



You are here by summoned to attend the Annual meeting of Lapley, Stretton and Wheaton Aston Parish Council, which will be held on Thursday 18th May 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.

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.

- | | |
|--|---------------------|
| 1. Election of Chairman | -Decision |
| 2. Election of Vice-Chairman | -Decision |
| 3. Co-option | -Decision |
| To consider any applications to be co-opted to the parish council (applicants may be interviewed at this time) | |
| 4. To consider apologies | -Decision |
| 5. Declaration of Interests | -Information |
| i) To update the register | |
| ii) To receive declarations of interest and consider dispensation requests & Code of Conduct | |
| 6. Confirm GPC requirements | -decision |
| i) To confirm that the Parish Council is eligible to adopt the General Power of Competence provided that: a) The number of Councillors elected at the last ordinary election, or at a subsequent by-election, equals or exceeds two thirds of its total number of Councillors (does not include co-options since the election) b) The Parish Clerk holds at least one of the sector specific qualifications and has passed CILC Unit 7 General Power of Competence Please refer to the document '201609 General Power of Competence' | |
| ii) To agree to adopt the general power of competence | |
| 7) To consider membership and delegated powers of: | -Decision |
| a) Disciplinary and Grievance Panel | |
| b) Staff Appeals Panel | |
| c) HR&HS Committee | |
| d) Parish Council Clerk | |

8) To consider membership and terms reference of working groups and Committees:

-Decision

- a) Christmas Lights Working Group
- b) Parish Maintenance Forward Planning` Working Group
- c) Finance Working Group
- d) Planning Working Group
- e) HR& HS Committee
- f) Allotments working group
- g) Lapley Green working group
- h) Traffic management working group
- i) Marston Field Redevelopment Working group

9) Additional Group Membership

-Decision

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

10) 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)

11) Consider representation on South Staffordshire Standards and resource committee

-Decision

12) To approve and sign the minutes of the meeting of 20th April 2023

-Decision

13) To receive report from Parish Council Clerk appendix 1

-Information

14) To receive report from Staffordshire County Council

- Information

15) To receive report from South Staffordshire Council

-Information

16) To receive report from Staffordshire Police

-information

17) Financial matters appendix 2

-Decision

To consider financial matters including:

- a. To approve the income and expenditure for April 2022
- b. To approve the reconciled Unity Trust main account
- c. To approve the 2022/23 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

Please note that the audit documents are separate to this agenda and may not be accessible, for assistance please email office@wheatonastonparishcouncil.gov.uk

18. Planning recommendations

-Decision

To consider planning matters including

- a) planning applications received: Planning application 23/00327/FULHH
Planning application 23/00276/FULHH- Hope Cottage Lapley
planning application Planning applications received after the agenda papers distributed

19. Policy Review

-Decision

To review:

- Code of Conduct
- Complaints Procedure
- Financial Regulations
- FOI Scheme
- Governance Framework
- Social media and communications
- Media Policy
- Scheme of Delegation

- Standing Orders
- Asset Register
- Insurance details

20. Allotment update

-Decision

To receive an update on the project including phase two of the clearance

21. Bench replacements

-Decision

22. 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.**

23. Date of next meeting: 13th July 2023 at 7pm at Lapley and Wheaton Aston Village Hall. This is subject to change

Amy Watson Parish Council Clerk
10.5.23

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

18.4.23 Further tree has been pulled up, along with the stake. Clear images of the youth have been captured on CCTV, each incident seems to be by a different young person. Reported to the Police. Crime Ref 21230054549

19.4.23 Primrose Bank Play Area Annual Inspection identified areas underneath the MultiPlay Toddler Area grass matrix tiles as having compacted soil. The report suggests Soil is compacted on them, which “may have an effect on the impact absorbing properties of the surface. Consider HIC testing impact absorbing properties to ensure the correct surface qualities are maintained for the equipment and replace as required”. Quote obtained from RospaPlaySafely for £645 plus VAT (Total £774).

E-mailed Dittons for a quote to lift mats, put in new soil and grass seed and replace the matting as this is likely a more cost-effective option.

19.4.23 Requested update from the postoffice on the service in the area

25.4.23 Hammock installed after replacement support ropes were received.

3.5.23 Declaration for re-enrolment completed for The Pension Regulator

Letter received from Brewood and district Voluntary car scheme thanking the pc for the contribution towards the scheme. They are still short on drivers are actively recruiting.

Consultations

Outstanding items update

- Allotments- waiting for lease queries to be condiered. SSc are unable to carry out stage 2 of the works. Clerk seeking other quotes. Clerk arranging meeting with the lcolaoty enablers to discuss further
- Stretton right of way update- no update.
- Defib at Ivetsey Rd- Planning are waiting for the site to be handed over. Once this has been completed an officer will assess the site for installation. SSc are to be land owners and are aware LSWA PC wish to install on site
- Lapley Green registration-. Awaiting update from Tedstone Solicitors
- Gated alley Broadholes/Pinfold-. No update on the proposal to reopen the alley from SSC
- Tree planting at Marston is complete , wildflower meadow planting is awaiting date due to needing a tractor to flail the area, Afeb to meet with FOM onsite to assess. Trees have been removed by youths- FOM to replant
- Post office update (5.5.23) We understand how important Post Office services are to communities and I’m sorry for the inconvenience and concern caused to customers, whilst the branch is closed. In order to restore service when a branch closes, we require an operator for the service and premises to operate from. We also have to ensure that the proposal to restore service is viable for both Post Office and the operator. We are currently advertising the opportunity to run Wheaton Aston Post Office on our website

<https://runapostoffice.co.uk/branch/wheaton-aston-post-office-stafford-st19-9nf> but haven't yet received any interest in the opportunity. If you are aware of any local retailer who may be interested in running Wheaton Aston Post Office, then please do share this link with them. They can register their interest through the linked page and we will support them through the application process. Thank you for contacting us and I hope you're reassured of our commitment to restore service to Wheaton Aston and as soon as we do have a confirmed proposal to restore service, we will of course update stakeholders and the community with the details.

Meetings/Events

8th June Parish Summit

29th June Support Staffordshire locality forum (Chambers at Codsall)

Christmas lights meeting – tbc

15th June Clerks Quarterly meeting

Training/CPD/ SPCA Upcoming courses

June 2023

5	Mon	6:30pm - 8:30pm	Councillor Fundamentals - aimed at new councillors or those looking for a refresh
8	Thu	6:30pm - 8:30pm	Understanding the Code of Conduct and Standards
14	Wed	6:30pm - 8pm	Understanding Standing Orders
15	Thu	10am - 12pm	Clerk's Induction 1-1
20	Tue	7pm - 9pm	Planning - making effective representations
28	Wed	10am - 12pm	Councillor Fundamentals - at the Haling Dene Centre, Penkridge - aimed at new councillors or those looking for a refresh
29	Thu	Course: 2 dates	Clerks - The Knowledge - 2 dates
		Course: 2 dates	Explore Chairmanship - 2 sessions

July

11 Tue 10am - 12pm Clerk's Induction 1-1

Items emailed to councillors

19.4.23 Tree planning app 23/00245/TREE

19.4.23 Tree planning app 23/00247/TREE

19.4.23 WMIupdate from Cllr Anderson

20.4.23 Staffs police latest report

25.4.23 Planning app23/00327/FULHH

3.5.23 SSC planning app 23/00276/FULHH

5.5.23 Post office update

5.5.23 Planning application 23/00361/FUL The Stables Bellhurst Lane

9.5.23 SPCA newsbulletin

9.5.23 Supports Staffordshire forum updates

Use of devolved powers

Vired £500 from coronation costs to debit card to incur expenses for the big lunch

Response to planning comments:

SSC Planning Decision

21/00239/TREE Section 211 Conservation Area Notification Remove an Oak, Millstone Stretton Road, Lapley, Stafford ST199JR – Approval

21/00492/TREE – Section 211, Conservation Area, Various (G1) - reduce back overhanging branches by 3m as overhanging footpath. Horse Chestnut (T1) - remove as heavily leaning into garden. Poplar (T2) - remove as heavily leaning into garden - The Old Vicarage Church Lane Lapley Staffordshire ST19 9JS – Tree works approval

22/01117/COU Additional accommodation for teenagers in care at Bell Hurst Cottage – Approved subject to conditions.

Lapley Stretton & Wheaton Aston Parish Council

Income transactions - receipts approval list

Start of year 01/04/23

Tn no	Ref.	Gross	Heading	Cttee Invoice date	Details	Ref. Total
1		£9,948.06	99	PC 19/04/23	HMRC - vat refund year 22/23	
2		£60,963.00	10	PC 25/04/23	South Staffordshire District Council - remittance one of precept 2023/24	
Total		£70,911.06				

Lapley Stretton & Wheaton Aston Parish Council

Expenditure transactions - payments approval list

Start of year 01/04/23

No	Payment Reference	Gross	Heading	Invoice	Details	Cheque
22	984989673	£103.80	100/19/1	06/04/23	Microshade Business Consultants Ltd - Monthly Hosting Fee	£103.80
2	882063858	£696.00	120/99	16/04/23	A F E B Limited - Netting for dog fence	£696.00
29		£99.99	100/9	16/04/23	Canva - Annual Charge	
15		£57.22	100/10	17/04/23	BT - Monthly Business Bill	
4	95001777	£257.29		19/04/23	Weston Sawmill & Nursery -	£257.29
	1	£198.00	120/7		3.6 Decking	
	2	£35.53	120/7		.3.6 x 50 x 47	
	3	£23.76	120/7		3.6 x 100 x22	
1	140984473	£85.00	202	20/04/23	Nash Gooderham - First Aid Cover Kings Coronation	£85.00
3	900640788	£115.20	160/1/2	20/04/23	St. John Ambulance - First Aid Cover Christmas Lights Switch On	£115.20
5		£53.89		20/04/23	Mrs Amy Watson -	
	1	£34.20	100/18/1		Mileage	
	2	£19.69	170		Out of Pocket Expenses Refreshments & Zoon	
11	526661321	£300.00	180/3	20/04/23	St. Mary's First School - PTA Grant	£300.00
12	745160821	£1,250.00	180/1	20/04/23	Brewood & District Voluntary Car Scheme -	£1,250.00
14	871980714	£300.00	180/3	20/04/23	Wheaton Aston Wanderers FC -	£300.00
16	99131804	£523.70	100/10	20/04/23	Npower Limited -	£523.70
17	190330756	£53.57	100/10	20/04/23	Npower Limited - Electricity Invoice 1 Jan 2023 to 31 March 2023	£53.57
18	985751607	£123.92	100/12	20/04/23	Ricoh U K Limited - Nov 2022 to Feb 2023	£123.92
19	DD	£49.98	100/10	20/04/23	EE - Monthly charges	£49.98
20	41662059	£301.00	100/2	20/04/23	South Staffordshire District Council - Monthly Office	£301.00

					Rental	
21	846945537	£1,291.99	120/1/1	20/04/23	Ditton Services - Grounds Maintenance Servces	£1,291.99
23	122131686	£552.00	202	20/04/23	JC One Promotions - Coronation Coasters	£552.00
24	78591406	£429.22	150/2	20/04/23	Staffordshire Parish Councils' Association - Annual Subscription	£429.22
25		£204.00	100/3/1	20/04/23	Staffordshire Parish Councils' Association - Training: Playground Safety Basic Volunteer Course	
26		£35.50	100/18/1	20/04/23	Mr. Malcolm Bissell -	
27	71194255	£223.50	100/13	20/04/23	Stamps By Post.Com - Stamps	£223.50
28		£32.81	120/7	25/04/23	Amazon - Circular Blade	
13	93007363	£1,000.00	180/3	26/04/23	WA Luncheon Club -	£1,000.00
30	bacs20/4/2	£3,105.86	130/2/4	30/04/23	South Staffordshire District Council - first stage cost of allotment renovation	
	3ssc					
Sub Total		£11,245.44				
		£4,591.40			Confidential	

Total £15,836.84

Bank Account Reconciled Statement

Unity Trust - Current Account

1111559/2035784 30-98-00

Statement Number	27	Bank Statement No.	27
Statement Opening Balance	£10,041.77	Opening Date	01/04/23
Statement Closing Balance	£64,448.77	Closing Date	30/04/23
True/ Cashbook Closing Balance	£64,448.77		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
19/04/23	Transfer		300.00	0.00	9,741.77
27/04/23	Transfer		500.00	0.00	9,241.77
30/04/23		HMRC	9.80	0.00	9,231.97
30/04/23		Staffordshire Parish Councils' Association	204.00	0.00	9,027.97
30/04/23		Mr. Malcolm Bissell	35.50	0.00	8,992.47
30/04/23		BT	57.22	0.00	8,935.25
30/04/23		HMRC	0.00	9,948.06	18,883.31
30/04/23		South Staffordshire District Council	0.00	60,963.00	79,846.31
30/04/23		Staffordshire County Council Superannuation Fund			
30/04/23		HMRC			
30/04/23		Mrs Amy Watson	14.39	0.00	79,180.75

30/04/23		Mrs Amy Watson	5.30	0.00	79,175.45
30/04/23		Mrs Amy Watson	34.20	0.00	79,141.25
30/04/23		Mrs Amy Watson			
30/04/23		Staffordshire County Council Superannuation Fund			
30/04/23		HMRC			
30/04/23	122131686	JC One Promotions	552.00	0.00	75,685.42
30/04/23	140984473	Nash Gooderham	85.00	0.00	75,600.42
30/04/23	190330756	Npower Limited	53.57	0.00	75,546.85
30/04/23	248343825	Mr. Malcolm Bissell			
30/04/23	41662059	South Staffordshire District Council	301.00	0.00	74,676.07
30/04/23	526661321	St. Mary's First School	300.00	0.00	74,376.07
30/04/23	71194255	Stamps By Post.Com	223.50	0.00	74,152.57
30/04/23	745160821	Brewood & District Voluntary Car Scheme	1,250.00	0.00	72,902.57
30/04/23	78591406	Staffordshire Parish Councils' Association	429.22	0.00	72,473.35
30/04/23	815542925	Mrs. Josie Morris			
30/04/23	846945537	Ditton Services	1,291.99	0.00	71,099.90
30/04/23	871980714	Wheaton Aston Wanderers FC	300.00	0.00	70,799.90
30/04/23	882063858	A F E B Limited	696.00	0.00	70,103.90
30/04/23	888948398	Jessica Shulman			
30/04/23	900640788	St. John Ambulance	115.20	0.00	69,613.34
30/04/23	93007363	WA Luncheon Club	1,000.00	0.00	68,613.34
30/04/23	95001777	Weston Sawmill & Nursery	257.29	0.00	68,356.05
30/04/23	984989673	Microshade Business Consultants Ltd	103.80	0.00	68,252.25
30/04/23	985751607	Ricoh U K Limited	123.92	0.00	68,128.33
30/04/23	99131804	Npower Limited	523.70	0.00	67,604.63
30/04/23	bacs20/4/23ssc	South Staffordshire District Council	3,105.88	0.00	64,498.75
30/04/23	DD	EE	49.98	0.00	64,448.77

Uncleared and unrepresented effects

Total uncleared and unrepresented 0.00 0.00

Total debits / credits 16504.06 70911.06

Balance Sheet

Unaudited

31/03/22
£

31/03/23
£

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
113,186.92	Cash in Hand && at Bank	115,999.12
113,186.92	TOTAL CURRENT ASSETS	115,999.12
113,186.92	TOTAL ASSETS	115,999.12

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
113,186.92	TOTAL ASSETS LESS CURRENT LIABILITIES	115,999.12
0.00	Long Term Borrowing	0.00
0.00	Deferred Liabilities	0.00
0.00	Deferred Credits	0.00
0.00		0.00
113,186.92	NET ASSETS	115,999.12
	Represented by	
11,149.92	General Fund	9,382.12
4,562.00	Election	5,000.00
52,000.00	Contingency (3 months precept)	52,000.00
2,750.00	Broadholes Lane Renovation	8,657.00
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	10,500.00
1,500.00	Office Equipment	2,000.00
500.00	War Memorial Repair	500.00
0.00	Bus Shelter Repair/Replacement	0.00
155.00	Chairman's Chain Replacement	155.00
	Drainage	
0.00	Drainage at Marston Field	0.00
350.00	Christmas	500.00
1,800.00	Surfaces	2,000.00
250.00	Birkenshaw Lane Clearance	2,000.00
4,415.00	Defib and kiosk	4,680.00
3,500.00	Clerk absence contingency	3,500.00
2,500.00	notice board WA	0.00
600.00	Crime Prevention	600.00
	Clerk training	
1,000.00	Reserve to fund future qualifications	1,500.00
2,000.00	Map board	0.00

755.00	Speed indicator devices	755.00
2,000.00	Lapley Cemetary repiars to highway	0.00
2,900.00	Lapley Green reserve	2,770.00
0.00	LONG TERM Investment Accounts	0.00
0.00	Liability Reserves e.g. deposits	0.00
113,186.92		115,999.12
102,037.00	Reserves total excluding general fund and liabilities	106,617.00
0.00	Reserves total of liabilities e.g. deposits	0.00
11,149.92	General fund total	9,382.12
113,186.92		115,999.12

Signed
Chairman
Date

Responsible Financial Officer

**Notice of appointment of date for the exercise of public rights
Accounts for the year ended 31st March 2023**

The Local Audit and Accountability Act 2014, and
The Accounts and Audit (England) Regulations 2015 (SI 234)

<p>1. Date of announcement: 2nd June 2023 (a)</p> <p>2. Any person interested has the right to inspect and make copies of the accounts to be audited and all books, deeds, contracts, bills, vouchers and receipts relating to them. For the year ended 31 March 2023 these documents will be available on reasonable notice on application to:</p> <p>(b) Amy Watson, Parish Clerk, Office F028 Staffordshire Business Hub, South Staffordshire Council, Wolverhampton Road, Codsall, WV8 1PX</p> <p>commencing on (c) 5th June 2023</p> <p>and ending on (d) 14th July 2023</p>	<p>(a) Insert date of placing of this notice on your website.</p> <p>(b) Insert name, position and contact details of the Clerk or other person to whom any person may apply to inspect the accounts.</p> <p>(c) And</p> <p>(d) The inspection period must be 30 working days in total and commence no later than 3 July 2023.</p>
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3. Local Government Electors and their representatives also have:
- the opportunity to question the auditor about the accounts; and
 - the right to make objections to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the Authority (f).

The auditor can be contacted at the address in paragraph 4 below for this purpose during the inspection period at 2 above.

4. The auditor's limited assurance review is being conducted under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit (England) Regulations 2015 and the National Audit Office' Code of Audit Practice. Your review is being carried out by:

Mazars LLP, The Corner, Bank Chambers, 26 Mosley Street, Newcastle upon Tyne, NE1 1DF

Email: local.councils@mazars.co.uk

5. This announcement is made by (e)) Mrs A Watson Parish Clerk and RFO

(e) Insert name and position of person placing the notice

