



**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 7<sup>th</sup> December 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)

**110.To consider apologies**

**-Decision**

**111.Declaration of Interests**

**-Information**

To declare any interests any on agenda items

**112. 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 19<sup>th</sup> October 2023

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

**-Information**

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

**-information**

**115. To receive report from South Staffordshire Council**

**-information**

**116.To receive report from Staffordshire police**

**-information**

**117.Financial matters**

**-decision**

To consider financial matters including: (appendix 2)

- a) To approve the expenditure and income for October 2023
- b) To receive the reconciled accounts for Unity Trust (main) to 31.10.23
- c) To note payments/decisions made under delegated powers
- d) To consider allocating a grant for the Brewood Voluntary Car Scheme
- e) To approve the budget and set the precept request
- f) To adopt the annual action plan

**118. Planning recommendations**

**-decision**

To consider planning matters including

- a) planning applications received: 23/00891/FULHH Proposed front infill extension Mountain Ash Ivetsey Road Wheaton Aston STAFFORD ST19 9QP  
 Planning application 23/00960/FULHH 3 Downford Close Wheaton Aston STAFFORD ST19 9QA  
 Application 23/00952/FUL Erection of an agricultural building for lambing and storage of implements Location: Wenlock House Stretton Road Lapley STAFFORD ST19 9QQ

**119.Christmas event**

**-decision**

- confirm the date for 2024
- confirm stage at a held cost of £2200

**120.Storage update**

**update/decision**

To receive an update on the progress and consider quotes for purchase

<b>Company</b>	<b>Container</b>	<b>Total Excluding VAT</b>	<b>Delivery (excluding VAT)</b>
Lion Containers	10ft Used Container	£2,895.00	Included
Budget Shipping Containers	10ft refurbished container	£2,000.00	£354 (Hiab delivery)
S Jones Containers	10ft standard container	£2,795.00	£270.00
S Jones Containers	10ft in house converted container used	£1,995.00	£270.00
3J Services	10ft nearly new container	£2,550.00	included

**121. Air Field memorial**

**-decision**

To consider the future of the project and proposal from the Airfields of Britain Conservation Trust

**122. Flag pole for WA green**

To consider if to further the request

**123.Meeting dates**

**-decision**

To accept the below meeting dates:

25th January 2024

7th March 2024

18<sup>th</sup> April 2024

23<sup>rd</sup> May 2024 Annual Parish Meeting of electors at 6.30pm followed Annual Meeting of the Parish Council at 7pm

11th July 2024

5th September 2024

17<sup>th</sup> October Full Council plus Community Meeting at 6.00pm

5<sup>th</sup> December 2024 (Precept)

**124.Play area inspections**

To consider:

- To note the inspection requirements
- appointing a resist D test of the zipwire cost £495
- holding a focus group for suggestions for the renovation

**125.Allotment**

**update/decision**

To receive an update from the allotment working group

## 126. Policy review (appendix 3)

To review and accept:

- the Environmental and Sustainability policy (replaces the Climate and biodiversity policy and acknowledges the Council's obligation to address climate change)
- Reserves policy
- Website accessibility statement
- Website privacy statement

**127. 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.**

**128. Date of next meeting:** 25<sup>th</sup> January 2024 at 7pm at Lapley and Wheaton Aston Village Hall .

**A representative will be available from 6.30pm to raise any concerns with**

Mrs A Watson Parish Council Clerk  
30.11.2023

### 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  
Lapley Stretton & Wheaton Aston Parish Council

### **Appendix 1 Clerks Report Information**

**19.10.26 SSC increase in penalties :** The increases are significant and mean that fly tipping FPNs will increase from £400 to £1000, duty of care from £200 to £600 and littering offences will increase from £75 to £500.

VO has advised to bring the ground level back up to the correct height at the gates at the dog walk, hard core to level will be used.

23.10.2023 A survey has been set up for the revamp of the play area equipment at Marston Field. A QR Code has been generated for a poster which links to the survey, as well as a typed out link. Posters will be displayed around the area to obtain a good survey. Survey also shared on Facebook.

23.10.2023 Office stationery ordered from ESPO: laminating pouches, pens, notepads and post-it notes.

24.10.2023 – VO closed the gaps in the bottom gate by the dog walk.

24.10.2023: Set up rolling Facebook adverts for the Community Share Point and the Lights Switch On

25.10.2023 Batteries changed in the SID at Stretton

27.10.2023 Defib vandalised at Hartley Arms. Reported to the Police, Crime Reference Number is 21230150802

01.11.2023 ROSPA Safety report for Primrose Field play equipment surface and goal posts in, all low risk. We have ongoing monitoring on a weekly basis. Annual Inspection due any time.

01.11.2023 Pump Track (for bikes) is proving to be a popular option for Marston Field Play Area Survey. Estimates for the works have been requested from 3 suppliers.

6.11.23 further concerns raised about the junction entrance to the Ivetsey Rd development

Residents affected by flooding during Storm Babet are advised to contact South Staffordshire Council on [emergencyplanning@sstaffs.gov.uk](mailto:emergencyplanning@sstaffs.gov.uk) to enquire about financial support to assist with flood damage

6.11.23 The rights of way order for the Stretton/Bickford footpath has been made and added to the definitive map

6.11.23 The unions have agreed with NALC the pay increment and it will be implemented from November's pay  
Extra slats of wood have been added to the gates at the dog walk.

National Lottery funding applied for the allotment project has been approved totalling £9,595

07.11.23 Reports of graffiti scratched into the primer on the teen shelter before use. 9 youths were seen in the shelter area, images which have been passed to the PCSO.

07.11.23 Youth Shelter painting underway by Contractor.

40mph signs cut back on Ivestey Rd.

The Levelling up and Regeneration bill was passed on 26.10.23

15.11.23 Facebook Insights information. In the 28 days prior to 15.11.2023 our insight data is as follows:

Number of people who saw our posts at least once 5,925.

Number of people who reacted, commented, shared or clicked on one of our posts 7,049

Top Post was the special request to young people visiting the teen shelter at a specific time to report what they know about the graffiti. This post had 1,273 people react, comment, shared or clicked on it.

Severn trent will be working at the allotments 22/11-24/11 to connect the water supply

Watermark certificate received from contractor for Severn Trent to make the water connection - completed

21.11.23 Report of the Coronation stone display being used as a viewing platform at the Lights Switch On and is covered in mud. If the rain doesn't wash it off, VO to clean

27.11.23 road closure for Wenlock Bank 22<sup>nd</sup> Jan 24 to 2<sup>nd</sup> Feb 24. Clerk has contacted highways to advise of concerns with Starkeys Lane being suggested as an alternative route

Assistant clerk has started ILCA course

## Consultations

### Outstanding items update

- Allotments- waiting for lease to be finalised and signed, allotment group have met and prepared a report for council on 7<sup>th</sup> December
- 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 landowners 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.
- Post office – no update

## Meetings/Events

### Training/CPD/ SPCA Upcoming courses

Date	Course
Wednesday 06 September	New Clerks' Monthly Support & Information session
Tuesday 12 September (10am-12pm)	Clerk's induction 1-1
Wednesday 13 September	CiLCA Portfolio Training (Spring 2023)
Tuesday 19 September (6.30pm-8.30pm)	Councillor Fundamentals
Thursday 21 September (09.30am-1pm)	Clerks: the knowledge (session one of two)
Thursday 21 September (10am-12pm)	CiLCA drop-in
Wednesday 27 September (09.30am-11.30am)	Explore Chairmanship (session one of two)
Thursday 28 September (09.30am-1pm)	Clerks: the knowledge (session two of two)
Thursday 28 September	CiLCA Portfolio training (course 3)
Tuesday 03 October (6.30pm-8.30pm)	Be a better councillor (session one of two)
Wednesday 04 October (09.30am-11.30am)	Explore Chairmanship (session two of two)
Thursday 05 October (7pm-8pm)	Understanding Planning
Tuesday 10 October (6.30pm-8.30pm)	Be a better councillor (session two of two)
Wednesday 11 October (10am-12pm)	Clerk's induction 1-1
Wednesday 18 October (10am-12pm)	CiLCA drop-in
Thursday 19 October (6.30pm-8.30pm)	Councillor fundamentals
Wednesday 15 November (6.30pm-8.30pm)	Be a better councillor (session one of two)
Thursday 16 November (10am-12pm)	Clerk's induction 1-1
Wednesday 22 November (6.30pm-8.30pm)	Be a better councillor (session two of two)
Thursday 23 November (6.30pm-8.30pm)	Councillor fundamentals
Wednesday 13 December (10am-12pm)	Clerk's induction 1-1

20.11.23 Dementia awareness training SSC

**Items emailed to councillors**

**19.10.23 23/00850/TREE**

**20.10.23 SSC Carbon awareness training notes**

**24.10.23 SSC Planning application 23/00665/FUL**

24.10.23 Advance Notice of Road Closure

6.11.23 SSC Storm Babet Flooding details

6.11.23 SSC Pruning schedule

6.11.23 SCC Rights of Way order

6.11.23 Planning application 23/00891/FULHH

07.11.23 Primrose Play Area ROSPA reports

7.11.23 Airfields of Britain Conservation Trust details of memorials

21.11.23 No graffiti or scratches reported over the weekend of 18/11 19/11 and 20/11.

28.11.23 Advance notice of Road Closure

9.11.23 Annual play inspections

13.11.23 ssc dementia awareness training

21.11.23 planning application 23/00960/FULHH

27.11.23 Support Staffordshire locality forums details

27.11.23- allotments group- communal composting review

27.11.23 planning application 23/00952/FUL

**Use of devolved powers**

Vired £21 from Christmas to Equal card for TENS notice

Vired 133 from Broadholes lane development to equals card for vehicle crossing application

Vired £23.87 from stationary to equals card for cllr tablet chargers

Vired £2391.19 from savings to broadholes lane redevelopment for water **connection**

Vired £1500 to village improvements for road traffic notice SSC

**Response to planning comments:**

**Planning application**

23/00665/FUL(17.11.23) Demolition of existing garages and formation of a new dormer bungalow dwelling. Land Adjacent To 2 Mercian Way Lapley STAFFORD ST19 9JY- LSWA PC does not have any objections to this application but would request that the use of red bricks is considered to match the red brick of Queens Cottages, in keeping with the planning concept of building for beauty

**SSC Planning Decision**

23/00327/FULHH - First floor extension to the rear of the property over the existing utility room - Harwood, Pinfold Lane, Wheaton Aston, ST199PD - REFUSE

23/00196/FULHH - Refurbish sash windows Lapley Hall Church Lane Lapley STAFFORD ST19 9JR - Planning Permission not Required

And also 23/00196/FUL Make, fit and glaze new sash lights to match existing.

23/00443/FULM – Retrospective consent for erection of replacement entrance gates, erection of windmill pool aeration unit together with the creation of 2 no. additional private fishing pools with associated landscaping. (Re-submission of application 22/00403/FUL). APPROVE subject to conditions.

22/01048/OUT - Demolition of existing kennel building and erection of one dwelling at Sweet Turf Boarding Kennels Slab Lane Little Onn Gorse Staffordshire ST19 5QL – REFUSE (Appeal Lodged)

23/00688/LUP – Garage conversion -  
25 Water Meadow Way Wheaton Aston STAFFORD Staffordshire ST19 9FJ – APPROVE

23/00813/FUL – Use of outbuilding as a residential annex - White House Wheaton Aston Road Longnor STAFFORD ST19 5QN – Application withdrawn.

## Appendix 2

Lapley Stretton & Wheaton Aston Parish Council

Expenditure transactions - payments approval list

**Start of year 01/04/23**

No	Payment Reference	Gross	To pay	Heading	Invoice	Invoice	Details	Cheque
182	282346630	£239.09	£239.09	100/19/4	01/10/23		Cloudy It -	£239.09
185	426490430 Council - Office Rental	£320.00 £320.00	£320.00	100/2	04/10/23		South Staffordshire District	
179		£57.22	£57.22	100/10	11/10/23		British Telecom - October 2023	
BT								
173	21630744 Mileage £27.98	£27.98	£27.98	100/18/1	18/10/23		Mrs Amy Watson - Vehicle	
178	410397294 the parish£2,900.00	£2,900.00 £2,900.00	£2,900.00	130/2/1	18/10/23		Mr. Alan Cadman - Planting for	
181	21489096 Insurance£1,150.15	£1,150.15 £1,150.15	£1,150.15	100/8	18/10/23		Clear Councils - Local Council	
183	506844768 Maintenance£210.30	£210.30 £210.30	£210.30	120/3	18/10/23		Lyncraft Marketing - Fingerpost	
184	264368873	£93.15	£93.15	190	18/10/23		Npower Limited - CCTV	£93.15
187	831512058 Cover for 18/11/23	£65.00 £65.00	£65.00	160/1/2	18/10/23		Nash Gooderham - First Aid	
							Christmas Lights Event	
188	482901527 and Expenses£15.43	£15.43 £15.43	£15.43		18/10/23		Mr. Malcolm Bissell - Mileage	
	1	£6.75		100/18/1			M Bissel October Mileage	
	2	£8.68		120/99			Timber to Repair MF Fence	
189	37505156 Christmas Event£300.00	£300.00 £300.00	£300.00	160/1/2	18/10/23		Wildwood Alpacas - Alpacas for	
190	143304142 Management Committee	£63.00 £63.00	£63.00	100/6/1	18/10/23		Wheaton Aston Village Hall	
							- PC Meeting Hall Hire	
186	356299264 Shulman £144.00	£144.00 £144.00	£144.00	100/3/1	19/10/23		SLCC Enterprises Ltd - ILCA Jess	

172 631049846 £1,800.00 £1,800.00 130/2/3 25/10/23 Staffordshire County Council -  
 Reduction of Speed £1,800.00

Limit on Ivesty Road, WA

Sub Total £7,385.32 £7,385.32

£4,387.83 £4,387.83 Confidential

**Total** £11,773.15 £11,773.15

**Lapley Stretton & Wheaton Aston Parish Council**

Income transactions - receipts approval list

**Start of year 01/04/23**

Tn no	Ref.	Gross	Vat	Net	Cttee Invoice date	Details	Ref. Total
9		£367.73	£0.00	£367.73	PC 30/09/23	Unity Trust Bank - interest on working reserves	
<b>Total</b>		£367.73	£0.00	£367.73			

Bank Account Reconciled Statement

**Unity Trust - Current Account**

**1111559/2035784 30-98-00**

Statement Number 31 Bank Statement No. 31  
 Statement Opening Balance £76,477.07 Opening Date 01/10/23  
 Statement Closing Balance £63,721.14 Closing Date 31/10/23  
 True/ Cashbook Closing Balance £63,721.14

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
31/10/23		British Telecom	57.22	0.00	76,419.85
31/10/23	143304142	Wheaton Aston Village Hall Management Committee	63.00	0.00	76,356.85
31/10/23	171023	EE	52.78	0.00	76,304.07
31/10/23	21489096	Clear Councils	1,150.15	0.00	75,153.92
31/10/23	21630744	Mrs Amy Watson	27.98	0.00	75,125.94
31/10/23	224728653	Jessica Shulman			
31/10/23	251023ds	Dangerous Sheep Events	1,230.00	0.00	73,520.78
31/10/23	264368873	Npower Limited	93.15	0.00	73,427.63
31/10/23	282346630	Cloudy It	239.09	0.00	73,188.54
31/10/23	343436843	Staffordshire County Council Superannuation Fund	890.41	0.00	72,298.13
31/10/23	3540014645	Mrs. Josie Morris			
31/10/23	356299264	SLCC Enterprises Ltd	144.00	0.00	72,081.07
31/10/23	37505156	Wildwood Alpacas	300.00	0.00	71,781.07
31/10/23	39441351	Mrs Amy Watson			
31/10/23	410397294	Mr. Alan Cadman	2,900.00	0.00	67,055.17

31/10/23	426490430	South Staffordshire District Council	320.00	0.00	66,735.17
31/10/23	482901527	Mr. Malcolm Bissell	15.43	0.00	66,719.74
31/10/23	506844768	Lyncraft Marketing	210.30	0.00	66,509.44
31/10/23	631049846	Staffordshire County Council	1,500.00	0.00	65,009.44
31/10/23	727077441	HMRC	895.89	0.00	64,113.55
31/10/23	741880066	Mr. Malcolm Bissell			
31/10/23	831512058	Nash Gooderham	65.00	0.00	63,721.14

Uncleared and unrepresented effects

	Total uncleared and unrepresented	0.00	0.00
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Reconciled by Amy Watson

Signed

Clerk / Responsible Financial Officer

Chair

### Appendix 3

#### Lapley, Stretton and Wheaton Aston Parish Council Environmental and Sustainability

In accordance with the duty imposed on town and parish councils by Section 40 of the Natural Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act 2021, Lapley, Stretton and Wheaton Aston Parish Council (LSWA PC) will in exercising all its functions have regard to the purpose of conserving biodiversity.

This duty also means that town and parish councils can spend funds in conserving biodiversity.

#### DEFINITION

According to Defra (Biodiversity 2020), biodiversity is the variety of all life on Earth. It includes all species of animals and plants – everything that is alive on our planet.

Biodiversity is important for its own sake and has its own intrinsic value. A number of studies have shown this value also goes further. It is the building block of our 'ecosystems'. These provide us with a wide range of goods and services that support our economic and social wellbeing. These include essentials such as food, fresh water and clean air, but also less obvious services such as protection from natural disasters, regulation of our climate, and purification of our water or pollination of our crops. Biodiversity also provides important cultural services, enriching our lives.

#### Policy Statement

Lapley, Stretton and Wheaton Aston Parish Council (LSWA PC) is committed to preserving and protecting the environment by adopting an environmental and sustainability policy



## Aims

LSWA PC is committed to protecting the environment including foot/bridle paths and the natural heritage of the Parish, recognising the importance and value of the area and its contribution to quality of life for villagers and the wider community.

## Council activities

In carrying out its own activities the Parish Council will strive to make a positive contribution to protecting the local and wider environment. It will seek to promote the conservation and sustainable use of natural resources and to minimise environmental pollution in all its own activities and through its influence over others.

## Parish Council responsibilities

The Parish Council owns pieces of land at Marston Field, Primrose Play Area, Badger End, Lapley Green, and shared ownership of the land at Broadholes Lane which sites the Platinum Jubilee Allotments. Within Marston Field there is a cordoned off wet nature area which has been left as a biodiverse area. There is a further area which was planted as a wild flower area and a second wildflower area at the allotments.

The Parish Council are not responsible for the grass cutting of verges, but will work alongside South Staffordshire County and Staffordshire County Council to ensure they are appropriately cut. LSWA PC is responsible for cutting the grass at the aforementioned areas along with the hedges and also maintain the dog walk area at Marston Field.

## **Minimise waste and pollution:**

- a. Reducing the use of resources
- b. Re-using materials whenever possible
- c. Recycling when waste is produced
- d. Seek to eliminate the unnecessary use of energy and reduce carbon and greenhouse gas emissions.
- e. Provide information electronically as much as possible.
- f. Avoid and advocate against the use of single-use plastic items.
- g. Minimise the environmental impact of travelling on Council business, where practicable and safe, by, walking, cycling, car sharing or the use of public transport.
- h. Holding meetings by on-line mechanisms such as “webinars” where possible

## Procurement

When purchasing services and goods, where practical and economical, and in line with best value outlined in other policies the Parish Council will give preference to:

- a. Local suppliers
- b. Options that are environmentally friendly
- c. Products that have been manufactured from recycled materials
- d. Products that can be disposed of in an environmentally sustainable manner.

## Contractors and maintenance

The Parish Council will require that contractors, councillors and volunteers who carry out maintenance on Parish-managed land, or on other areas of the Parish at the instigation of Council officers:

- a. Minimise the use of harmful pesticides and chemicals
- b. Minimise adverse impacts on air quality
- c. Undertake the work in a manner that, where practicable, benefits wildlife and the environment
- d. Where practicable use locally sourced plants grown in the UK. In appropriate locations encourage the use of native, wildflower and bee friendly species.

- e. Goods and services are purchased locally, where possible, to reduce mileage and packaging. In addition, we try to combine meetings to save on travel

#### Decision Making

In its decision making the Parish Council will take careful consideration of:

- a. The importance of encouraging walking, cycling and the use of public transport when practicable.
- b. The need to reduce, re-use and recycle to protect resources
- c. The need to avoid adverse impacts on air quality
- d. The need to conserve and improve natural habitats
- e. The need to protect vulnerable and protected species
- f. The need to conserve the natural beauty of its woodlands, The Green and surrounding landscape.
- g. Goods and services are purchased locally, where possible, to reduce mileage and packaging. In addition, we try to combine meetings to save on travel

#### Trees and hedges

In maintaining our trees and hedges , we will:

- a. Organise regular tree inspections
- b. Remove dead, dying and dangerous trees
- c. Remove dangerous and damaged limbs
- d. Endeavour to replace large specimen trees with similar species, particularly at Marston Field .

If works are required, this will be programmed as necessary as per the tree policy

#### General

Where the Parish Council has the opportunity, in a way that is both practical and economic, it will: a. Discourage the use of single use plastics within the parish

- b. Discourage all forms of littering
- c. Encourage the conservation and sustainable use of natural resources.
- d. Encourage reduction, re-use and recycling of resources within the Parish.
- e. Encourage the use of materials and systems that improve energy efficiency of developments, new-builds, extensions and renovations to reduce greenhouse gas emissions.
- f. Encourage new-builds, extensions and renovations to be nature friendly, located close to public transport and amenities and to provide electric vehicle charge points.
- g. Encourage local action in support of the environment
- h. Highlight the importance and value of our local environment and its contribution to our community's quality of life
- i. Ensure the nature conservation value of The Green at Wheaton Aston and The Green at Lapley, Marston Field, Primrose Play Area and Broadholes Lane Platinum Jubilee Allotments, and the wet nature area at Martson Field and surrounding landscape by encouraging maintenance and enhancements.
- j. Recognise the importance of trees, hedgerows and deadwood, as an essential corridor for the movement of wildlife, and a support for animals and plants.
- k. Encourage and work closely with Staffordshire County Council maintain the Public Rights of Way (PROW) to foster and encourage biodiversity whilst still meeting the legal requirements to clear them to the required widths.
- l. Encourage the provision of cycle lanes and footpaths.
- m. Encourage any person or organisation carrying out works in the Parish to do so in line with this policy.
- n. Provision of insect hotels, bird feeders, swift/swallow nests and bird nests in Broadholes Play Area, Lapley Green and Primrose Play Area

- o. Biodiversity in public spaces. LSWA PC is not responsible for the highway verges, although, it has identified suitable areas that can be replaced with a wildflower area and will work with South Staffs District Council to implement this.
- p. Guidance is also sought from the Tree Officer at South Staffordshire District Council.
- q. Designate and protect sites as local green spaces, new play spaces (formal and informal) and green infrastructure networks, encouraging local residents into the fresh air, walking or cycling rather than using their cars for local journeys. LSWA PC have produced a map board displaying local walks.
- r. All employees submit online time sheets for work reducing the need for printing and postage
- s. Staff try, where possible, to bring in their own lunch therefore reducing the use of single use packaging.
- t. Soap dispensers are refillable.

### ***What does LSWA PC plan to do?***

LSWA PC is aware that there are still measures to be introduced which include, but are not limited to, the following:

- To comment on small and large planning applications. Planning decisions will be made by the local planning authority, which needs to hear from those that support the applications. The UK needs to increase the amount of renewable energy it generates by around eight-fold. Comments to include how an application can aid the environment, can the application support renewable energy?
- Move to a 'paperless council' where councillors will be provided with a tablet for meeting purposes and purchase a projector for the public to view documents. This will remove the requirement of paper copies in meetings
- Office staff to reduce the paper files held and aim to reduce printing by storing files in the cloud with the support of Cloudy IT.
- Engage with the Local Plan and future developments regarding different sources of energy generation, i.e. solar panels.
- Encourage young people to engage with activities which are already taking place.
- Encourage walking by: employees and Councillors should also be encouraged to walk, cycle or use public transport or car-share where possible.
- Encourage residents to increase biodiversity in their back gardens.
- Bring together groups of people for bulk purchases or purchase goods with other local authorities
- Oppose high-carbon developments, promoting sustainable alternatives instead.
- Encourage national changes to bus services regulations, so all areas can regulate buses as London does, and urban profit-making routes can cross-fund loss making rural routes.
- Reduce pesticide use and other harmful activities.
- Encourage residents and local landowners to take part in tree planting. The Tree Charter, developed by the Woodland Trust, provides excellent guidance on how to increase tree cover. The National Association of Local Councils website provides case studies where it has been used<sup>1</sup>. Also, the Trees for Climate scheme supported by the Forest of Mercia provides free trees for large landowners.
- Buying green electricity helps develop new renewable energy. Friends of the Earth has identified "Ecotricity", Good Energy and Octopus as the greenest energy companies.
- Support the introduction of safe walking and cycle routes and, where necessary, work in partnership with the local authority to deliver them. To introduce a 'map board' with the local walking routes highlighted
- Ensure the climate change or nature implications of decisions are known before making them. It isn't credible to accept the need for rapid action on climate change and nature and then make decisions without knowing whether they'll be harmful or helpful. Requiring every decision to be well informed is common sense as well as good practice.

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<sup>1</sup> NALC website, The Tree Charter, link to the NALC website for information on the tree charter.

This Action Plan will be a flexible, working document that can be added to when required.

## **Parish Council Reserves Policy**

### Purpose

1.1 Lapley, Stretton and Wheaton Aston Parish Council (LSWA PC) is required to maintain adequate financial reserves to meet the needs of the organisation. The purpose of this policy is to set out how the Council will determine and review the level of reserves.

1.2 Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specified minimum level of reserves that an authority should hold and it is the responsibility of the Responsible Financial Officer (RFO) to advise the Council about the level of reserves and to ensure that there are procedures for their establishment and use.

The Joint Panel on Accountability and Governance Practitioners Guide (JPAG) (March 2022 edition) advises: 'As with any financial entity, it is essential that authorities have sufficient Reserves (General and Earmarked) to finance both their day-to-day operations and future plans. Smaller authorities have no specific right to accumulate funds via the precept. All reserves should be reviewed and justified regularly (i.e. at least annually). It is good practice to transparently publish both the level and rationale of all reserves.'

### Types of reserves

2.1 Reserves can be categorised as general or earmarked (but only for a specific item(s) / project(s)).

2.2 Earmarked reserves can be held for several reasons:

- i. Renewals – to enable the council to plan and finance an effective programme of equipment replacement and planned property maintenance. These reserves are a mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets.
- ii. Carry forward – of underspend on a identified project which cannot be spent in the budget year. Reserves are used as a mechanism to carry forward these resources.
- iii. Insurance reserve – to enable the Council to meet the excesses of claims not covered by insurance.
- iv. Other earmarked reserves may be set up from time to time to meet known or predicted liabilities.

2.3 General reserves are funds which do not have any restrictions as to their use.

### General Reserves

3.1 The use of this is not restricted. It can be used to smooth the impact of uneven cash flows, offset the budget requirement, or can be used to cope with unexpected events or emergencies.

3.2 NALC'S Good Councillors Guide on Finance and Transparency suggests – 'Local councils need to hold an amount in reserves to meet unexpected expenditure, otherwise they could run out of money before the end of the financial year. **A council should typically hold between 3 and 12 months expenditure as a general reserve.** If the general reserve is too low then it may not be enough to cover unexpected expenditure or emergencies, whilst if the general reserve is too high then local electors have paid a tax which is not being used for the benefit of the local community'.

3.2 The Parish Council has adopted the following policy for this reserve:

- i. It is intended to maintain the General Reserve at a level approximate to **6 months precept income (based on the precept for the previous year)**, but at all times there should be sufficient to cover staff salaries for two months.
- ii. If the balance is drawn down, replenishment will be provided for in the next annual budget.
- iii. If the General Reserve is exhausted due to extreme circumstances, the Council may make emergency borrowings from Earmarked Reserves, which will be replaced in the next annual budget.

## Earmarked reserves

4.1 Earmarked reserves will be established on a “needs” basis, in line with anticipated requirements and will be reviewed annually when setting the forthcoming budget.

4.2 Any decision to set up a reserve must be made by the Council.

4.3 Expenditure from reserves can only be authorised by the Council.

4.4 Reserves will not be held to fund ongoing expenditure. This would be unsustainable as, at some point, the reserves would be exhausted. To the extent that reserves are used to meet short term funding gaps, they will be replenished in the following year. However, earmarked reserves that have been used to meet a specific liability would not need to be replenished, having served the purpose for which they were originally established.

4.5 All earmarked reserves are recorded on the budget spreadsheet which lists the various earmarked reserves and the purpose for which they are held.

4.6 Reviewing the Council’s Financial Risk Assessment is part of the budgeting and year end accounting procedures and identifies planned and unplanned expenditure items and thereby indicates an appropriate level of Reserves.

## 5. Review

5.1 This Policy shall be reviewed annually.

Date

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This website is run by Lapley, Stretton and Wheaton Aston Parish Council (LSWA PC). We want as many people as possible to be able to use this website. For example, that means you should be able to:

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- zoom in up to 300% without the text spilling off the screen
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We’ve also made the website text as simple as possible to understand.

[AbilityNet](#) has advice on making your device easier to use if you have a disability.

We know some parts of this website are not fully accessible:

- you cannot modify the line height or spacing of text
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- the Annual Return and the Councillors Pecuniary Interest forms are scanned pdf documents and do not comply with the Accessibility Regulations 2018. These documents can be provided in an alternative format or on alternative media, on request.

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#### **Contacting us by phone or write to us.**

You can contact us as follows:

Name: Lapley, Stretton and Wheaton Aston Parish Manager

Address: Office FF028, The Business Hub, Wolverhampton Road, Codsall, Staffordshire, WV8 1PX

Telephone: 01902 327091 / 07495789051

E-mail: [office@wheatonastonparishcouncil.gov.uk](mailto:office@wheatonastonparishcouncil.gov.uk) / [assistant@wheatonastonparishcouncil.gov.uk](mailto:assistant@wheatonastonparishcouncil.gov.uk).

#### **Technical information about this website's accessibility**

Lapley, Stretton and Wheaton Aston Parish Council Parish Council is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

This website is partially compliant with the [Web Content Accessibility Guidelines version 2.1](#) AA standard, due to the non-compliances listed below.

#### **Non accessible content**

The content listed below is non-accessible for the following reasons.

- Some form elements do not contain a title attribute.
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- Some links do not contain text: 2.4.4 Link Purpose (In Context) (Level A)

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### **PDFs and other documents**

Many of our older PDFs and Word documents do not meet accessibility standards – for example, they may not be structured so they're accessible to a screen reader. This does not meet WCAG 2.1 success criterion 4.1.2 (name, role value).

Some of our PDFs and Word documents are essential to providing our services. For example, we have PDFs with information on how users can access our services, and forms published as Word documents. By September 2020, we plan to either fix these or replace them with accessible HTML pages.

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