



**Minutes of the Meeting of Lapley, Stretton & Wheaton Aston Parish Council held on Thursday 14<sup>th</sup> July 2022 at Lapley and Wheaton Aston village hall**

**In attendance:**

CLlr W Millington - **Wheaton Aston (Chairman)**  
CLlr Sue Whittingham - **Wheaton Aston**  
CLlr R Nelson -**Wheaton Aston (Vice Chairman)**  
CLlr V Renfrew – **Lapley**  
CLlr J Hodgkiss- **Wheaton Aston**  
CLlr M Smith - **Wheaton Aston**

**Also in Attendance:**

Mrs A Watson - **Parish Clerk**  
CLlr M Sutton - **Staffordshire County Council**

**Apologies:**

CLlr. M. Griffiths - **Lapley**  
CLlr A Anderson - **Stretton**  
CLlr T Noblett - **Wheaton Aston**  
CLlr E Dadd – **Stretton**

**Absent:**

CLlr S Whittingham - **Wheaton Aston**

**Public forum**

No public in attendance

**Standing orders were imposed 7.00pm**

**30.To consider apologies**

Apologies and reasons of absence were accepted from CLlr Noblett, CLlr Griffiths, CLlr Dadd and CLlr Anderson

**31.Declaration of Interests**

None to declare

**32. Approval of minutes**

The minutes of the Parish Council meeting held on 19<sup>th</sup> May 2022 and the minutes of the Extra Ordinary Parish Council meeting held on June 20<sup>th</sup> 2022 were agreed to be a true and correct copy.

CLlr Hodgkiss was in attendance on 19<sup>th</sup> May , the attendance box(June 20<sup>th</sup> minutes) is to be amended to reflect this

### **33. To receive a presentation from Officers South Staffordshire Council**

Due to officer illness this item is deferred until the next meeting

### **34. To receive report from Parish Council Clerk**

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

#### **Clerks Report**

#### **Information**

- SSC are investigating changing the bins at WA green, these will be blue plastic ones
- Unstable litter bins on Marston Field reported to SSDC- job complete
- Graffiti on the skatepark over the Jubilee weekend
- pensions contact details form returned
- 6.6.22 graffiti at the skate park reported. CCTV footage checked.
- 13.6.22 broken glass at the youth shelter reported
- Request for the yellow lines to be reinstated in WA following the road resurface
- A representative from AFEB has kindly donated their time to repair posts at Lapley Green and install a new notice board at Wheaton Aston free of charge
  - Grant form completed ref 1047-4190-8388

#### **Maintenance**

- 19.5.22 Request for the triangular verge near the Bradford Arms to be cut urgently
- 7.6.22 Reported mole activity at Marston Field
- **14.6.22** – Skate park – underneath ramps cleared
- 20.6.22 work on the columns at Chapel bank are being carried out by EON as highlighted in the pole inspections reports issued September 2022
- 27.6 emailed highways officer regarding ref 4286024 as the person reporting the issue was advised that the issue does not require action, request this is reassessed

#### **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
- Lapley Green registration-. Ssc legal team cannot offer support due to a conflict in interest, SCC advise that they no longer have the capacity to support. Difficulty finding solicitors who can help
- Map board- progressed to production. Will need an onsite visit with officers of ssc and Afeb to determine installation location

#### **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)
- 9.6.22 Clerks meeting
- 27.6.22 SSC high street recovery meeting
- 30.6.22 locality forum 6pm
- 23.7.22 SSC official opening of the new community hub

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

#### **Items emailed to councillors**

- 16.5.22 Brewood car scheme report for APM
- 16.5.22 SPCA news bulletin
- 16.5.22 Speed watch stats

23.5.22 SPCA newsbulletin  
23.5.22 SCC Planning application 22/00329/FUL  
7.6.22 Village hall fees update  
9.6.22 SSC locality forum agenda  
13.6.22 SPCA news bulletin  
13.6.22 SSC proposed speed changes location map  
15.6.22 Road closure affecting Church Lane Lapley 22.6.22-24.6.22  
16.6.22 planning app 22/00583/FUL  
20.6.22 NALC civility and respect update  
22.6.22 planning app 22/00062/AGRRES  
27.6.22 planning app 22/00601/FUL  
27.6.22 planning application 22/00613/FUL

27.6.22 SPCA news bulletin

### **Use of devolved powers**

#### **Response to planning comments:**

Planning app '22/00305/full, 'no objections'

'Bridge Croft' recommended name for the development at Bridge farm

£13.99 storage bags for bunting

£17.49 masonry paint

22/00583/FUL LSWAPC does not have any objections

22/00329/full LSWAPC does not have any objections to this application but does raise a concern about the location of the entrance to the property and would encourage highways to undertake a site visit

### **SSC Planning Decision**

22/00305/FUL - Approved with conditions

22/00338/FUL - Approved with conditions

22/00404/COU- Approved with conditions

Clerk advised that the access (field) gate at the far end of Marston Field is rotting, Cllr Sue Whittingham to confirm ownership

Police have requested the following is noted: there have been two Audi vehicle thefts within Wheaton Aston that are being investigated. Police are aware of the graffiti at Marston Field

### **35. To receive report from Staffordshire County Council**

- Update given on the WMI community liaison group meeting- presentation on work schedule and access, a phone number will be available to discuss any issues that arise. Archology finds have been made. Environmental issues are being investigated, a tree has been highlighted as rare and cuttings have been taken, the tree when removed, will be carved and displayed. Rail interchange work will commence, a traffic order along A449 will be in place. HGV drivers will have allocated facilities and parking. Funding for sound concerns for a number of properties within a certain radius. Once the new road is complete (junction A449 to a new round about on A5) will become the responsibility of the Highway's agency. Green spaces within the area will be maintained. Suggestion that a community fund is made available, this has not been allocated at this time. Aim to work with local schools from September

- Three tier working suggestion request from SSC- has suggested that the evening is changed as parish meetings are held on Thursdays in locality two
- Shire Hall in Stafford market square has been underused, investment will be made in it
- 'Staffordshire meets back to business' has 3million pounds allocated to local businesses
- Lighting to be replaced by LED lighting within the next 5 years

**Resolved** to bring forward agenda item 43 for discussion to include Cllr Sutton

#### **43. Traffic speed reduction at Ivetsey Road and Lapley Road**

**Resolved** to contribute £1500 to SCC highways to reduce the speed limit to 40mph (to the areas of 30mph) along Ivetsey Road and Lapley Road. Shark teeth will also be implemented. Funding has been sourced. Consultation to take place

Cllr Sutton confirmed that this project is to be deducted from his member budget as reducing the speed has been highlighted repeatedly.

Community Speedwatch sign is to remain in place

Starkeys Lane was highlighted to Cllr Sutton as being in a state of disrepair

#### **36.To receive report from South Staffordshire Council**

Members unavailable to report

#### **37.Financial matters**

Resolved:

- To approve the expenditure and income for May and June 2022
- To receive the UT reconciliation to 30<sup>th</sup> June 2022
- To note payments/decisions made under delegated powers
- To add Cllr R Nelson to the UT bank account mandate. R Nelson, T Noblett, W Millington and A Anderson are to approve payments. Clerk, Assistant Clerk and W Millington are to process payments
- To vire funds as follows:
  - 2021/22 pay increase on salaries: £1600
  - Pay contingency £1500
  - £500 legal advice
  - £1300 well-being session Total £4900
  - £2650 vired to fund the assistant clerk role
  - £1500 for speed reduction at Ivetsey project
  - £750 to 2022/23 pay contingency

#### **38. Planning recommendations**

**Resolved** to submit the following responses:

- planning applications received- 22/00062/AGRRES- 'No objection'  
planning application 22/00601/FUL- 'No objections'  
Planning application 22/00613/FUL- 'No objections'
- Planning applications received after the agenda papers distributed- none received

#### **39. Code of conduct & Other Policies**

**Resolved** to adopt the new revised code of conduct & review the following

- Asset and disposal policy
- GDPR - Employment records: retention and erasure guidelines
- GDPR - Information security guidelines / procedures & SAR
- GDPR - Personal Data Breach Plan
- GDPR - Privacy (Data Protection) Policy
- GDPR - Privacy Notice for Staff Councillors and role Holders
- GDPR - Response procedure
- Equality and diversity Policy
- Expenses Policy
- Maternity pay and leave policy
- Paternity pay and leave policy
- SID risk Assessment

- Whistle Blowing Policy
  - Marking death of senior national figure policy
  - Bring your own device policy
- Code of conduct signed by members

#### 40. Working group reports

##### Forward Planning and Maintenance working group

###### To consider the recommendations:

- Zip wire investigation – noted the inspection. **Resolved** to begin the process to renovate the play area at Marston Field within the next twelve months
- Tree removal- vote: Should the PC take responsibility and remove the tree? Yes: 1 no: 5 **resolved** not to take any action with the tree. SSC and SCC have been notified about the condition of it
- Pothole repair at Marston playing fields: **resolved** to defer to September meeting as Cllr Sutton to liaise with highways to tackle issue with drainage

**Meeting suspended at 8.08 pm** to admit a member of the public who wishes to raise a concern. Member of the public invited to speak. Concern raised about graffiti at the skate park. Advised to contact PCSO Price who has been made aware of the situation via the Clerk. Council made aware of posting on social media and apologies made for any distress caused

##### Cllr Sutton left the meeting

##### Meeting reconvened 20.20pm

- Replacement bins at WA green- **resolved** not to replace at this point as ssc only offer blue plastic bins. Any the pc install they must service them
- Fence installation for the Oak at primrose £785 plus vat – resolved to install the fence using the remaining budget from the notice board installation (£900 remaining to be vired to village repairs)

#### 41. Allotments update

- Plans- resolved to have two compost bins on each bin and one large communal water butt. Clerk to share amended plans. Once all is agreed then the planning application can be submitted
- Resolved to Elite ecology for an ecology report at a cost of £475 plus vat
- Resolved to appoint Elite ecology for a sustainable drainage report at a cost of £1200 plus vat
- Resolved to appoint Morfe Valley for an Arboricultural Impact Assessment at a cost of £350 (BS 5837:2012 arboricultural assessment and a report)

#### 42. Lapley Green registration

Tedstone solicitors have confirmed that there will not be a charge to support the PC with the legalities involved in registering Lapley Green as a village green. There will be a charge of £80 to land registry for the remaining unregistered area.

Clerk has shared details of the proposed management scheme, previously agreed at council, with the solicitor in charge.

Solicitor advised that there is a concern that the land was privately owned (prior to the and being gifted to the PC) and the legislation surrounding the time frame that this needs to be an open space for is being investigated. An update will be given when available

#### 44. Expense request

**Resolved** to reimburse a parishioner for £230 for expenses incurred for facilities for the jubilee event

#### 45. 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

#### 46. Assistant clerk vacancy

**Resolved** to extend the closing date to 25<sup>th</sup> august 2022 advert to include further information

#### 47. Items for future

None raised

**48. Date of next meeting:** 1<sup>st</sup> September 2022 at 7pm at Lapley and Wheaton Aston Village Hall. This is subject to change due to the ongoing Coronavirus situation

**PC Surgery:** a representative from the Council will be available from 6.30pm for parishioners to raise any concerns.

Signed..... Chairman.....

Meeting closed at 8.50pm

#### Council Attendance

Date	RN	JH	MS	WM	TN	SW	Sue W	ED	AA	VR	MG	Total Attendance
19/5/22	X	X	X	X	X	X	AP	X	X	X	Ab	10
20/6/22	X	Ap	Ap	X	X	Ap	X	Ap	X	Ap	Ap	5
14/7/22	X	X	X	X	Ap	Ab	X	Ap	Ap	X	Ap	6

#### 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 & Wheaton Aston Parish Council

### Expenditure transactions - payments approval list

Start of year

01/04/22

Tn no	Cheque	Gross	Heading	Invoice	Details	Cheque
79	£1,282.00		120/1/1	09/05/22	Ditton Services - may monthly charge	
40fp220519m	£103.80		100/19/1	19/05/22	Microshade Business Consultants Ltd - Hosting - May	£103.80
41fp220519jrb	£142.79		120/5	19/05/22	JRB Enterprises Ltd - Dog Bags	£142.79
42fp220519spc	£30.00		100/3/2	19/05/22	Staffordshire Parish Councils' Association - Building	£30.00
2 way communications - RN						
43fp220519rsr	£300.00		140/9	19/05/22	Radii - Skate Park Inspection	£300.00

44fp220519ee	£32.12	100/10	19/05/22	EE - Mobile Phone	£32.12
45dd220516msd	£163.16	100/10	19/05/22	Mainstream Digital Ltd. - Phone and Broadband	£163.16
46 Equals 220503	£21.14	170	19/05/22	Amazon - Adobe Export	£21.14
47fp642333831aw	£62.99		19/05/22	Mrs Amy Watson - Expenses - May 22	£62.99
1	£48.60	100/18/1		Milage	
2	£14.39	120/1/5		Zoom March 373 1429 03	
48fp403064977mb	£11.70		19/05/22	Mr. Malcolm Bissell - Expenses - Apr 22	£11.70
1	£11.70	100/18/1		Milage	
49fp319697066spcPowers, Policies & Communities	£30.00	100/3/2	19/05/22	Staffordshire Parish Councils' Association - Legal	£30.00
50fp81184418slc	£270.00	150/1	19/05/22	SLCC Enterprises Ltd - Membership Fee 22-23	£270.00
51fp27420815kd	£7.65	100/18/1	19/05/22	Mrs Karen Daker - Expenses - Apr	£7.65
52fp215644952ric	£139.06		19/05/22	Ricoh U K Limited - Copier Charges	£139.06
1	£83.26	100/12		Copier Rental = May-July	
2	£55.80	100/12		Charges - 1 Feb - 30 Apr	
53fp588098570ssc 19 Apr-18 May	£279.60	100/2	19/05/22	South Staffordshire District Council - Rent 2022/23	£279.60
54fp260522sbc£432.60 1.6.22-31.5.23		120/6	26/05/22	Stafford Borough Council - pest control contract	£432.60
55fxcardpmt	£166.30	26/05/22		Asda Stores Ltd - cakes for jubilee event	£166.30
1	£95.00	170		sainsburys cakes	
2	£71.30	170		asda	
63fp97710891£1,282.00 3ds		120/1/1	17/06/22	Ditton Services - Grounds Contract 22/23 - 3rd	£1,282.00

## Bank Account Reconciled Statement

### Unity Trust - Current Account

Statement Number	19	Bank Statement No.	19
Statement Opening Balance	£69,098.86	Opening Date	01/05/22
Statement Closing Balance	£53,645.16	Closing Date	30/06/22
True/ Cashbook Closing Balance	£53,616.66		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
24/05/22	cost of jubille sign		220.00	0.00	68,878.86
26/05/22	Transfer		360.00	0.00	68,518.86
30/06/22		Unity Trust	28.50	0.00	68,490.36
30/06/22		Ditton Services	1,282.00	0.00	67,208.36
30/06/22	bacs511973439np	Npower Limited	307.49	0.00	66,900.87
30/06/22	dd220516msd	Mainstream Digital Ltd.	163.16	0.00	66,737.71
30/06/22	dd220614mnds	Mainstream Digital Ltd.	6.60	0.00	66,731.11
30/06/22	dd220617ee	EE	32.12	0.00	66,698.99
30/06/22	fo979361057mb	Mr. Malcolm Bissell	18.45	0.00	66,680.54
30/06/22	fp133759783jm Microshade Business Consultants Ltd	Mrs. Josie Morris 475.20	0.00	30/06/22 66,130.95	fp20273746ms
30/06/22	fp215644952ric	Ricoh U K Limited	139.06	0.00	65,991.89

30/06/22	fp220519ad	Mrs. Alexa Davies			
30/06/22	fp220519aw	Mrs Amy Watson			
30/06/22	fp220519ee	EE	32.12	0.00	64,180.53
30/06/22	fp220519hmr	HMRC	842.65	0.00	63,337.88
30/06/22	fp220519jm	Mrs. Josie Morris			
30/06/22	fp220519jrb	JRB Enterprises Ltd	142.79	0.00	63,120.70
30/06/22	fp220519kd	Mrs Karen Daker			
30/06/22	fp220519mb	Mr. Malcolm Bissell			
30/06/22	fp220519ms Consultants Ltd	Microshade Business	103.80	0.00	62,374.51
30/06/22	fp220519rsr	Radii	250.00	0.00	62,124.51
30/06/22	fp220519spc Councils' Association	Staffordshire Parish	30.00	0.00	62,094.51
30/06/22	fp220519spf Superannuation Fund	Staffordshire County Council			
30/06/22	fp260522sbc	Stafford Borough Council	432.60	0.00	60,828.19
30/06/22	fp27420815kd	Mrs Karen Daker	7.65	0.00	60,820.54
30/06/22	fp319697066spc Councils' Association	Staffordshire Parish	30.00	0.00	60,790.54
30/06/22	fp385106832afe	A F E B Limited	528.00	0.00	60,262.54
30/06/22	fp403064977mb	Mr. Malcolm Bissell	11.70	0.00	60,250.84
30/06/22	fp403494498ssc Council	South Staffordshire District	279.60	0.00	59,971.24
30/06/22	fp423450056pd	Playdale	468.44	0.00	59,502.80
30/06/22	fp564720765kd	Mrs Karen Daker			
30/06/22	fp588098570ssc Council	South Staffordshire District	279.60	0.00	58,940.90
30/06/22	fp6012662299spf Superannuation Fund	Staffordshire County Council			
30/06/22	fp632182642pp	Pink Print	52.80	0.00	58,099.26
30/06/22	fp7537902aw	Mrs Amy Watson	51.74	0.00	56,342.77
30/06/22	fp81184418slc	SLCC Enterprises Ltd	270.00	0.00	56,072.77
30/06/22	fp829432686ms Consultants Ltd	Microshade Business	103.80	0.00	55,968.97
30/06/22	fp85442345hmr	HMRC	731.60	0.00	55,237.37
30/06/22	fp921778205mb	Mr. Malcolm Bissell			
30/06/22	fp977108913ds	Ditton Services	1,291.99	0.00	53,706.91
30/06/22	pf448661103ad	Mrs. Alexa Davies			

Reconciled by Amy Watson

Signed

Clerk / Responsible Financial Officer

Chair

Date