat refund
  - £7080 total

*Please note that the audit documents are separate to this agenda and may not be accessible, for assistance please email [office@wheatonastonparishcouncil.gov.uk](mailto:office@wheatonastonparishcouncil.gov.uk)*

**14. Planning recommendations**

-decision

To consider planning matters including

- a) planning applications received
  - planning application 22/00404/COU
  - planning application 22/00403/FUL
- b) Planning applications received after the agenda papers distributed

**15. Policy Review**

-decision

To review:

- Code of Conduct
- Complaints Procedure
- Financial Regulations
- FOI Scheme
- Governance Framework
- High Consequence Infectious Diseases Policy
- Media Policy
- Scheme of Delegation
- Standing Orders
- Asset Register
- Insurance policy

**16. Allotment update**

To receive an update and consider the following recommendations:

- Plans: Architect quotes:

contractor A £1775 plus Vat, £175 for attendance at a meeting, £625 plus vat for current site plans

Contractor B £2966, current site plans:

- Consider items for the plans to include

### 17.Lapley Green

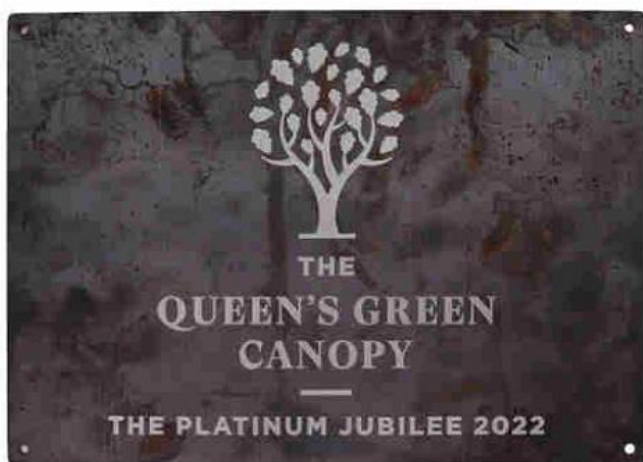
To consider the process to register as a village green

### 18.Stretton memorial booklet

To receive an update

### 19. Maintenance:

- Pendulum swing removal costs: contractor A £440 plus vat  
Contractor B £6000
- Queens green canopy plaque purchase



Price

#### The Queen's Green Canopy Plaque

Size: A4 (210mm x 297mm)

Stakes: With Stakes (+£25)

£154.99

#### OR

#### The Queen's Green Canopy Plaque

Size: A5 (146.5mm x 210mm)

Stakes: With Stakes (+£25)

£144.99

### 20. Queens Green Canopy update (appendix 3)

To receive an update on the planting process with Forest of Mercia

### 21. Queens Platinum Jubilee

- To receive an update on the Big Community Jubilee Lunch event

To consider the purchase of lamp post signs <https://rbli.shop/products/platinum-jubilee-2022-sign?variant=39900626255926> £119.99 for 25 pack £211.99 for 50 pack



### 22.CONFIDENTIAL AGENDA

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

In pursuance of the powers contained in section 1 of the above act, I move that the press and public be now excluded from the meeting on the grounds that the business about to be transacted is of a confidential nature and that publicity will be prejudicial to the public interest

### **23. HR and employment update**

### **24. 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.**

**25. Date of next meeting:** 14<sup>th</sup> July 2022 at 7pm at Lapley and Wheaton Aston Village Hall. This is subject to change

Amy Watson Parish Council Clerk  
12.5.22

*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**

### **Appendix 1**

#### **Information**

- Wheaton Illinois rep has been in touch with the locality rep and advised the following: Wheaton Illinois is not accepting re-appointment to the Sister City Commission. The commission is being de-commissioned and its mission will be merged into that of the Community Relations Commission. More details will follow
- The envirogrant funding application was declined
- Fire on Marston Field on 1<sup>st</sup> May reported to Staffs Police – incident no. 020704/05/22

#### **Correspondence actions**

Offensive notice removed from a lamppost near a ROW at Marston Field

#### **Maintenance**

Posts on Lapley green are broken, Afeb have been requested to repair ahead of BKV

27.4.22 small fire reported on Marston field, VO cleaned up

#### **Outstanding items update**

- Allotments- SSC are progressing the landownership with the corporate leadership team
- Birkenshaw Lane update- No update
- Stretton right of way update- No update
- Defib at Marston Field- defib ordered, awaiting an installation date, onsite meeting to verify the location 17.5.22
- Lapley Green registration-scc legal team cannot offer services
- Map board- for discussion on the agenda

#### **Consultations**

#### **Meetings/Events**

28.4.22 11am zoom Hr working group

28.4.22 Building a two-way conversation with your community – Cllr Nelson

4.5.22 teams ssc allotments meeting

5.5.22 Forest of Mercia on site meeting (clerk)

17.5.22 Aeddonate onsite meeting

17.5.22 onsite plumbing meeting

23.7.22 SSC official opening of the new community hub

#### **Training/CPD/ SPCA Upcoming courses**

### Items emailed to councillors

4.4.22 SPCA news bulletin  
5.4.22 Cllr Anderson- speed update on A5  
8.4.22 SSC planning app 22/00338/full return date 29/4/22  
12.4.22 SSC M Quinn volunteer awards  
12.4.22 SCC road closure affecting Ivetsey Bank 18-22<sup>nd</sup> April 22  
Road closure details affecting Broadholes Lane/Fenton House lane from 21.4.22  
25.4.22 waste reduction scheme  
25.4.22 spca news bulletin 18.4.22  
25.4.22 spca news bulletin 25.4.22  
25.4.22 ssc planning app 22/00305/FUL  
27.4.22 SCC amendments to planning app 22/00305/full  
27.4.22 Allotments meeting link on teams  
27.4.22 SCC Road closure affecting Ivetsey bank rd  
3.5.22 SPCA news bulletin  
11.5.22 SPCA newsbulletin  
11.5.22 SPCA training update

### Use of devolved powers

White board markers-  
Gloss paper  
Dog fouling signs for Lapley  
Adobe export £21.14  
Door hooks (notice board) £8.34

### Response to planning comments:

22/00305/ful- no objections  
12.5.22 confirmed with planning to suggest that the Bridge farm development is named 'Bridge Croft'

### SSC Planning Decision

**21/00660/FUL** - Approved subject to S106  
**22/00037/FUL** - Approved with conditions  
**22/00041/OUT** – Refused.  
**22/00197/VAR** - Approved with conditions

### Appendix 2

#### Lapley Stretton & Wheaton Aston Parish Council

#### Expenditure transactions - payments approval list

**Start of year 01/04/22**

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque
1	fxcard	£9.94	£1.66	£8.28 12/04/22	Amazon - gloss paper	£25.25
2	fxcard	£4.32	£0.72	£3.60 14/04/22	Amazon - whiteboard marker	£25.25
3	fxcard	£10.99	£1.83	£9.16 25/04/22	Amazon - bunting thread	£25.25
4	fx card	£43.38	£7.24	£36.14 25/04/22	Amazon - dog fouling signs for Lapley	£43.38
12fp40053302 9ds		£1,282.00	£213.67	£1,068.33 27/04/22	Ditton Services - Grounds Contract 22/23 - 1st	£1,282.00
13fp65495141 8ssc		£279.60	£46.60	£233.00 27/04/22	South Staffordshire District Council - Rent 2022/23 Apr	£279.60
14fp58424233 3np		£84.25	£4.01	£80.24 27/04/22	Npower Limited - CCTV 01/01/22-31/03/22	£84.25

15fp66266211 4pp	£198.00	£0.00	£198.00	27/04/22	Pink Print - N&V Print	£198.00
16fp67741670 3pp	£138.00	£23.00	£115.00	27/04/22	Pink Print - N&V Distribute	£138.00
17fp42593268 5ssd	£998.00	£0.00	£998.00	27/04/22	South Staffordshire District Council - Business Rates 22/23	£998.00
18fp23064597 7spc	£447.07	£0.00	£447.07	27/04/22	Staffordshire Parish Councils' Association - Annual Subs 2022-23	£447.07
19fp93389225 bcs	£1,000.00	£0.00	£1,000.00	27/04/22	Brewood & District Voluntary Car Scheme - 2022-23 Grant	£1,000.00
20fp47436001 3lc	£1,000.00	£0.00	£1,000.00	27/04/22	Wheaton Aston & Lapley Lunch Club - 2022-23 Grant	£1,000.00
21fp13845784 6wac	£1,300.00	£0.00	£1,300.00	27/04/22	Wheaton Aston Carnival Association - 2022-23 Grant	£1,300.00
22fp94881329 wvh	£23.00	£0.00	£23.00	27/04/22	Wheaton Aston Village Hall Management Committee - Hall Hire Mar 22	£23.00
23fp15098167 8mt	£30.00	£0.00	£30.00	27/04/22	Mat of All Trades - Transport of Printer	£30.00
24fp82846566 6ms	£103.80	£17.30	£86.50	27/04/22	Microshade Business Consultants Ltd - April Hosting	£103.80
25fp91263317 5jco	£582.00	£97.00	£485.00	27/04/22	JC One Promotions - 108 Jubilee Mugs	£582.00
26fp14415616 7bkv	£27.50	£0.00	£27.50	27/04/22	Community Council of Staffordshire - BKV Cost	£27.50
27dd220414m sd	£11.63	£1.94	£9.69	27/04/22	Mainstream Digital Ltd. - Phone and Broadband	£11.63
28dd220417ee	£30.92	£5.15	£25.77	27/04/22	EE - Phone and Broadband	£30.92
29fp84737362 5mb	£10.39	£0.00	£10.39	27/04/22	Mr. Malcolm Bissell - Expenses - Mar 22	£10.39
30	£49.94	£2.40	£47.54	27/04/22	Mrs Amy Watson - Expenses - Apr 22	
31Equals2204 27	£13.99	£2.33	£11.66	27/04/22	Amazon - Noticeboard Magnets	£13.99
	£3,893.96	£0.00	£3,893.96		Confidential	
<b>Total</b>	<b>£11,572.68</b>	<b>£424.85</b>	<b>£11,147.83</b>			

Signature  
Date

Signature

Bank Account Reconciled Statement

**Unity Trust - Current Account**

Statement Number	18	Bank Statement No.	18
Statement Opening Balance	£13,294.74	Opening Date	01/04/22
Statement Closing Balance	£69,098.86	Closing Date	30/04/22
True/ Cashbook Closing	£69,098.86		

## Balance

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
26/04/22	dc220429hmr	HMRC	0.00	9,992.31	23,287.05
26/04/22	dc22220426scc	South Staffordshire District Council	0.00	57,780.50	81,067.55
26/04/22	Transfer		478.63	0.00	80,588.92
28/04/22	zoom	Mrs Amy Watson	14.39	0.00	80,574.53
28/04/22	mileage	Mrs Amy Watson	35.55	0.00	80,538.98
28/04/22	dd220414msd	Mainstream Digital Ltd.	11.63	0.00	80,527.35
28/04/22	dd220417ee	EE	30.92	0.00	80,496.43
28/04/22	fp138457846wac	Wheaton Aston Carnival Association	1,300.00	0.00	79,196.43
28/04/22	fp144156167bkv	Community Council Of Staffordshire	27.50	0.00	79,168.93
28/04/22	fp146266760mb	Mr. Malcolm Bissell			
28/04/22	fp150981678mt	Mat of All Trades	30.00	0.00	78,796.34
28/04/22	fp214729465hmr	HMRC	737.88	0.00	78,058.46
28/04/22	fp230645977spc	Staffordshire Parish Councils' Association	447.07	0.00	77,611.39
28/04/22	fp400533029ds	Ditton Services	1,282.00	0.00	76,329.39
28/04/22	fp425932685ssd	South Staffordshire District Council	998.00	0.00	75,331.39
28/04/22	fp474360013lc	Wheaton Aston & Lapley Lunch Club	1,000.00	0.00	74,331.39
28/04/22	fp584242333np	Npower Limited	84.25	0.00	74,247.14
28/04/22	fp609000844aw	Mrs Amy Watson			
28/04/22	fp654951418ssc	South Staffordshire District Council	279.60	0.00	72,345.11
28/04/22	fp662662114pp	Pink Print	198.00	0.00	72,147.11
28/04/22	fp677416703pp	Pink Print	138.00	0.00	72,009.11
28/04/22	fp68030713ad	Mrs. Alexa Davies			
28/04/22	fp755754664kd	Mrs Karen Daker			
28/04/22	fp828465666ms	Microshade Business Consultants Ltd	103.80	0.00	71,561.26
28/04/22	fp847373625mb	Mr. Malcolm Bissell	10.39	0.00	71,550.87
28/04/22	fp912633175jco	JC One Promotions	582.00	0.00	70,968.87
28/04/22	fp93389225bcs	Brewood & District Voluntary Car Scheme	1,000.00	0.00	69,968.87
28/04/22	fp94622364jm	Mrs. Josie Morris			
28/04/22	fp94881329wvh	Wheaton Aston Village Hall	23.00	0.00	69,871.48

Management Committee

28/04/22 pg880526576spf Staffordshire County Council  
Superannuation Fund

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	11968.69	67772.81

Bank Account Reconciled Statement

**Fair FX prepaid card**

**5116561022250691**

Statement Number	12	Bank Statement No.	12
Statement Opening Balance	£40.43	Opening Date	01/04/22
Statement Closing Balance	£336.45	Closing Date	30/04/22
True/ Cashbook Closing Balance	£336.45		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
26/04/22	Transfer		0.00	478.63	519.06
28/04/22	Equals220427	Amazon	13.99	0.00	505.07
28/04/22	fx card	Amazon	43.38	0.00	461.69
28/04/22	fxcard	Amazon	25.25	0.00	436.44
30/04/22	fxcard 260422	Canva	99.99	0.00	336.45

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	182.61	478.63

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/22 and 30/04/22 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

**Ordinary Accounts**

Barclays savings account	£52,008.05
Fair FX prepaid card	£40.43
Unity Trust - Current Account	£13,294.74
Unity trust working reserves	£47,843.70
<b>Total</b>	<b>£113,186.92</b>

RECEIPTS	Net	Vat	Gross
Parish Council	£67,772.81	£9,992.31	£67,772.81
Total Receipts	£67,772.81	£9,992.31	
£67,772.81			

PAYMENTS	Net	Vat	Gross
Parish Council	£11,231.16	£441.51	£11,672.67



Total Payments	£11,231.16	£441.51	£11,672.67
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Closing Balances

**Ordinary Accounts**

Barclays savings account		£52,008.05
Fair FX prepaid card		£336.45
Unity Trust - Current Account		£69,098.86
Unity trust working reserves		£47,843.70
Total		£169,287.06

Uncleared and Unpresented effects

Statement Closing Balances

**Ordinary Accounts**

Barclays savings account		£52,008.05
Fair FX prepaid card		£336.45
Unity Trust - Current Account		£69,098.86
Unity trust working reserves		£47,843.70
Total		£169,287.06

## Balance Sheet

Unaudited

31/03/21  
£

31/03/22  
£

Current assets			
0.00	Investments	0.00	
0.00	Loans Made	0.00	
0.00	Investment	0.00	
0.00	Stocks	0.00	
0.00	VAT Recoverable	0.00	
0.00	Debtors	0.00	
0.00	Payment in Advance	0.00	
115,960.90	Cash in Hand && at Bank	113,186.92	
115,960.90	TOTAL CURRENT ASSETS		113,186.92
115,960.90	TOTAL ASSETS		113,186.92
Current liabilities			
0.00	Loans Received	0.00	
0.00	Temporary Borrowing	0.00	
0.00	VAT Payable	0.00	
0.00	Creditors	0.00	
0.00	Receipts in Advance	0.00	
0.00	TOTAL CURRENT LIABILITIES		0.00
115,960.90	TOTAL ASSETS LESS CURRENT LIABILITIES		113,186.92
0.00	Long Term Borrowing	0.00	
0.00	Deferred Liabilities	0.00	
0.00	Deferred Credits	0.00	
0.00			0.00
115,960.90	NET ASSETS		113,186.92
Represented by			
11,338.90	General Fund		11,149.92
4,062.00	Election		4,562.00
52,000.00	Contingency (3 months precept)		52,000.00
2,000.00	Broadholes Lane Renovation		2,750.00
0.00	Primrose Bank Play Equipment.		0.00
5,000.00	Wheaton Aston Village Car Park		5,000.00

2,000.00	Marston Road Youth Shelter	2,000.00
2,500.00	Marston Road Skate Park	2,500.00
9,000.00	Marston Road Play Equipment	9,000.00
1,500.00	Office Equipment	1,500.00
500.00	War Memorial Repair	500.00
0.00	Bus Shelter Repair/Replacement	0.00
155.00	Chairman's Chain Replacement	155.00
0.00	Drainage Drainage at Marston Field	0.00
350.00	Christmas	350.00
600.00	Surfaces	1,800.00
1,000.00	Birkenshaw Lane Clearance	250.00
2,605.00	Defib and kiosk	4,415.00
3,500.00	Clerk absence contingency	3,500.00
2,500.00	notice board WA	2,500.00
600.00	Crime Prevention	600.00
250.00	Clerk training Reserve to fund future qualifications	1,000.00
2,000.00	Map board	2,000.00
6,500.00	Speed indicator devices	755.00
2,000.00	Lapley Cemetery repairs to highway	2,000.00
4,000.00	Lapley Green reserve	2,900.00
115,960.90		113,186.92

### Appendix 3

#### Wheaton Aston Tree Planting ideas for possible funding through Trees For Climate

##### Site

Playing fields and associated lands

##### Suggestions for tree planting

Border avenue of standard trees on the inside of the exercise path from the entrance gate following the path to the left.

Planting to go from the entrance gate along the exercise path parallel to Marston Road. Trees planted at 5 m centres with wire cage protection, double staked.

190m long 38 trees

If planted at 10 m centres, then 19 trees.

Suggest Alder, Weeping Willow, and Black Poplar. All of these can grow vigorously in damp fertile conditions and will quickly produce an avenue in the landscape.

Planting area 1500m<sup>2</sup>

##### Tree planting in proposed wildflower areas to the NE of the site

This is possible and we would suggest some smaller berry and fruit trees for the benefit of birds and wildlife, so increasing the diversity of the site. Species could include Rowan, Crab Apple, Hazel, Blackthorn etc. Suggest 50 trees /shrubs to be added to the Copse to increase species and age diversity of the woodland. To be planted in canopy gaps for available light and reduction in competition using tree shelters and mulch mats (jute or similar). Planting density to be no closer than 3 m apart.

##### Suggestions for wildflower area/s

Soil is rich and fertile as shown by the docks nettles and cow parsley already growing there. Planting young plants in the existing sward will be unlikely to succeed due to competition. Suggest scarifying and removing the grass after the last autumn cut to create patches of bare ground and then broadcast sowing a wildflower/ grass seed mix into the spaces.

##### Future management

To create a wildflower meadow the key is regular mowing. This needs to replicate the mowing of a hay meadow, so cutting once a year just after most of the plants have flowered and seeded. This is usually in July/August, but the exact time is often season dependent. It may be earlier in the good growing years and will be later in poor, cold or drought years.

The other key thing with wildflower meadow management is that the cut material is taken off site which removes nutrients from the soil and so increases the diversity of the wildflowers on the site. It may be possible to bale the cut material as hay as is done at Motte Meadows.

Need copy of Landowner Permissions Form sign by Landowner

Planting area 970m<sup>2</sup>

Total potential planting area net 2470m<sup>2</sup> gross 6195m<sup>2</sup>

### **School planting**

45 trees to be planted by each family of school age children in the village. Species to suit the site and size of the site, probable suggestions could include Rowan, Cherry, Crab Apple, etc. Trees for Climate can also fund orchards and hedges. Need to check with school when they make contact.