



**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 13th July 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 3 f)
No member of the public may speak for more than five minutes (standing order 3g)

38.To consider apologies

-Decision

39.Declaration of Interests

-Information

To declare any interests any on agenda items

40. 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 18th May 2023

41.To receive report from Parish Council Clerk Appendix 1

-Information

42. To receive report from Staffordshire County Council

-information

43. To receive report from South Staffordshire Council

-information

44.To receive report from Staffordshire police

-information

45.Financial matters

-decision

To consider financial matters including: (appendix 2)

- a) To approve the income and expenditure for May and June 2023
- b) To receive the reconciled accounts for Unity Trust (main) Unity trust (reserves) and Fx card
- c) To receive the financial summary
- d) To note payments/decisions made under delegated powers

46. Planning recommendations

-decision

To consider planning matters including

- a) planning applications received 23/00484/FULHH 3 Lapley Hall Cottages
- b) planning applications received after paperwork sent
- c) SSC First homes consultation (closes 23.7.23) [South Staffordshire - First Homes - Local Eligibility Criteria June 2023 \(oc2.uk\)](https://www.south-staffordshire.gov.uk/first-homes-local-eligibility-criteria-june-2023)

47. Working group reports:

To receive the considerations working

groups

Forward Planning and Maintenance:

- 1. Primrose Bank Play Area compacted soil
- 2. Use anti-graffiti paint on the youth shelter:

[Tor Torlife WB Satin Finish \(rawlinspaints.com\)](http://www.rawlinspaints.com) Paint colour similar to Wheaton Aston purple (Blackberry Sorbet).

£217.17 including VAT plus £17 delivery for 5litres.

3. Fence around primrose play area request.
4. Pest treatment
5. Replacement Benches [David Ogilvie Engineering · Street, Park & Memorial Furniture](#)
6. Allotment funding <https://www.tnlcommunityfund.org.uk/about/contact-us>
7. Water connection
8. Vehicle access crossing
9. Haymeadow flail
10. Second stage allotment work

Finance

Vire £200 from BKV usually used for bench repairs to new benches to increase budget to £4800

£783 remaining budget from Coronation. Suggestion: vire £160 to xmas to secure Daniel James Acoustic for event
£623 to go to bench cost and remainder to allotment funds

Christmas

- Additional entertainment
- Timetable
- Dangerous sheep drinks van
- Donations from stall holders
- Update on HERS

48.WMI update

To receive an update from Cllr Anderson

-information

49.Community Safety forum update

To receive an update from representatives

-information

50. Christmas lights tender Appendix 3

To consider the specification

-information

51.Policy review Appendix 4

To review the following policies

-decision

- Community Engagement policy
- Expenses policy
- Asset disposal policy
- Bring your own device policy

52. Local Council award scheme

To consider applying for the Quality council award [LOCAL COUNCIL AWARD SCHEME \(nalc.gov.uk\)](http://www.nalc.gov.uk)

-decision

53. Allotments Appendix 5

To consider the heads of term for the lease extension with SSC

-decision

54. SCC Climate change consultation

Consider a response to the consultation <https://letstalk.staffordshire.gov.uk/climate-change-2023>

-decision

55. Data protection officer role

Consider if there is a need to appoint an external officer with SCC

-decision

56. Finger post maintenance

-information/decision

57.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.

58. Assistant Clerk role

59. Death of a Senior National Figure policy

60. 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.**

61. Date of next meeting: 7th September 2023 at 7pm at Lapley and Wheaton Aston Village Hall . This is the annual meeting of the parish council. The annual parish meeting will begin at 6pm

Mrs A Watson Parish Council Clerk
6.7.23

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

Appendix 1

Lapley, Stretton and Wheaton Aston Parish Council Clerks Report

Information

18.5.23 Fly tipping reported to SSC near Bridge Farm past bridge 18 of the canal

18.5.23 Pest control contract with Staffs Borough has been renewed

30.5.23 Graffiti on teen shelter. M.B cleaned.

06.06.23 Alder beetles have caused unsightly damage to the newly planted alder trees on Marston Field. Pest control arranged with Ditton. Other quotes were not available.

06.06.23 6 new planters at the Village Hall, on W.A. Green and Lapley by defib box have been planted up with summer bedding plants.

7.6.23 Broken slat on the balancing course at MF. VO to make safe

7.6.23 fallen tree on the Staffordshire Way (Lapley) reported to the ROW team

12.6.23 Balancing course step MF replaced by VO

19.6.23 concerns raised regarding parking in Lapley and a request to reduce the speed in the village these have been forwarded to the highways officer for consideration and have requested Cllr Sutton updates at the next meeting

Consultations

SSC Climate change

<https://letstalk.staffordshire.gov.uk/climate-change-2023>

SSC First homes consultation closed 23.7.23 [South Staffordshire - First Homes - Local Eligibility Criteria June 2023 \(oc2.uk\)](#)

Outstanding items update

- Allotments- heads of terms to be approved by pc, quotes received for next stage of work
- Stretton right of way update- to be added to the Definitive map
- 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. 15.6.23 report received that tree cuttings have been left in the alley, enforcement team to remind neighbouring properties that the alley is to remain clear. No update on legal closure from SSC
- Tree planting at Marston is complete, wildflower meadow – area has been flailed, FOM to contact Afeb with date to plant seeds. FOM are covering the costs. Trees have been removed by youths- FOM to replant when appropriate
 - Post office – no update
 - Carbon Neutrality group

SSC lead officer to present at council on 8th September .

Need to raise awareness and support buildings such as the village hall and sports and social club to look at the idea of solar panels. Ssc will be looking at car charging points across the district soon

SSC plan to deliver some training on carbon literacy and hopes to invite parishes to this training by the end of the year

- D Day 80th anniversary 6th June 2024- Council to consider marking the event
- Government produced the draft Terrorism (protection of premises) bill was published on 2nd May 2023, also known as Martyns Law. This has the potential to affect the village hall. Awareness required

Meetings/Events

8th June Parish Summit

14.6.23 Planning meeting 11am

28.6.23 Cllr Weate attending Cllr fundamental course

4.7.23 Skatepark annual maintenance check

11.7.23 Community safety forum locality 2

7.7.23 Wolgarston high community day

19.7.23 Cllr Hodgkiss attending cllr fundamental course

22.7.23 Staffs police HQ open day

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

10.5.23 SSC sec 106 report
10.5.23 SSC No mow may
16.5.23 SSC Parish summit save the date
16.5.23 SPAC news bulletin
22.5.23 SSC planning app 23/00197/LBC
22.5.23 ssc planning ap 23/00196/FULHH
7.6.23 SSC Parish summit workshop details
7.6.23 SPCA councillor fundamental course
7.6.23 SSC planning application 23/00443/FULM
7.6.23 SP{CA news bulletin 29.5.23
7.6.23 SPCA wellbeing agenda with SSC
8.6.23 SPCA SSC climate change consultation
14.6.23 SPCA News bulletin
Planning application 23/00322/FULHH The Water Mill Stretton
19.6.23 SSC Planning application 23/00276/FULHH
21.06.2023 23 Allotments heads of terms form SSC
22.6.23 SSC presentations form the parish summit

22.6.23 SSC planning app 23/00484/FULHH
26.6.23 SSC First homes consultation
27.6.23 Npower out of contract details
27.6.23 SPCA news bulletin
28.6.23 SSC prosperity funding
5.7.23 SPCA news bulletin

Use of devolved powers

8.6.23 Dog dispenser bag order £111.06
Planning application 23/00322/FULHH The Water Mill Stretton 8.7.23
Planning application 23/00323/LBC The Water Mill Stretton
Planning application 23/00276/FULHH 3.7.23
£725 trans from working reserves to main UT account towards cost of laptop
£25888.22 trans from working reserve to main UT for cost of tree work at Broadholes lane
Espo order £79.92- lever arch files, white paper, clipboard £11.88 clear plastic wallets
Dittons appointed to spray news trees for alder bug infestation £205 initial cost followed by re spray until cleared.
Haymeadow work to be carried out as soon as practically possible , FOM is covering the £520 costs for flailing and preparing the area
27.6.23 Appointed Ditton services to spray trees at Marston for alder bugs £260 initial work and follows up required until clear
27.6.23 FOM to cover costs to flail and prep the ground at Marston Field for the haymeadow area
£40.92 – Hi viz for VO
£19 vired from VO materials to debit card heading to cover costs for graffiti spray (£18.20)
£41 vired from VO materials to debit card heading to cover costs for HI viz

Adobe monthly charge of £19.97 cancelled due to IT change
Adobe annual charge (less service) £21.14

Response to planning comments:

23/00197/LBC Lapley hall church lane refurbish sash windows

No objections, however more specific details on the glass is required to ensure that the listed building requirements are met, cylinder glass is required where currently present.

23/00196/FULHH Lapley hall church lane refurbish sash windows

No objections, however more specific details on the glass is required to ensure that the listed building requirements are met, cylinder glass is required where currently present.

23/00443/FULM Lapley Manor Church Lane Lapley

LSWA PC wish to object to this application on the following grounds:

1. The largest concern is regarding the location of Proposed Pool 2. The concern is the proximity to the village cemetery and the detrimental effect of any digging which could disturb the banked-up area which separates the cemetery from the site. This has potential to cause ground problems for a consecrated area. Should this application be approved LSWA PC encourages a condition to be added to the approval that any work completed is done with an intention to aid the drainage issues that are present in the area i.e. water removal from the cemetery via a channel to the pool or similar

2. The D & A statement now states that CCTV will be removed, LSWA PC is in agreement with this. The D & A statement also states that the windmill is not to be fixed in one location, this gives cause of concern due to the vicinity of the conservation area and a number of listed buildings. if a moveable windmill is approved a condition should be applied to ensure that the location should be considered so that it is not visible from the road and has little impact upon the area and any historical views

3. The proposed wooden clad gates are too high (at 2.2m) when viewed alongside all other gates in the Conservation area, LSWA PC suggest a height of 1.5m would be more appropriate

4. The proposed development lies within an area of Archaeological and Historic interest which might be excavated professionally in the future, this is supported by Roman findings within the vicinity

5. There is a concern that this development will advance in the future for commercial use and not private use as stated in the D & A

SSC Planning Decision

23/00245/TREE: Lapley Hall: Pinus Spp. (Pine) - Dismantle and remove. Cupressus spp. (Cypress) - reduce height by up to 50% - Tree works approval

Appendix 2

Lapley Stretton & Wheaton Aston Parish Council
Received Income Transactions

Start of year 01/04/23

received between 01/05/23 and 30/06/23, for the Parish Council

Paying	Received	Tn no	Invoice	Gross	Vat	Net	Heading	Details
Trust Bank	30/06/23 reserve account interest	3		£297.47	£0.00	£297.47	33	Unity
Total				£297.47	£0.00	£297.47		

Expenditure transactions - payments approval list

Start of year 01/04/23

No	Payment Reference	Gross	Heading	Invoice	Invoice	Details	Cheque
34		£19.99	170	01/05/23	7094821642	Adobe - Monthly Charge	
45	fxcard	£198.61	170	06/05/23		Asda Stores Ltd - Coronation supplies	£198.61
88	fxcard0905 23	£34.18	170	08/05/23		Amazon - batteries auto renew	£34.18
33	m012mh	£57.22	100/10	10/05/23		BT -	£57.22
37	776499495 Swing £179.03	£179.03	140/7/1	17/05/23		Wickstead Playgrounds - Replacement Cradle and delivery	
51	459459152 £192.96	£192.96	100/11/1	17/05/23		Black Rose Solutions Ltd - PC Internal Audit Costs	
57	631260923 Committee £42.00	£42.00	100/6/1	17/05/23		Wheaton Aston Village Hall Management -	
36	148546517 1	£48.59		18/05/23		Mrs Amy Watson - Mileage & Out of Pocket expenses	£48.59
	1	£34.20	100/18/1			Mileage	
	2	£14.39	100/16			Out of Pocket Expenses Zoom	
39	133912945	£1,291.99	120/1/1	18/05/23	133912945	Ditton Services - Monthly Payment	£1,291.99
40	755434848 Rental £301.00	£301.00	100/2	18/05/23		South Staffordshire District Council - Monthly	
41	365920937 £308.17	£308.17	140/7/1	18/05/23		The Childrens Playground Co - Pegs and rope for hammock	
43	601861287	£5,029.50		18/05/23	inv-d-01458	Cloudy It - Cloudy IT	£5,029.50
	1	£870.00	100/19/5			laptop	
	2	£4,159.50	100/19/1			transferer it provision	
46	71256365 £160.00	£160.00	202	18/05/23		Daniel James Acoustic - 2 x 45 minute set at coronation	
47	342566677	£160.00	202	18/05/23		Mr Sparkles Entertainment -	£160.00
48	298207549	£2,400.00	140/7/3	18/05/23		Ditton Services - Bark, Wheaton Aston	£2,400.00
49	869213666	£519.48	202	18/05/23		John Teague - Coronation Stones Display	£519.48
50	325974006 £1,200.00	£1,200.00	202	18/05/23		Potters Electrical Ltd - Coronation Bunting	
58	360947017	£12.60	100/18/1	18/05/23		Mr. Malcolm Bissell -	£12.60
59	716054350	£30.60	100/16	18/05/23		HCI Data Limited -	£30.60
42		£54.25	170	26/05/23		FairFx Pre Paid Card - Amazon Coronation	

Decorations

44		£135.83	202	26/05/23	Amazon - Coronation items	
62	130463126	£11.88	100/9	01/06/23	Espo - A4 Punch Pockets	£11.88
63	644172464	£79.92	100/9	01/06/23	Espo - Lever Arch Files and Clipboards	£79.92
67	89801933	£103.80	100/19/1	01/06/23	Microshade Business Consultants Ltd - Monthly	
		£103.80			Hosting Fee	
86		£19.99	170	01/06/23	Adobe –	
65		£29.70	100/21	03/06/23	Untity Trust - Bank Charges	
68	141883625	£103.80	100/8	06/06/23	Microshade Business Consultants Ltd - Monthly	
		£103.80			Hosting Fee	
80		£40.00	150/5	06/06/23	Information Commissioner's Office - Data	
	Protection				Renewal Fee	
89	fcard	£18.20	170	07/06/23	Amazon - graffiti spray x 2 for vo	£18.20
66	355800417	£111.06	120/5	08/06/23	JRB Enterprises Ltd -	£111.06
64		£54.19	100/10	09/06/23	EE -	
84	57808816	£518.40	120/6	15/06/23	Stafford Borough Council - Pest Control Contract	
		£518.40				
76	48222114	£113.56	100/12	16/06/23	Ricoh U K Limited -	£113.56
77	71295256	£13.95	100/18/1	16/06/23	Mr. Malcolm Bissell -	£13.95
78	785245136	£30.60	100/19/2	16/06/23	HCI Data Limited -	£30.60
79	65878176	£301.00	100/2	16/06/23	South Staffordshire District Council - Office Rental	
		£301.00				
83	243648612	£54.00	202	16/06/23	Lyncraft Marketing - Coronation Plaque	£54.00
75		£60.29		17/06/23	Mrs Amy Watson - Mileage and Out of Pocket Expenses	
	1	£45.90	100/18/1			
	2	£14.39	100/18/1		Zoom May	
85		£49.98	100/10	17/06/23	EE -	
81		£57.22	100/10	24/06/23	British Telecom - Monthly Business Bill	
82	80956772	£1,291.99	120/1/1	26/06/23	Ditton Services - Grounds Maintenance	£1,291.99
87		£29.70	100/21	30/06/23	Untity Trust - Bank Charges	
Sub Total		£15,469.23				
		£8,889.02			Confidential	
Total		£24,358.25				

Signature

Bank Account Reconciled Statement

Unity Trust - Current Account

Statement Number	27	Bank Statement No.	27
Statement Opening Balance	£10,041.77	Opening Date	01/04/23
Statement Closing Balance	£39,998.07	Closing Date	30/06/23
True/ Cashbook Closing Balance	£39,958.07		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
15/05/23	Transfer		0.00	725.00	65,173.77
16/05/23	Transfer		0.00	2,588.22	67,761.99
18/05/23		Stamps By Post.Com	-223.50	0.00	67,985.49
18/05/23	352679074	Stamps By Post.Com	223.50	0.00	67,761.99
31/05/23	133912945	Ditton Services	1,291.99	0.00	66,470.00
31/05/23	142760556	HM Revenue & Customs Only			
31/05/23	1485465171	Mrs Amy Watson	48.59	0.00	65,444.05
31/05/23	284947135	Jessica Shulman			
31/05/23	298207549	Ditton Services	2,400.00	0.00	62,668.69
31/05/23	325974006	Potters Electrical Ltd	1,200.00	0.00	61,468.69
31/05/23	339128574	Staffordshire County Council Superannuation Fund			
31/05/23	342566677	Mr Sparkles Entertainment	160.00	0.00	60,374.12
31/05/23	352464734	Mrs. Josie Morris			
31/05/23	360947017	Mr. Malcolm Bissell	12.60	0.00	60,288.46
31/05/23	459459152	Black Rose Solutions Ltd	192.96	0.00	60,095.50
31/05/23	476391071	Mr. Malcolm Bissell			
31/05/23	601861287	Cloudy It	5,029.50	0.00	54,723.13
31/05/23	631260923	Wheaton Aston Village Hall Management Committee	42.00	0.00	54,681.13
31/05/23	71256365	Daniel James Acoustic	160.00	0.00	54,521.13
31/05/23	716054350	HCI Data Limited	30.60	0.00	54,490.53
31/05/23	755434848	South Staffordshire District Council	301.00	0.00	54,189.53
31/05/23	776499495	Wickstead Playgrounds	179.03	0.00	54,010.50
31/05/23	869213666	John Teague	519.48	0.00	53,491.02
31/05/23	967621625	Mrs Amy Watson			
03/06/23	m012mh	BT	57.22	0.00	51,528.88
15/06/23	Transfer		3,945.38	0.00	47,583.50
30/06/23		EE	54.19	0.00	47,529.31
30/06/23		Unity Trust	29.70	0.00	47,499.61
30/06/23		British Telecom	57.22	0.00	47,442.39

30/06/23		Jessica Shulman			
30/06/23		EE	49.98	0.00	47,017.05
30/06/23		Mrs Amy Watson	45.90	0.00	46,971.15
30/06/23		Mrs Amy Watson	14.39	0.00	46,956.76
30/06/23	130463126	Espo	11.88	0.00	46,944.88
30/06/23	141883625	Microshade Business Consultants Ltd	103.80	0.00	46,841.08
30/06/23	243648612	Lyncraft Marketing	54.00	0.00	46,787.08
30/06/23	264078338	Staffordshire County Council Superannuation Fund			
30/06/23	31198888	Mrs Amy Watson			
30/06/23	355800417	JRB Enterprises Ltd	111.06	0.00	44,001.17
30/06/23	365920937	The Childrens Playgorund Co	308.21	0.00	43,692.96
30/06/23	48222114	Ricoh U K Limited	113.56	0.00	43,579.40
30/06/23	57808816	Stafford Borough Council	518.40	0.00	43,061.00
30/06/23	644172464	Espo	79.92	0.00	42,981.08
30/06/23	65878176	South Staffordshire District Council	301.00	0.00	42,680.08
30/06/23	688379601	Mrs. Josie Morris			
30/06/23	699256023	HM Revenue & Customs Only	863.13	0.00	41,743.89
30/06/23	71295256	Mr. Malcolm Bissell	13.95	0.00	41,729.94
30/06/23	785245136	HCI Data Limited	30.60	0.00	41,699.34
30/06/23	80956772	Ditton Services	1,291.99	0.00	40,407.35
30/06/23	89801933	Microshade Business Consultants Ltd	103.80	0.00	40,303.55
30/06/23	8987878386	Mr. Malcolm Bissell			
Uncleared and unrepresented effects					
30/06/23		Information Commissioner's Office	40.00		39,958.07

Signed

Clerk / Responsible Financial Officer

Chair

Date

Bank Account Reconciled Statement

Unity trust working reserves	20419150	60-83-01	
Statement Number	21	Bank Statement No.	21
Statement Opening Balance	£53,814.62	Opening Date	01/04/23
Statement Closing Balance	£54,744.25	Closing Date	30/06/23
True/ Cashbook Closing	£54,744.25		

Balance

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
15/05/23	Transfer		725.00	0.00	53,089.62
16/05/23	Transfer		2,588.22	0.00	50,501.40
15/06/23	Transfer		0.00	3,945.38	54,446.78
30/06/23		Unity Trust Bank	0.00	297.47	54,744.25

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	3313.22	4242.85

Bank Account Reconciled Statement

Fair FX prepaid card

5116561022250691

Statement Number	7	Bank Statement No.	7
Statement Opening Balance	£21.11	Opening Date	01/04/23
Statement Closing Balance	£140.52	Closing Date	30/06/23
True/ Cashbook Closing Balance	£140.52		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
19/04/23	Transfer		0.00	300.00	321.11
27/04/23	Transfer		0.00	500.00	821.11
30/04/23		Canva	99.99	0.00	721.12
30/04/23		Amazon	32.81	0.00	688.31
30/05/23		Baker Ross	-78.05	0.00	766.36
30/05/23		Amazon	135.83	0.00	630.53
30/05/23		FairFx Pre Paid Card	79.92	0.00	550.61
30/05/23	Crafts	Baker Ross	78.05	0.00	472.56
30/05/23	ddadobe	Adobe	21.14	0.00	451.42
31/05/23	fxcard	Asda Stores Ltd	198.61	0.00	252.81
30/06/23		Adobe	19.97	0.00	232.84
30/06/23		Adobe	19.97	0.00	212.87
30/06/23	ddebitcard	Adobe	19.97	0.00	192.90
30/06/23	fcard	Amazon	18.20	0.00	174.70
30/06/23	fxcard090523	Amazon	34.18	0.00	140.52

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	680.59	800

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/23 and 30/06/23 inclusive. This may include

transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

Barclays savings account	£52,121.62
Fair FX prepaid card	£21.11
Unity Trust - Current Account	£10,041.77
Unity trust working reserves	£53,814.62
Total	£115,999.12

RECEIPTS	Net	Vat	Gross
Parish Council	£71,208.53	£0.00	£71,208.53
Total Receipts	£71,208.53	£0.00	£71,208.53

PAYMENTS	Net	Vat	Gross
Parish Council	£36,698.54	£3,544.65	£40,243.19
Total Payments	£36,698.54	£3,544.65	£40,243.19

Closing Balances

Ordinary Accounts

Barclays savings account	£52,121.62
Fair FX prepaid card	£140.52
Unity Trust - Current Account	£39,958.07
Unity trust working reserves	£54,744.25
Total	£146,964.46

Not all the accounts have been reconciled exactly to the end date on this summary.

Signed

Chair

Clerk / Responsible Financial Officer

Appendix 3

Suggestion for xmas specification 2024-25-26

- To supply all new displays, fit & demount each year
- To support our annual switch-on event
- Carry out annual equipment testing, pole stress tests and electrical tests and provide the clerk with copies of each- all to be within the time frame as determined by Eon annually (normally 30th July for licenses and structural tests and 30th October for electrical tests)
- Supply any details and signatures required for the relevant licenses (insurances, qualifications `etc)
- Assess all equipment prior to installation and post installation for damage
- Repair (if needed) any displays (cost to be quoted prior)
- Advise LSWA PC on any foreseeable issues for subsequent years
- Supply displays (a variety of choice is required)
- Store all equipment (including that owned by LSWA PC)
- Annually service all equipment
- Provide an out of hours service for any arising issues
- Tender is not to exceed £8000 for the annual hire, install and dismount costs as stated above
- Enter a long term agreement covering three Christmas periods beginning Christmas 2024
- G39 certificates required for all contractors
- Ensure timers are all functional and correct
- Install Christmas lights on trees at Lapley Green and Wheaton Aston
- HERS registration required
- Meet all deadlines set by Eon
- Small works contract to be signed

Timescale:

Tenders out : 17th July 2023

Closing date for returns August 30th at 12pm

Decision to be made: 13th September

Appendix 4**Community engagement policy**

Lapley, Stretton and Wheaton Aston (LSWA) Parish Council is committed to engaging with and empowering its residents and communities so that they can be actively involved in decisions that affect them. The Council will work proactively to strengthen and improve working relationships with our partners; statutory bodies, organisations, local business and voluntary groups. LSWA Parish Council aims to be responsive to the needs of the local community and to involve its parishioners in the Council's decision-making about the issues which affect them including planning, delivery of services and the future of the area.

To achieve this, the Council will provide its parishioners with:

- relevant information about services, policies and decisions that might affect or interest them;
- opportunities for them to have their say about decisions, services and plans through consultations, surveys and conversation
- opportunities to get involved, over and above informing and consulting, to a greater influence over decisions and delivery.

In doing so, the Council will follow the principles set out below and will:

Honesty and openness

- Make clear the purpose of any engagement activity and use the right methods (proportionate to the significance of the issues) to engage the local community
- Be clear about what can be influenced
- Use honest, accurate and unbiased information

Listening

• Listen and respond to individuals and communities, enabling and empowering parishioners to play an effective role in setting priorities, designing services and influencing decisions to shape their local area.

Inclusion

• Undertake fair and impartial engagement to a high standard to ensure that all parishioners are offered equal opportunities to participate in issues that may affect them and make a difference.

Working together

• Act together when appropriate with a consistent approach to community engagement.
• Share knowledge and information openly with parishioners and partner organisations, whilst respecting confidentiality.
• Use what has been learnt from contact with local people to better understand and engage with the community, and to improve the services it delivers.

Keeping in touch

• Provide feedback and demonstrate the changes that are made as a result of engagement. The Council will use the following tools as appropriate to:

- a) Provide a 'suggestion box' in each village for residents to post correspondence
- b) inform - posters, fliers and publications including Contact and the Annual Report - Public and specific meetings including Parish Council meetings, Annual Parish Meeting - Presentations, briefings. - Website updates, Email, social media
- c) consult - Questionnaires and surveys - Online surveys and e-consultation (via the internet). - community groups. - Discussion/focus groups/forums/e-forum. - Written consultation through letter or email. - Consultation events/workshops/ /exhibitions/general events - Public, neighbourhood or specific meetings - Documents or information available in offices, public buildings or online. - Verbal consultation with community representative acting as a scribe.
- d) Involve - Working parties - Public or specific targeted discussion meetings with interested parties - Public or stakeholder workshops to identify issues and shape options, - Public visioning events, ideas competitions, interactive displays. - Online discussion forums. - Community led plans (e.g. parish plans/neighbourhood plans)/community action plans. - Comments and complaints.

Council Surgeries

LSAW PC will hold a combined Surgery ahead of each Parish Council meeting (where practical) with local PCSO's to provide an opportunity for local residents to meet with their Parish Councillors and/or PCSO's in person. Parish Councillors will be present to answer questions, discuss local issues and receive feedback on the work of the Parish Council.

Newsletters

LSWA Parish Council commits to produce a regular newsletter to engage with parishioners and update on the work undertaken between the periods.

The Parish Council Office plays a neutral role so that residents can be confident that they are receiving impartial information and support

Adopted March 2020, Reviewed March 2021, April 2022, July 2023

Next Review: July 2024

EXPENSES POLICY

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Purpose

This policy sets out the Council's rules on how employees and councillors can claim for expenses incurred in the performance of their duties for the Council. The purpose of this policy is to ensure that employees are properly reimbursed for legitimate business expenses and to ensure that these expenses are treated appropriately for tax purposes.

General procedure

The Council will reimburse you for actual expenditure that is incurred wholly, necessarily and exclusively in connection with authorised duties that you undertake in the course of your employment/elected term. To claim for expenses, you must use the Council's expenses claim forms and set out the reasons why the expense was incurred on the claim form. If you are unsure whether an expense can be claimed, you must seek prior written authorisation from the Clerk.

Expenses will not be paid unless supporting evidence is provided, together with a completed expense claim form. This should include original receipts or invoices with the date and time of the transaction (unless you are claiming for mileage). When claiming for travel expenses on public transport, you should enclose the tickets showing the departure point and destination of your journey, where possible. Credit and debit card statements will not be accepted. Where you are submitting a VAT receipt, you should set out:

- the name and VAT registration number of the retailer or service provider;
- the goods and services provided; and
- the amount of VAT payable.

Once completed and signed, you should submit your expense claim form to the Clerk for approval. Once approved the claim form should be sent to the RFO for payment.

Expenses claims must be submitted within 3 calendar months of the expense being incurred. If this is not practical, written approval for any extension will be required from the Clerk. The Council reserves the right to withhold any payment where prior written approval has not been given.

The Council may return an expense claim form to you without payment if it is completed incorrectly or lacks supporting evidence. The Council will pay claims for authorised expenses by BACS transfer into the same bank account into which your salary is paid.

In general, you should not incur expenses other than in the categories listed below. However, if you have claims for expenditure other than for those categories listed below, you should seek written approval from the Clerk before incurring the expense. The Council will accept email as written approval where it is required in this policy.

Any queries in relation to this policy should be directed to the Clerk.

Homeworkers

If you are a Homeworker, your normal place of work as stated in your contract will be your home. The council will reimburse all reasonable expenses incurred by homeworkers in the course of their duties upon receipt of satisfactory claims.

The council will provide the following equipment necessary to enable homeworking employees to do their job. Not all items are applicable to reach role, this will be determined in individual contracts.

- Desk with lockable drawer (or separate secure document store)
- Laptop or personal computer
- Printer
- Office (clerk only)

Alternatively, the council will agree with homeworkers a suitable sum to cover use of their own equipment.

The council should also pay the employee for the costs associated with heating, lighting, etc. HMRC rules allow for some of these expenses to be paid tax-free (see HMRC guidance: www.gov.uk/expenses-and-benefits-homeworking/whats-exempt).

Training

When attending training courses all employees should be able to claim travel expenses for the difference in the usual home to work costs. Where the training takes place outside contracted daily hours, part-time employees should be paid on the basis as time spent on training is working time.

Some training can be very expensive and as a condition for funding training, the council requires full repayment of all costs incurred for any training course in excess of £500 should an employee not complete the training or leave the council within twelve months of completion.

Travel

Employees and managers should consider whether or not travel is necessary or if there are more appropriate means (for example tele-conferencing or video-conferencing).

Rail

You may claim for standard class rail fares only. Where possible, rail journeys should be booked well in advance to benefit from any discounts for early booking.

Use of your own car

It may be appropriate and cost-effective to use your own car when travelling on business, for example if you are travelling with other staff or councillors or, where there is limited public transport to your destination, or the journey time is significantly shorter than using public transport. Any use of your own car on business is subject to you:

- holding a full UK driving licence;
- ensuring that your car is roadworthy and fully registered; and
- holding comprehensive motor insurance that provides for business use.

Prior authorisation should be sought from the Clerk or the Chair (in the case of the Clerk), before using your own car on business. The Council accepts no liability for any accident, loss, damage or claim arising out of any journey that you make on business. The Council will not pay for the cost of any insurance policy on your own car.

To claim for petrol expenditure, you should set out the distance of the journey undertaken on your expenses claim form. The Council will pay you a mileage allowance of 45p per mile for mileage under 10,000 miles and 25p per mile for mileage over 10,000 miles, or such other rate as set out from time to time by HM Revenue and Customs. The Council will pay for tolls, congestion charges and parking costs incurred, where applicable.

Use of bicycle or Motorcycle

If use of your bicycle or motorcycle is approved, you can claim a mileage allowance of 20p or 24p per mile respectively. Any use of your own motorcycle on business is subject to the same requirements as a car (see above).

Taxis

Any use of taxis will require prior approval and only in limited circumstances. These are:

- where taking a taxi would result in a significantly shorter travel time than using public transport;
- where there are several employees travelling together; or
- where personal security and safety of employees is an issue
- if an employee has travelled by rail and is in need of connecting transport

You must obtain a receipt with details of the date, place of departure and destination of the journey.

Overnight accommodation

As a guideline for travel on council business you should book accommodation equivalent to three-star standard or less. An exception to this is the NALC/SLCC conferences where accommodation is provided at the venue of the conference. You may book hotel accommodation of up to £250 maximum in a major city and £200 elsewhere. It is your responsibility to ensure that any hotel reservations are cancelled within the required cancellation period if they are no longer required.

Meals

If you are required to be away from home on council business, you may claim up to:

- £10 for breakfast (if this is not included in the hotel room rate);
- £15 for lunch;
- £20 for dinner and
- a daily allowance of £5 per night for general incidental costs such as a newspaper or telephone calls.

The maximum amounts above are inclusive of drinks. Alcohol cannot be reclaimed under any circumstances. You should supply receipts and invoices for all hotel and meal expenses other than for the daily allowance, where no receipt is required.

Entertainment/gifts

The Council has strict rules about offering or receiving both entertainment and gifts. Any gifts, rewards or entertainment offered to you should be reported immediately to the Clerk or the Chair in the case of the Clerk. As a general rule, small tokens of appreciation, for example flowers or a bottle of wine, may be retained by employees.

Annual events

The Council may decide to hold a staff event, such as a Christmas meal or other celebration. Except where agreed to the contrary, attendance is not compulsory, and you will remain responsible for any expenses you incur.

Expenses that will not be reimbursed

The Council will not reimburse you for:

- the cost of any travel between your home and usual place of work (except in exceptional circumstances for early morning/late night transport as set out above);
- the cost of any travel undertaken for personal reasons;
- the cost of any travel for your partner or spouse;
- any fines or penalties incurred while on council business for whatever reason, including penalties for not paying for a rail ticket in advance of boarding the train and penalties or fines associated with motoring offences, including speeding or parking fines, clamping or vehicle recovery charges;
- alcohol; and
- cash advances or withdrawals from an ATM machine. An exception to this is the use of the Expense card where it is not possible to pay via card, ie to pay for taxis

You are required to pay for any travel costs incurred by your partner or spouse in the event that he or she accompanies you on business. Your spouse or partner must have adequate travel insurance for that journey.

False claims

If the Council considers that any expenditure claimed was not legitimately incurred on behalf of the Council, it may request further details from you. The Council will thoroughly investigate and check any expenses claim as it sees fit. It may withhold payment where insufficient supporting documents have been provided. Where payment has been made to you prior to the discovery that the claim was not legitimate or correct, it may deduct the value of that claim from your salary.

Any abuse of the Council's expenses policy will not be tolerated. This includes, but is not limited to:

- false expenses claims;
- claims for expenses that were not legitimately incurred;
- claims for personal gain;
- claims for hospitality and/or gifts without them having been declared; and
- receipt by you of hospitality and/or gifts from contacts that may be perceived to influence your judgment.

The Council will take disciplinary action where appropriate and, in certain circumstances, may treat a breach of this policy as gross misconduct, which may result in your summary dismissal. In addition, the Council may report the matter to the police for investigation and criminal prosecution.

This is a non-contractual procedure which will be reviewed from time to time.

Date of policy: May 2020

Approving committee: Full council

Date of committee meeting:

Policy version reference: Expense policy

Policy effective from: May 2020

Date for next review: May 2026

— policy ends here —

Notes

This is an example policy that should be adjusted to reflect the procedures and policy of the council. The rates are a matter for the council to decide.

Guidance

Where there is text in [square brackets] this part may be updated or be deleted if not relevant. An alternative option may have been provided.

Important notice

This is an example of an employment policy designed for a small council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.

This document was commissioned by the National Association of Local Councils (NALC) in 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

This document has been written by the HR Services Partnership – a company that provides HR advice and guidance to town and parish councils. Please contact them on 01403 240 205 for information about their services.

ASSET DISPOSAL POLICY

1. INTRODUCTION

The term fixed assets means property, plant and equipment with a useful life of more than one year. The Council has a duty towards the electorate to ensure that all assets are properly managed, controlled and recorded.

2. CONTENTS

The Parish Council will maintain a Fixed Asset Register of items in excess of £150 which is the property of Lapley, Stretton and Wheaton Aston Parish Council.

It will be updated annually. A record of assets and their values is required to:

- Provide information to Councillors as to the assets under their control.
- Provide information or decision making purposes.
- Provide information for external reporting, insurance and audit purposes.

The method of fixed asset valuation for first registration on the asset register is at acquisition cost. Meaning that once recorded in the register, the recorded value will not change from year to year until disposal. Commercial concepts of depreciation, impairment adjustments and revaluation are not required for this method of asset valuation.

3. REGISTER CONTENT

The following information will be recorded;

- Description of asset including date acquired
- Location of asset
- Disposal or amount received
- Reason for disposal
- Replacement insurance value

4. NEW ASSETS

It is important that the council consider the creation and maintenance of new assets. Once identified, any new assets will be financed from any number of sources including; the precept, earmarked reserves, grants, sponsorship and borrowing.

5. MAINTENANCE

Assets will be inspected regularly and maintained to a satisfactory standard.

6. DISPOSAL

The authority to dispose of assets over £250 either by destroying, selling them or otherwise, will lie with the Parish Council, under £250 the Clerk, in conjunction with the Chairman, can dispose of assets. Any revenue obtained from the disposal of an asset will in normal circumstances be credited to the budget heading which originally purchased the asset.

7. REVIEW

To be reviewed annually.

LAPLEY, STRETTON AND WHEATON ASTON PARISH COUNCIL

BRING YOUR OWN DEVICE POLICY

INTRODUCTION

Bring Your Own Device (BYOD) covers the use of personal devices such as laptops, smartphones and tablets, to enable access to council information.

There are increased information risks associated with this, such as making sure that council information is kept secure even if your personal device is lost, stolen or used by another person.

All councilors are provided with a Samsung Galaxy tablet that is for Council use only and therefore the use of councilor personal devices is not encouraged. Please see the Tablet agreement for information on data use on the tablets. However, it is acknowledged that there may be an occasion where a personal device is used

SCOPE

This policy is intended to reduce the risks by clearly outlining individual responsibilities, minimum requirements and acceptable use.

The policy is for all employees, elected members, co-opted members, contractors and third parties who access the council's information using a personal device.

Breach of this, or any other Parish Council policy may result in disciplinary action or, in case of councilors, a referral to the Monitoring Officer.

DEVICE OWNERS RESPONSIBILITY

If you use your personal device to access council information, you are responsible for protecting the device. This includes ensuring the device is not used by anyone else to gain access to council information – even if you think the information is not confidential.

Device owners are expected to behave in accordance with Lapley, Stretton and Wheaton Aston Parish Councils' (LSWA PC) policies whilst using personal devices to work for the council.

We strongly recommend that you password protect your devices.

As the device owner, you have some specific responsibilities:

- a) Do not lend anyone your device to access LSWA PC information or networks;
- b) Any private information or applications on the device are entirely your own responsibility;
- c) Always take appropriate steps to maintain the security of LSWA PC information;
- d) Ensure that your device is compliant or confidential and that security software is up-to-date;
- e) If you think your access to council information has been misused, or that council information has been breached or shared inappropriately you must notify the council;
- f) You are responsible for the safekeeping of your personal data;
- g) Any personal device used may be subject to 'discovery in litigation'. This means that it could be used as evidence in a lawsuit against LSWA PC. Your data could be examined by representatives of LSWA PC and also by other parties in any lawsuit.

REVIEW

This policy to be reviewed annually.

Adopted by full council on 1st July 2021 ref: 66

Reviewed July 2023

Appendix 5

PROPOSED HEADS OF TERMS FOR THE LEASE OF LAND AT BROADHOLES LANE WHEATON ASTON STAFFORDSHIRE

1. South Staffordshire District Council will grant a lease of land at Broadholes Lane Wheaton Aston Staffordshire comprising 2,060 square metres or thereabouts to the Parish Council of Lapley, Stretton and Wheaton Aston.
2. The lease to commence from a date to be agreed for a term of 99 years but this will be subject to a formal Deed of Surrender being completed to end the existing lease dated the 1 August 2007. The Parish will be responsible for the Council's reasonable legal fees related to the preparation of the Deed of Surrender.
3. The rent payable shall be £1.00 per annum if demanded.
4. The tenants will be responsible for and pay and discharge all rates, taxes, assessments and outgoings related to their use and occupation of the land.
5. The tenants will use and maintain the land for community uses only to include community allotments. Any income received related to the use of the land shall only be used for items to maintain and improve the land for the benefit of the local community and for no other purpose whatsoever.

- 6.** The tenant will be responsible for obtaining any planning consent that may be required and to comply with all statutory requirements related to the land.
- 7.** The tenants will not sell, assign or underlet the land without the prior written consent of the Landlord.
- 8.** The tenants shall not grant any rights over or under the land to any third parties without first obtaining the Landlords consent in writing.
- 9.** The tenants will be responsible for the erection and maintenance of all boundary fencing and gates to the site all such fences to be approved by the Landlord.
- 10.** The tenant will indemnify the Landlord against all risks related to the tenants use and occupation of the land.
- 11.** The parties agree that the lease will be excluded from Sections 24-28 of the Landlord and Tenant Act 1954.
- 12.** The tenant will be responsible for all the Landlords reasonable costs related to the preparation and completion of this lease.