



**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 26<sup>th</sup> January 2023 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. Masks will be requested to be worn where possible.*

*All attendees are requested to follow social distancing guidance (2 meters space), sanitizing guidance and comply with the Track and Trace system.*

*The risk assessment for the meetings can be found on our website [www.wheatonastonparishcouncil.gov.uk](http://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](mailto: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)

#### **119.To consider apologies**

**-Decision**

#### **120.Declaration of Interests**

**-Information**

To declare any interests any on agenda items

#### **121. Approval of minutes**

**-Decision**

To approve and sign the minutes of the meeting of the Meeting of Lapley, Stretton and Wheaton Aston Parish Council held on 8<sup>th</sup> December 2022

#### **122.To receive report from Parish Council Clerk (Appendix 1)**

**-Information**

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

**-information**

#### **124.To receive report from Staffordshire police**

**-information**

#### **125.Financial matters**

**-decision**

To consider financial matters including: (appendix 2)

- a) To approve the expenditure and income for December 2022
- b) To approve the reconciled statements for all accounts to 31<sup>st</sup> December 2022
- c) To receive the Financial Summary to 31<sup>st</sup> December 2022
- d) To receive the Financial Comparison to 31<sup>st</sup> December 2022
- e) To note payments/decisions made under delegated powers

#### **126. Planning recommendations**

**-decision**

To consider planning matters including

- a) planning applications received 22/01144/TREE

Planning application 22/01169/FUL

Planning application 23/00006/AGRRES

b) Planning applications received after the agenda papers distributed

### 127. Casual Vacancy

- information

To receive the casual vacancy following the termination of office on 21<sup>st</sup> December 2022 of Councillor Sharon Whittingham.

*Section 85 of the Local Government Act 1972 now applies:*

*Where a casual vacancy in any such office occurs within six months before the day on which the councillor whose office is vacant would regularly have retired, an election shall not be held under subsection (1) above unless on the occurrence of the vacancy (or in the case of a number of simultaneous vacancies, the occurrence of the vacancies) the total number of unfilled vacancies in the membership of the council exceeds one third of the whole number of members; and where an election under subsection (1) above is not held, the vacancy shall be filled at the next ordinary election*

### 128. Consultations

-decision

To consider a response to the following consultations:

National planning policy

To consider a response to the

planning framework consultation <https://www.gov.uk/government/consultations/levelling-up-and-regeneration-bill-reforms-to-national-planning-policy/levelling-up-and-regeneration-bill-reforms-to-national-planning-policy>

County member ward areas

<http://www.consultation.lgbce.org.uk/node/690>

### 129. Kings Coronation celebrations

-decision

To consider:

- celebrations
- creating a painted rock display
- purchasing memorabilia for each child at St Marys First School –

#### Mugs

(108) £463.66



#### Wooden Coasters engraved

100 £460.00 plus vat

#### Leather Book Marks 50 x 215mm wide Tassel

Gold leaf printed

100 £216.00 plus vat

Price breaks on 250 units POA

### 130. Forward Planning and Maintenance:

-decision

To consider:

- Annual play area inspections and work required
- New mobile (assistant) required:
  - phone contract £25 pcm for 24months
  - Currys iphone SE £449 iphone 11 £439

Apple direct se £449

Refurbished iphone 11 £389.99

- Best Kept Village Competition entry
- Parish bleed kits. Consider the purchase of one bleed kit per ward to be housed within a defib case. Each kit £85.00 via Daniel Bard Foundation (1 free via WMAS)
- Defibrillator. To consider match funding with CFRs to install a solar powered defib case at Ivetsey Rd (defib provided by WMAS) approx. cost to PC £1100

### 131. Planning policy

-decision

To adopt the policy (appendix 3)

### 132. Broadholes Lane Project

-decision

To consider:

- Lease renewal
- Receive an update

### 133. Storage

-decision

Consider the proposal to locate a storage container at the Sports and Social Club

#### Costs:

Contractor A 10ft refurbished container (green) £2100

Contractor B 10ft used container (green) £2250

Contractor C 10 ft used container (green) £296.47

Contractor D 10ft used container (green) £2550

Cost for legal agreement:

Annual ground rent cost:

Annual ground rent cost:

Annual ground rent cost:

-decision

### 134. Litter warden role

To consider the role at Primrose play area

**135. 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.**

**136. Date of next meeting:** 9th March 2023 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

19.1.2023

### 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

### Appendix 1

#### Clerks Report

#### Information

8.12.22 Planning application for change of use at Broadholes Lane play area submitted

9.12.22 signs for no parking on yew tree ordered from Printdot

9.12.22 Vo met with representatives (by chance) from Staffordshire Wild life Trust on M.F. They are digging 10 ponds to increase biodiversity on the water logged field nearby

12.12.22 SSC will begin work to clear Broadhole Lane area early January

16.12.22 Afeb removed rotten posts at Marston Field

16.12.22 Ponds dug at location near Marston Field

19.12.22 Declined application for funding from the Community Council

16.1.23 Cradle Seat replacement order confirmation

16.1.23 Replacement parts for Hammock order confirmation

12.1.23 Skate park service booked for May/June, date TBC

17.1.23 a casual vacancy has occurred in the office of Councillor for the ward of Wheaton Aston, Parish of Lapley, Stretton and Wheaton Aston Parish Council following the termination of office on 21<sup>st</sup> December 2022 of Councillor Sharon Whittingham.

Section 85 of the Local Government Act 1972 now applies:

Where a casual vacancy in any such office occurs within six months before the day on which the councillor whose office is vacant would regularly have retired, an election shall not be held under subsection (1) above unless on the occurrence of the vacancy (or in the case of a number of simultaneous vacancies, the occurrence of the vacancies) the total number of unfilled vacancies in the

membership of the council exceeds one third of the whole number of members; and where an election under subsection (1) above is not held, the vacancy shall be filled at the next ordinary election.

17.1.23 Ditton services to lay bark at play areas when the weather improves

17.1.23 Ditton services to reinstate edging around play equipment as per annual inspections in place of work at Broadholes Lane

18.1.23 Clerk has spoken with AedDonate and First responders about introducing bleed kits to the parish, info to be brought to a future meeting

### **Consultations**

Planning reform:

<https://www.gov.uk/government/consultations/levelling-up-and-regeneration-bill-reforms-to-national-planning-policy/levelling-up-and-regeneration-bill-reforms-to-national-planning-policy>

Boundary review for county council members

[Local Government Boundary Commission for England Consultation Portal \(lgbce.org.uk\)](http://Local Government Boundary Commission for England Consultation Portal (lgbce.org.uk))

### **Outstanding items update**

- Allotments-
  - Birkenshaw Lane update- The decision has been passed to add the lane to the definitive map and is now number 82 for this to be made in to an order. This is likely to take years to be passed.
- Stretton right of way update- No update
- Defib at Marston Field- site confirmed, awaiting date
- Lapley Green registration-. Awaiting update from Tedstone Solicitors
- Camp Bestival- organisres are to host a meeting at Weston with information on all scheduled events for the year, representatives from camp Bestival to attend . Camp Besitval are altering all finishing times, the main stage will now finish at 11pm.
- Gated alley Broadholes/Pinfold-. No update on the proposal to reopen the alley from SSC
- Tree planting- St Marys School will replanting the trees as part of the green canopy project at a different time to the pc planting due to issues around obtaining permission
- Due to adverse weather the Forest of Mercia couldn't plant the new trees or prepare the land for the wildflower and hay meadow areas. 18.1.23 awaiting date
- Dog fouling. Increase of dog fouling reported with worse affected areas being Fentonhouse Lane, Springfield Drive, Caspian way and the alleyway between Caspian Way and Marston Road.  
As a pc there is a designated walking area, dog poop bags and signage, Envirocrime team emailed, they are going to visit the worst areas and stencil 'no fouling'. also requested that they consider writing to the residents of the worst affected areas and encourage them to report it in the hope that the offenders may live close and also receive a letter

### **Meetings/Events**

10.2.23 Aeddonate and clerk to locate Marston Rd defib

18.1.23 A/clerk site visit around the parish

19.13.23 Clerk and chairman meeting with CEO SSC

26.1.23 full council

10.2.23.9am Parish Summit (Please note date change from 9.2.23)

13.2.23 6pm Clerk elections brief with SLCC

Clerk- **Elections Training, On your marks Clerks!** - February 13<sup>th</sup> 6.30pm £30

**Assistant Clerk:**

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

**Clerks 1-1 Induction** – available every month via our booking system or on an alternative date by arrangement

**Elections Training, On your marks Clerks!** - February 13<sup>th</sup> 6.30pm £30

**Councillor Fundamentals** – February 15<sup>th</sup> 6.30pm £30

**ClLCA Portfolio Spring Intake** – 8 x dates commencing 28<sup>th</sup> February £285

**Parish Bookkeeping, Basic Skills** – March 2<sup>nd</sup> 10.30am £30

### **Items emailed to councillors**

14.12.22 planning app 22/00864/FUL due 4<sup>th</sup> Jan 2023

4.1.23 Lower Penn Pc open letter

4.1.23 SPCA News bulletin 19.12.22

- 4.1.23 SSC traffic amendments to Lapley Rd, Bellhurst Lane and Ivetsey Rd
- 4.1.23 SSC response to Lower Penn Pc concerns
- 4.1.23 SSC planning app 22/01144/TREE
- 4.1.23 SCC Jubilee fund
- 12.1.23 SSC info on decision to halt local plan
- 16.1.23 SSC Planning application 22/01169/FUL
- 16.1.23 SPCA News bulletin
- 16.1.23 SSC Who'who

#### **Use of devolved powers**

- £147.47 planning application fee for Broadholes Lane development
- Appointed afeb to: dismantle gate, remove broken gate post
- Supply & install new 240mm x 240mm x 2.4m treated
- Gate post, set in concrete rehang gate £185.00 + VAT
- To remove broken fence at school end of the dog walk and reinstate ground £45.00 + VAT
- Clerk training - **Elections Training, On your marks Clerks!** - February 13<sup>th</sup> 6.30pm £30
- Assistant clerk training courses:
- New clerks training** 24<sup>th</sup> jan
- Clerk inductions 121**– February 15<sup>th</sup> 10am £30

## **Appendix 2**

Lapley Stretton & Wheaton Aston Parish Council

Expenditure transactions - payments approval list

Start of year 01/04/22

No	Payment Reference	Gross	Heading	Invoice	Details	Cheque
226	560983217 espo	£152.40	100/9	13/12/22	Espo - variuos office supplies	£152.40
227	790441++9 3espo	£174.29	100/9	13/12/22	Espo - various stationery items	£174.29
228	859340476 sgs	£768.00	190	13/12/22	SGS Systems Limited - marston rd cctv	£768.00
229	294816011 edgeit	£91.20	100/3/1	13/12/22	Edge IT Systems Ltd - training for a/clerk	£91.20
234	301196008 TURNOCK S	£4,129.20	160/1/1	13/12/22	Turnock Limited - lights put up	£4,129.20
235	2	£31.49		13/12/22	Mrs Amy Watson - zoom mileage	£14.39 100/6/1 £17.10
236	889448385 scc	£150.00	100/16	13/12/22	Staffordshire County Council - annual charge for website	£150.00
237	lc	£94.46	130/2/3	13/12/22	Lyncraft Marketing - signs for yew tree drive	£94.46
238	ut	£30.00	100/21	13/12/22	Unity Trust - bank charge	£30.00
239	cpre	£36.00	150/4	13/12/22	Cpre - annual membership	£36.00
240	ds	£1,291.99	120/1/1	13/12/22	Ditton Services - monthly cost	£1,291.99
241	ssc	£301.00	100/2	13/12/22	South Staffordshire District Council - office rent	£448.70
245	ms	£103.80	100/19/1	13/12/22	Microshade Business Consultants Ltd - monthly costs	£103.80
246	wsm	£90.00	160/1/2	13/12/22	Weston Sawmill & Nursery - Christmas tree charge	£90.00
247	mb	£9.45	100/18/1	13/12/22	Mr. Malcolm Bissell -	
248	ddpmtbt	£46.50	100/10	13/12/22	BT - monthly charge	£46.50

249	ssc	£147.70	170	13/12/22	South Staffordshire District Council - planning app for allotments	£448.70
250	amazon	£66.26	170	13/12/22	Amazon - batteries	£66.26
251	amazon	£5.94	170	13/12/22	Amazon - I phone charger	£5.94
Sub Total		£7,719.68				
		£4,436.44			Confidential	

**Total** £12,156.12  
Bank Account Reconciled Statement

**Unity Trust - Current Account**

Statement Number	23	Bank Statement No.	23
Statement Opening Balance	£48,935.04	Opening Date	01/12/22
Statement Closing Balance	£36,783.18	Closing Date	31/12/22
True/ Cashbook Closing Balance	£36,783.18		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
23/12/22		Various	0.00	54.21	48,989.25
28/12/22	Transfer		272.20	0.00	48,717.05
31/12/22		Mrs Amy Watson	17.10	0.00	48,699.95
31/12/22		Mrs Amy Watson	14.39	0.00	48,685.56
31/12/22		HM Revenue & Customs Only	247.54	0.00	48,438.02
31/12/22		HM Revenue & Customs Only	93.80	0.00	48,344.22
31/12/22		HM Revenue & Customs Only	77.40	0.00	48,266.82
31/12/22		HM Revenue & Customs Only	1.40	0.00	48,265.42
31/12/22		HM Revenue & Customs Only	9.80	0.00	48,255.62
31/12/22		HM Revenue & Customs Only	64.00	0.00	48,191.62
31/12/22		HM Revenue & Customs Only	452.32	0.00	47,739.30
31/12/22		Staffordshire County Council Superannuation Fund			
31/12/22		Staffordshire County Council Superannuation Fund			
31/12/22	110892773aw	Mrs Amy Watson			
31/12/22	294816011edgeit	Edge IT Systems Ltd	91.20	0.00	44,992.12
31/12/22	301196008TURNOC	Turnock Limited		4,129.20	0.00
40,862.92	KS				
31/12/22	523319020ad	Mrs. Alexa Davies			
31/12/22	560983217espo	Espo	152.40	0.00	40,643.46

31/12/22	790441++93espo	Espo	174.29	0.00	40,469.17
31/12/22	859340476sgs	SGS Systems Limited	768.00	0.00	39,701.17
31/12/22	889448385scc	Staffordshire County Council	150.00	0.00	39,551.17
31/12/22	bacs301222ut	Unity Trust	0.90	0.00	39,550.27
31/12/22	dd171222ee	EE	32.75	0.00	39,517.52
31/12/22	ddpmtbt	BT	46.50	0.00	39,471.02
31/12/22	ds	Ditton Services	1,291.99	0.00	38,179.03
31/12/22	jm	Mrs. Josie Morris			
31/12/22	js	Jessica Shulman			
31/12/22	lc	Lyncraft Marketing	94.46	0.00	37,627.75
31/12/22	mb	Mr. Malcolm Bissell			
31/12/22	ms	Microshade Business Consultants Ltd	103.80	0.00	37,204.18
31/12/22	ssc	South Staffordshire District Council	301.00	0.00	36,903.18
31/12/22	ut	Unity Trust	30.00	0.00	36,873.18
31/12/22	wsm	Weston Sawmill & Nursery	90.00	0.00	36,783.18

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	12206.07	54.21

Reconciled by Amy Watson

Signed

Clerk / Responsible Financial Officer

Chair

Bank Account Reconciled Statement

<b>Unity trust working reserves</b>	<b>20419150</b>	<b>60-83-01</b>
Statement Number	18	Bank Statement No.
Statement Opening Balance	£54,730.71	Opening Date
Statement Closing Balance	£54,898.60	Closing Date
True/ Cashbook Closing Balance	£54,898.60	

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
31/12/22	311222utreserve	Unity Trust Bank	0.00	167.89	54,898.60

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	0	167.89

Reconciled by Amy Watson

Bank Account Reconciled Statement

**Fair FX prepaid card****5116561022250691**

Statement Number	4	Bank Statement No.	4
Statement Opening Balance	£106.01	Opening Date	01/12/22
Statement Closing Balance	£12.32	Closing Date	31/12/22
True/ Cashbook Closing Balance	£12.32		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
28/12/22	Transfer		0.00	272.20	378.21
31/12/22	amazon	Amazon	66.26	0.00	311.95
31/12/22	amazon	Amazon	5.94	0.00	306.01
31/12/22	cpre	Cpre	36.00	0.00	270.01
31/12/22	fxcard111222mcafe 160.02	McAfee		109.99	0.00
	e				
31/12/22	ssc	South Staffordshire District Council	147.70	0.00	12.32

## Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	365.89	272.2

Reconciled by Amy Watson

## Bank Account Reconciled Statement

**Barclays savings account****73219496****20-08-64**

Statement Number	30	Bank Statement No.	30
Statement Opening Balance	£52,011.97	Opening Date	01/08/22
Statement Closing Balance	£52,057.01	Closing Date	31/12/22
True/ Cashbook Closing Balance	£52,057.01		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
11/11/22	bacs300922	Barclays Bank	0.00	16.03	52,028.00
31/12/22	bacs051222barclays 52,057.01	Barclays Bank		0.00	29.01

## Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	0	45.04

Reconciled by Amy Watson

## Financial Summary - Cashbook

Summary of receipts and payments between 01/04/22 and 31/12/22 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	£127,568.27	£0.00	£127,568.27
<b>Total Receipts</b>	<b>£127,568.27</b>	<b>£0.00</b>	<b>£127,568.27</b>

PAYMENTS	Net	Vat	Gross
Parish Council	£89,505.87	£7,498.21	£97,004.08
<b>Total Payments</b>	<b>£89,505.87</b>	<b>£7,498.21</b>	<b>£97,004.08</b>

Closing Balances

**Ordinary Accounts**

Barclays savings account	£52,057.01
Fair FX prepaid card	£12.32
Unity Trust - Current Account	£36,783.18
Unity trust working reserves	£54,898.60
<b>Total</b>	<b>£143,751.11</b>

Uncleared and Unpresented effects

Statement Closing Balances

**Ordinary Accounts**

Barclays savings account	£52,057.01
Fair FX prepaid card	£12.32
Unity Trust - Current Account	£36,783.18
Unity trust working reserves	£54,898.60
<b>Total</b>	<b>£143,751.11</b>

Financial Budget Comparison

Comparison between 01/04/22 and 31/12/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

	2022/2023	Reserve Movements	Actual Net	
<b>INCOME</b>				
<b>Parish Council</b>				
4	FX card	£410.00	£0.00	£0.45
10	Precept	£115,561.00	£0.00	£115,561.00
20	Grants	£0.00	£0.00	£1,375.00
32	Unity Trust Bank Interest	£0.00	£0.00	£0.00
33	Reserve Account Interest	£0.00	£0.00	£281.60
40	Miscellaneous	£0.00	£0.00	£308.95
45	Crime Prevention	£0.00	£0.00	£0.00
50	Barclay's Savings Account	£0.00	£0.00	£48.96
90	Prizes and Awards	£0.00	£0.00	£0.00
99	Vat Refund	£0.00	£0.00	£9,992.31
<b>Total Parish Council</b>	<b>£115,971.00</b>	<b>£0.00</b>	<b>£127,568.27</b>	
<b>Total Income</b>	<b>£115,971.00</b>	<b>£0.00</b>	<b>£127,568.27</b>	

Financial Budget Comparison

Comparison between 01/04/22 and 31/12/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

	2022/2023	Reserve Movements	Actual Net	
<b>EXPENDITURE</b>				
<b>Parish Council</b>				
100	General Administration	£20,030.00	£0.00	£11,922.92
110	Salaries	£42,552.00	£0.00	£37,749.56
120	Repairs & Grounds Maintenance	£18,385.00	£0.00	£20,443.54
130	Villages' Improvements	£350.00	£0.00	£1,385.18
140	Play Areas	£5,246.00	£0.00	£3,170.73
150	Subscriptions	£755.00	£0.00	£772.07
160	Christmas Celebrations	£11,921.00	£0.00	£6,236.85
170	Debit Card - General Expenses	£410.00	£0.00	£1,717.18
180	Donations	£3,700.00	£0.00	£3,400.00
190	CCTV	£840.00	£0.00	£871.94
200	Capital Expenditure	£0.00	£0.00	£0.00
201	councillor tablet	£400.00	£0.00	£0.00
202	Monarch costs	£1,550.00	£0.00	£1,835.00
<b>Total Parish Council</b>		£106,139.00	£0.00	£89,504.97
<b>Total Expenditure</b>		£106,139.00	£0.00	£89,504.97
Total Income		£115,971.00	£0.00	£127,568.27
Total Expenditure		£106,139.00	£0.00	£89,504.97
<b>Total Net Balance</b>		<b>£9,832.00</b>		<b>£38,063.30</b>

### Appendix 3

#### Lapley, Stretton and Wheaton Aston Parish Council Planning Policy

##### Introduction

Lapley, Stretton and Wheaton Aston Parish Council is the recipient of Planning Applications submitted to South Staffordshire Council within the wards of Lapley, Stretton and Wheaton Aston as part of their consultative process. LSWA PC may make comments and/or recommendations on any Planning Application but the final resolution is made by South Staffordshire Council.

##### Planning Working Group

- LSWA PC shall set up a Planning Working Group consisting of not less than three Councillors.
- The Planning Working Group will meet to consider each application individually ahead of a full council meeting and make recommendations to full council.
- The Planning Committee shall meet prior to each full Community Council Meeting.
- All decisions made shall be at full council and recorded along with the reasons for those decisions.
- Any recommendations, along with the reasons for those recommendations, shall be sent to South Staffordshire Council as soon as possible after the meeting.
- Where a Councillor has a personal or prejudicial interest they will declare that at the appropriate time and be exempt from discussions on that planning application as outlined in our Code of Conduct.
- Where the Planning Working Group becomes aware or is notified of any planning infringements they will notify South Staffordshire Council as the Planning Authority.

##### Timescale

- Normally the consultative period is twenty-eight days.
- Any minor applications that are received and cannot be dealt with by the Planning Working group in conjunction with Full Council before the consultative period expires shall be dealt with by the Clerk in consultation with the working group Chairman under delegated powers.

- The Clerk should use best endeavours to notify all members of any applications that cannot be brought before the next regular meeting before the consultative period expires.
- The Clerk will provide paper copies of applications where requested by members

### **Public Attendance**

Any member of the public can attend any Full council meeting where the decision is made and may be allowed to speak, either for or against any application, during the public forum

The Council encourages local residents whether individuals, or representatives of interested parties to come and make representations to the council. All planning meetings related to individual planning or developer applications will be held in public

When considering policies or responses to large scale developments LSWA PC reserves the right to hold meetings for members only where access to privileged information before formal applications could prejudice the Council's position.

### **Appeals/Planning Application Amendments**

Any decisions or recommendations made will not be amended unless additional information is submitted that is relevant to the original application.

### **Site Visits**

Site visits will not normally take place, if one is required members must not visit the site alone and should be aware of associated risks.

### **Carbon Neutrality**

We expect all planning applications for development to pro-actively demonstrate how they are compatible with both BHPCs and Staffordshire County Council's declaration of a climate emergency and support the ambition of both organisations in reaching net zero emissions by 2050.

This includes:

- that any construction activity seeks to use low-carbon and carbon neutral materials wherever possible and maximises material efficiency.
- that the subsequent operation of any development maximises the potential use of renewable energy – for power, heating and mobility, as relevant
- The construction is as energy efficient as possible, and will be resilient to the future climate changes that are expected at that location (for instance in relation to flood risk, heat stress etc.)
- 

### **LSWA PC Climate Change Policy**

LSWA PC have adopted a climate change policy which states that on making a representation to a planning comments the use of sustainable materials and green energy be considered

### **Acceptable grounds for objecting to a planning application:**

#### **Planning policy:**

conflict with Structure Plan» Local Plan , Adopted core strategy, National planning framework

- contrary to government planning policy guidance
- not complying with councils informal policy guidance
- prejudice comprehensive development of an area
- exceptional personal circumstances
- Replies from statutory and non-statutory agencies (e.g. Environment Agency, Highways Authority who will be consulted anyway.)
- Representations from others - neighbours, amenity groups and other interested parties so long as they relate to land use matters.

#### **Special designations:**

- loss of important Tree Preservation Order trees
- inappropriate development in Green Belt
- harm to landscape of National Park or Area of Outstanding Natural Beauty/National Scenic Area
- threat to wildlife or geological features of Site of Special Scientific Interest

- conflict with character of Conservation Area
- damage to historic or architectural value of Listed Building
- harmful to the setting of listed Building
- destroying archaeological remains or monuments

**Planning History:**

- losing important socially beneficial uses
  - reducing housing accommodation in area of housing shortage
  - other applications refused and no change the circumstances
  - contrary to inspector's views in previous appeal decision
  - incompatible with existing planning permission

**Site Considerations:**

- over development insufficient garden or amenity land
- lack of private space.
- excessive bulk or scale
- introducing unnatural features
- spoiling natural or existing contours
- incompatible with the design of existing buildings
- \*loss of important trees, hedges or other vegetation
- threatening a public right of way
- insufficient parking spaces
- failure to meet council's access and onsite turning standards
- loss of important wildlife habitats
- harm to rare plants or animals
- destroying traditional field patterns loss of high quality agricultural land
- public sewers inadequate
- risk of flooding or creation of flood risk
- threat to health of occupants through previous contamination

**Neighbours**

- overlooking adjoining properties
- blocking natural daylight
- generating noise, disturbance, smells, pollution
- unsociable hours of operation

**Surrounding Area**

- Dominating nearby buildings
- Conflict with the pattern of development
- Poor relationship with adjoining buildings
- Visually damaging in the landscape or in the setting
- Conflict with the character of the area
- Environmental damage caused by vehicles
- Inconvenience for pedestrians
- Road system is inadequate
- Prejudice highway safety
- loss of open space
- Losing historic street pattern
- Adverse effect on rural economy
- Adverse effect on loss of employment
- threat to viability
- creating imbalance between jobs and homes
- failure to meet housing needs
- better alternative sites needed
- Effects on an area - this includes the character of an area, availability of infrastructure, density, over-development, layout, position, design and external appearance of buildings and landscaping
- The need to safeguard valuable resources such as good farmland or mineral reserves.

- Highway safety issues - such as traffic generation, road capacity, means of access, visibility, car parking and effects on pedestrians and cyclists.
- Public services - such as drainage, water supply and availability of schools.
- Public proposals for using the same land
- Effects on a specially designated area or building - such as green belt, conservation areas, listed buildings, ancient monuments and areas of special scientific interest.
- Effects on existing tree cover and hedgerows.
- Nature conservation interests - such as protection of badgers, great crested newts etc.
- Public rights of way
- Flooding or pollution.
- A desire to retain or promote certain uses - such as playing fields, village shops and pubs.
- Prevention of crime and disorder
- Presence of a hazardous substance directly associated with a development
- Precedent - but only where it can be shown there would be a real danger that a proposal would inevitably lead to other inappropriate development.

Adopted January 2023

Review: January 2025