



**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 25th January 2024 at 7.00pm at Lapley and Wheaton Aston Village Hall.

The Council, members of the public and the press may record/film/photograph or broadcast this meeting when the public and the press are not lawfully excluded. Any member of the public who attends a meeting and objects to being filmed should advise the Parish Council Manager (in advance) who will instruct that they are not included in the filming.

In order to comply with the Data Protection Act 2018, all persons attending this meeting are hereby notified that this meeting will be recorded by the Parish Council. The purpose of taping is that recordings act as an aide-memoire to assist the Parish Council Clerk in the compilation of minutes. The recording will be deleted once the minutes have been approved

Please ensure that all mobile phones are switched to silent during the Parish Council meeting.

We kindly request that all councilors, employees and members of the public planning on attending the meeting take a lateral flow test at least thirty minutes before entering the meeting place. In the event of a positive result please do not attend and follow Government advice. Masks will be requested to be worn where possible.

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

The risk assessment for the meetings can be found on our website www.wheatonastonparishcouncil.gov.uk and a copy will be made available at the meeting.

Please visit <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests> for obtaining a lateral flow testing kit or contact the office on office@wheatonastonparishcouncil.gov.uk for support.

This meeting is subject to change due to the Covid-19 pandemic.

Public Forum

- Democratic thirty minute period/public discussion time: From 7.00pm residents are invited to give their views to the Parish Council on items on this agenda or raise issues for future consideration at the discretion of the Chairman. Members of the public may not take part in the Parish Council meeting itself. (standing order 3 f)
No member of the public may speak for more than five minutes (standing order 3g)

125.To consider apologies

-Decision

126.Declaration of Interests

-Information

To declare any interests any on agenda items

127. 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 7th December 2023.

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

-Information

129. To receive report from Staffordshire County Council

-information

130.Financial matters

-decision

To consider financial matters including: **(appendix 2)**

- a) To approve the expenditure and income for November and December 2023
- b) To approve the reconciled statements for all accounts to 31st December 2023
- c) To receive the Financial Summary to 31st December 2023
- d) To note payments/decisions made under delegated powers

131. Planning recommendations

-decision

To consider planning matters including

- a) planning applications received: 22/01048/OUT Appeal reference: APP/C3430/W/23/3331619- Demolition of existing kennel building and erection of one dwelling
- b) Planning applications received after the agenda papers distributed

132. Forward Planning and Maintenance:

-decision

To consider:

Marston Field working group recommendations to include:

- Consultation responses
- Format of future consultation
- Considerations for the area
- Type of play equipment required
- Type of gym equipment required
- Graffiti Board
- Focus group
- Three year plan
- Map of the area
- Dog walk concerns

Graffiti policy (**Appendix 3**)

133. Village car park

-decision

To consider:

- Car park policy (**Appendix 4**)
- Current long term parked vehicles

134. Allotment project

-decision

Consider costs received for the allotment project (see supplemental report available at the meeting)

Consider funding applications

135. NALC Quality Council Award

-decision

To confirm that LSWA PC meets the requirements for the award

136. 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.**

137. Date of next meeting: Thursday 7th March 2024 at 7pm at Lapley and Wheaton Aston Village Hall

This is subject to change due to the ongoing Coronavirus situation

Mrs A Watson Parish Council Clerk

17.01.24

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

Information

Clerk has spoken with the Air Fields Trust about the marker and a site visit – as they are in Glasgow they will be considering a location, possibly near Slab lane, will send Clerk details and clerk to arrange a site visit with the PC and return to the trust with pictures of the site

18.12.23 Cllr Nelson reported suspected abandoned vehicle on the village car park to enforcement.

4.1.24 Request sent to SCC to remove road works signage and excess road chippings from Lapley

4.1.24 NALC have released an updated model contract.

04.01.23 LSWAPC Facebook page has been set up with a rolling set of information for January, including mental health, and the Community Sharebox scheme. The 2024 PC meetings dates have also been shared.

9.1.24 Emailed ROW officer regarding the broken gate at Primrose play area.

9.1.24 Community Focus Group for underrepresented groups poster has been created and shared on social media and LSWAPC website. Posters printed and laminated to be displayed in the area.

17.1.24 Community Council grant assessment form completed

Consultations

Outstanding items update

- Allotments- waiting for lease to be finalised and signed, sufficient quotes have been received , Council to consider on January 2024
- 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
Course: Councillor Fundamentals 2.5hrs. by Zoom (provided by our experienced colleague Kim Bedford)	
February 13 th 2024 Tuesday.	6.30 pm – 9.00 pm
May 8 th .	Wednesday. 6.30 pm – 9.00 pm
June 13 th	Thursday. 9.30 am – 12.noon
Course: Chairmanship skills. 2 sessions x 3.5 hrs by Zoom. (provided by our experienced colleague Kim Bedford)	
July 9 th and 16 th .	Tuesday 9.30 am – 1.00 pm
Course; Clerks the knowledge. 2 sessions x 3.5hrs by Zoom. (provided by our experienced colleague Kim Bedford)	
February 13 th Feb and 5 th March.	Tuesday 9.30 am to 1.00 pm
Course: CiLCA. 8 sessions monthly	
New Clerks Introduction	
2hrs by Zoom all 10 am – 12 noon	
2hrs by Zoom all 10 am – 12 noon (other dates by arrangement)	
February	Wednesday 17 th
January	Wednesday 12 th
March	Tuesday 15 th
February	Thursday 11 th
April	Thursday 13 th
March	Wednesday 16 th
May	Thursday 16 th
April	Tuesday 12 th
June	Wednesday 14 th
May	Tuesday 17 th
July	Wednesday 13 th
June	Thursday 13 th
August	Tuesday 16 th
July	Tuesday

August	Thursday	8 th
September	Tuesday	3 rd
October	Wednesday	9 th
November	Thursday	7 th
December	Thursday	10 th

1st Feb 2024 8.30am-12pm Parish Summit

FREE MENTAL HEALTH TRAINING

- Making Every Contact Count (MECC) are free training courses for frontline staff/volunteers, and have been designed to enable you to use everyday conversations to help support and empower people in making positive changes to their physical and mental wellbeing, as well as signposting to local support services.

Making Every Contact Count (MECC) is an accredited course and all participants will receive a certificate upon completion. currently offer 3 courses ranging from face-to-face or virtual so you can find one that suits you.

[Everyone Health MECC - Staffordshire - Booking by Bookwhen](#)

Items emailed to councillors

- 7.12.24 Planning application_23/00961/TREE
- 7.12.24 Planning application 23/00962/TREE
- 13.12.24 SPCA 2024 training dates
- 15.1.24 Elections recruitment details
- 15.1.24 SSC planning appeal details
- 16.1.24 SSC agenda parish summit
- 17.1.24 SSC chairman bingo

Use of devolved powers

- £1000 applied for from SCC Climate change fund.
- £800 vired from equals debit card to main account for youth shelter painting, budget for play areas increased £400 vired from crime prevention to play areas to cover remainder of invoice for youth shelter painting.
- £122.23 increase to Christmas budget for donations

Response to planning comments:

SSC Planning Decision

Appendix 2

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
9	bacs17112 3nl	£9,595.00	20/5	PC 17/11/23	National Lottery - grant funding received for allotment project, added to the budget heading for when pmts are due	£9,595.00

S
Lapley Stretton & Wheaton Aston Parish Council
Expenditure transactions - payments approval list

Start of year 01/04/23

No	Payment	Gross	To pay	Heading	Invoice	Invoice	Details	Cheque
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Reference								
206	215533373	£200.00	£200.00	130/2/3	01/11/23		Felix Forge - Repair to	
	Remembrance Soldier	£200.00						
209	928332895	£239.09	£239.09	100/19/4	01/11/23	INV-D-02311	Cloudy It -	£239.09
210		£774.00	£774.00	140/8/1	01/11/23		ROSPA Play Safely - Load testing at	
	Primrose Play						Area for goal posts and surface	
	impact testing							
196	940142955	£144.53	£144.53	100/12	05/11/23		Ricoh U K Limited -	£144.53
203		£111.06	£111.06	120/5	06/11/23	26197	JRB Enterprises Ltd - Dog poo bags	
225	081123st	£2,447.94	£2,447.94	130/2/4	08/11/23		Severn Trent Water - new	
	connection for allotments	£2,447.94						
201	675408923	£4,875.60	£4,875.60	130/2/3	10/11/23	190300	David Ogilvie - Benches and	
	memorial plaque	£4,875.60						
204	DD	£57.22	£57.22	100/10	11/11/23	MO1897	British Telecom - Monthly Business	
	Bill	£57.22						
202	752505247	£76.00	£76.00	160/1/2	13/11/23	00005814	Pink Print - Event Handout printing	
	£76.00							
205		£960.00	£960.00	160/1/2	13/11/23		HRJ Gould. Ltd - Supply and delier	
	Christmas Tree							
207		£300.00	£300.00	130/2/3	14/11/23		Staffordshire County Council - AW	
	missed paying						VAT on payment in October.	
	Spoken with Carol						Soulsby Officer at SSC and to Send	
	VAT in Nov							
211	598096545	£50.28	£50.28	100/9	14/11/23		Espo - Stationery	£50.28
214	657622884	£1,291.99	£1,291.99	120/1/1	14/11/23		Ditton Services - Grounds	
	maintenance November	£1,291.99						
	6							
215	60878414	£1,291.99	£1,291.99	120/1/1	14/11/23		Ditton Services - Grounds	
	Maintenance - November	£1,291.99						
222	245314742	£100.00	£100.00	180/4	14/11/23		British Legion - Remembrance	
	Wreaths	£100.00						
197	702455030	£1,980.00	£1,980.00	130/2/4	15/11/23		J & E Utility Services - Broadholes	
	Lane Allotments	£1,980.00					Water Trough and water	
	connection installaction							
198		£696.00	£696.00	130/2/3	15/11/23	73289	Durolas Contractors Limited -	
	Thermoplastic screed						for disabled parking bays at WA	
	Village car park							
208	961506209	£320.00	£320.00	100/2	15/11/23		South Staffordshire District Council	
	- Monthly Office	£320.00					Rental	
199		£219.00	£219.00		16/11/23		The Play Inspection Company Ltd -	

Annual Play Area

1		£99.00	140/8/1		Primrose Bank Play Area
2		£120.00	140/8/2		Marston Field Play Area
223		£35.55	£35.55	100/18/1	18/11/23
195	910878286	£4,129.20	£4,129.20	160/1/1	20/11/23 53256
Contract	£4,129.20				
200	24153647	£576.00	£576.00	190	22/11/23
	£576.00				
224		£53.48	£53.48	100/10	09/12/23
213		£21.05	£21.05		14/12/23
1		£12.15		100/18/1	Mileage
2		£8.90		120/1/5	Timber for dog walk gates
212	17877884	£1,230.00	£1,230.00	160/1/2	18/12/23
for Christmas	£1,230.00				
Sub Total		£22,179.98	£22,179.98		
		£6,893.35	£6,893.35		Confidential
Total		£29,073.33	£29,073.33		

Inspections

Mrs Amy Watson - Mileage
 Turnock Limited - Christmas Light
 SGS Systems Limited - CCTV
 EE - Mobile charges
 Mr. Malcolm Bissell -
 Dangerous Sheep Events - Stage
 Lights Switch On

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
239	379335208	£320.00	£320.00	100/2	01/12/23		South Staffordshire District Council	
	- Office Rental	£320.00						
233	6787923	£239.09	£239.09	100/19/4	03/12/23		Cloudy It - Cloudy IT	£239.09
230	20575003.5	£1,291.99	£1,291.99	120/1/1	07/12/23		Ditton Services - Grounds	
	Maintenance	£1,291.99						
245		£54.90	£54.90	100/10	09/12/23		EE - December 2023	
227		£57.22	£57.22	100/10	11/12/23		British Telecom - December bill	
231	42259897	£6.75	£6.75	100/18/1	12/12/23		Jessica Shulman - Mileage	£6.75
226	215323709	£1,211.43	£1,211.43	140/7/1	13/12/23		Stafford's Handyman Services -	
	£1,211.43						Painting the youth shelter at	
Marston Field Play Area								
232	117165797	£20.00	£20.00	150/3	13/12/23		Staffs Playing Fields Association -	
	Annual Subscription	£20.00						
240	110111626	£6.30	£6.30	100/18/1	13/12/23		Mr. Malcolm Bissell - Mileage	£6.30
243		£378.00	£378.00	100/4/1	13/12/23		Pink Print - November 2023	
	Newsletter							

244		£150.00	£150.00	100/4/1	13/12/23	Pink Print - Parish Newsletter	
228		£71.25	£71.25		15/12/23	Mrs Amy Watson - Mileage and expenses	
	1	£63.00		100/18/1		Mileage	
	2	£8.25		100/9		Out of pocket expenses	
229	49947344	£30.24	£30.24	100/9	15/12/23	Espo - Office Supplies	£30.24
238	196572318	£30.00	£30.00	100/19/4	15/12/23	Cloudy It - Tablet Unlock	£30.00
247		£10.00	£10.00	170	28/12/23	FairFx Pre Paid Card - £10 fee charge to move £790	
						back to the main UT account to cover costs for the youth shelter painting	
246		£28.95	£28.95	100/21	31/12/23	Unity Trust - service charge	
Sub Total		£3,906.12	£3,906.12				
		£4,638.59	£4,638.59			Confidential	
Total		£8,544.71	£8,544.71				

Bank Account Reconciled Statement

Unity Trust - Current Account

1111559/2035784 30-98-00

Statement Number	32	Bank Statement No.	32
Statement Opening Balance	£63,721.14	Opening Date	01/11/23
Statement Closing Balance	£44,214.94	Closing Date	30/11/23
True/ Cashbook Closing Balance	£44,214.94		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
08/11/23	1090492		0.00	2,391.19	66,112.33
13/11/23	Transfer		177.87	0.00	65,934.46
28/11/23	Transfer		2,241.19	0.00	63,693.27
30/11/23		HRJ Gould. Ltd	960.00	0.00	62,733.27
30/11/23		Mrs Amy Watson	35.55	0.00	62,697.72
30/11/23		EE	53.48	0.00	62,644.24
30/11/23		Durolas Contractors Limited	696.00	0.00	61,948.24
30/11/23		ROSPA Play Safely	774.00	0.00	61,174.24
30/11/23		JRB Enterprises Ltd	111.06	0.00	61,063.18
30/11/23		Staffordshire County Council	300.00	0.00	60,763.18
30/11/23		The Play Inspection Company Ltd	99.00	0.00	60,664.18
30/11/23		The Play Inspection Company Ltd	120.00	0.00	60,544.18
30/11/23		Mr. Malcolm Bissell	8.90	0.00	60,535.28
30/11/23		HM Revenue & Customs Only			

30/11/23		Staffordshire County Council Superannuation Fund			
30/11/23		Staffordshire County Council Superannuation Fund			
30/11/23		HM Revenue & Customs			
30/11/23		Mr. Malcolm Bissell	12.15	0.00	57,489.17
30/11/23	081123st	Severn Trent Water	2,447.94	0.00	55,041.23
30/11/23	17877884	Dangerous Sheep Events	1,230.00	0.00	53,811.23
30/11/23	215533373	Felix Forge	200.00	0.00	53,611.23
30/11/23	24153647	SGS Systems Limited	576.00	0.00	53,035.23
30/11/23	245314742	British Legion	100.00	0.00	52,935.23
30/11/23	598096545	Espo	50.28	0.00	52,884.95
30/11/23	60878414	Ditton Services	1,291.99	0.00	51,592.96
30/11/23	6576228846	Ditton Services	1,291.99	0.00	50,300.97
30/11/23	662636504	Mr. Malcolm Bissell			
30/11/23	675408923	David Ogilvie	4,875.60	0.00	44,777.81
30/11/23	702455030	J & E Utility Services	1,980.00	0.00	42,797.81
30/11/23	706657018	Mrs Amy Watson			
30/11/23	711967671	Jessica Shulman			
30/11/23	752505247	Pink Print	76.00	0.00	39,644.67
30/11/23	910878286	Turnock Limited	4,129.20	0.00	35,515.47
30/11/23	928332895	Cloudy It	239.09	0.00	35,276.38
30/11/23	940142955	Ricoh U K Limited	144.53	0.00	35,131.85
30/11/23	961506209	South Staffordshire District Council	320.00	0.00	34,811.85
30/11/23	981635358	Mrs. Josie Morris			
30/11/23	bacs171123nl	National Lottery	0.00	9,595.00	44,272.16
30/11/23	DD	British Telecom	57.22	0.00	44,214.94

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	31492.39	11986.19

Reconciled by Amy Watson

Signed

Clerk / Responsible Financial Officer

Chair

Date

Bank Account Reconciled Statement

Unity trust working reserves

20419150

60-83-01

Statement Number	24	Bank Statement No.	24
Statement Opening Balance	£54,361.98	Opening Date	01/11/23
Statement Closing Balance	£54,211.98	Closing Date	30/11/23
True/ Cashbook Closing Balance	£54,211.98		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
08/11/23	1090492		2,391.19	0.00	51,970.79
28/11/23	Transfer		0.00	2,241.19	54,211.98
31/12/23	Credit Interest			372.82	
54,584.80	Total uncleared and unrepresented		0.00	0.00	
	Total debits / credits		2391.19	2241.19	

Bank Account Reconciled Statement

Fair FX prepaid card 5116561022250691

Statement Number	12	Bank Statement No.	12
Statement Opening Balance	£700.90	Opening Date	01/11/23
Statement Closing Balance	£878.77	Closing Date	30/11/23
True/ Cashbook Closing Balance	£878.77		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
13/11/23	Transfer		0.00	177.87	878.77
28/12/23	Transfer back to UT		790.00		
31/12/23	Charge to transfer to bank		10.00		78.77
	Total uncleared and unrepresented		0.00	0.00	
	Total debits / credits		0	177.87	

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
10		£122.23	40/3	PC 12/12/23	Christmas Donations - donations collected at the xmas event	
11	bacs31122 3ut	£372.82	33	PC 31/12/23	Unity Trust Bank - interest received on savings account	£372.82
12				4/12/23	income for Barclays savings account	£182.36

Bank Account Reconciled Statement

Unity Trust - Current Account 1111559/2035784 30-98-00

Statement Number	33	Bank Statement No.	33
Statement Opening Balance	£44,214.94	Opening Date	01/12/23
Statement Closing Balance	£36,597.50	Closing Date	31/12/23
True/ Cashbook Closing Balance	£36,597.50		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
28/12/23	Transfer		0.00	790.00	45,004.94
31/12/23		EE	54.90	0.00	44,950.04

31/12/23		Pink Print	150.00	0.00	44,800.04
31/12/23		Unity Trust	28.95	0.00	44,771.09
31/12/23		Christmas Donations	0.00	122.23	44,893.32
31/12/23		Mrs Amy Watson	63.00	0.00	44,830.32
31/12/23		Mrs Amy Watson	8.25	0.00	44,822.07
31/12/23		Staffordshire County Council Superannuation Fund			
31/12/23		Staffordshire County Council Superannuation Fund			
31/12/23		British Telecom	57.22	0.00	43,802.08
31/12/23		Pink Print	378.00	0.00	43,424.08
31/12/23	108451164	Mrs. Josie Morris			
31/12/23	110111626	Mr. Malcolm Bissell	6.30	0.00	43,337.07
31/12/23	117165797	Staffs Playing Fields Association	20.00	0.00	43,317.07
31/12/23	196572318	Cloudy It	30.00	0.00	43,287.07
31/12/23	20575003.5	Ditton Services	1,291.99	0.00	41,995.08
31/12/23	215323709	Stafford's Handyman Services	1,211.43	0.00	40,783.65
31/12/23	284015351	Mr. Malcolm Bissell			
31/12/23	350019066	Mrs Amy Watson			
31/12/23	379335208	South Staffordshire District Council	320.00	0.00	38,241.27
31/12/23	42259897	Jessica Shulman	6.75	0.00	38,234.52
31/12/23	49947344	Espo	25.20	0.00	38,209.32
31/12/23	6787923	Cloudy It	239.09	0.00	37,970.23
31/12/23	886148042	HM Revenue & Customs Only			
31/12/23	988638563	Jessica Shulman			
Total uncleared and unrepresented			0.00	0.00	
Total debits / credits			8529.67	912.23	

Bank Account Reconciled Statement

Barclays savings account	73219496	20-08-64		
Statement Number	35	Bank Statement No.	35	
Statement Opening Balance	£52,370.24	Opening Date	01/10/23	
Statement Closing Balance	£52,552.60	Closing Date	31/12/23	
True/ Cashbook Closing Balance	£52,552.60			

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
31/12/23		Barclays Bank	0.00	182.36	52,552.60

Uncleared and unrepresented effects

Total uncleared and unrepresented 0.00 0.00

Total debits / credits 0 182.36

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/23 and 31/12/23 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	£143,080.26	£0.00	£143,080.26
Total Receipts	£143,080.26	£0.00	£143,080.26
PAYMENTS	Net	Vat	Gross
Parish Council	£105,780.49	£9,485.22	£115,265.71
Total Payments	£105,780.49	£9,485.22	£115,265.71

Closing Balances

Ordinary Accounts

Barclays savings account	£52,552.60
Fair FX prepaid card	£78.77
Unity Trust - Current Account	£36,597.50
Unity trust working reserves	£54,584.80
Total	£143,813.67

Uncleared and Unpresented effects

Statement Closing Balances

Ordinary Accounts

Barclays savings account	£52,552.60
Fair FX prepaid card	£78.77
Unity Trust - Current Account	£36,597.50
Unity trust working reserves	£54,584.80
Total	£143,813.67

Signed

Chair

Clerk / Responsible Financial Officer

Appendix 3

Graffiti Management Policy

PURPOSE

The purpose of this Policy is to provide a framework for managing graffiti and to support the government's plans for a cleaner, greener county <https://www.gov.uk/government/publications/environmental-improvement-plan>
LSWA PC promotes respect for the environment and will strive for a Cleaner, Greener, Sustainable and Safer Environment.
This policy seeks to improve the street scene and reduce the fear of crime, for the benefit of all those who live in, work and visit the parish.

LSWA PC will work with Agencies and Utility Companies to reduce graffiti on street furniture and other apparatus.
LSWA PC will work with the Police and other organisations to reduce the occurrence of graffiti.

POLICY INTENT

LSWA Parish Council recognises the significant community impact of graffiti and will minimise and manage the impacts of graffiti through the implementation of the Graffiti Management Program.

The main objectives of this policy are to:

1. Minimise the incidence of graffiti on public property.
2. Reduce the impact of graffiti on residents and business operators.
3. Increase quality of community life in relation to personal safety and security.
4. Reduce the financial impact of responding to graffiti.

POLICY

The Council's approach to graffiti management is based on the following principles:

- Prevention - Reducing unacceptable levels of litter, detritus, flyposting and graffiti forms a key part of Government's 'Cleaner Safer Greener Communities' Strategy.
- Eradication – LSWA PC has a duty to remove graffiti from its own property, just as the maintenance of privately owned items of street furniture is the responsibility of their respective owners.
- Detection and reporting – LSWA PC are committed to making the parish a Safer, Cleaner and Greener as detailed in the Anti-Social Behaviour Act 2003 and the Clean Neighbourhoods and Environment Act 2005
- Enforcement - Under certain circumstances, Graffiti is classified as a criminal offence under the Criminal Damage Act 1971. The Police Service is the only enforcement agency with the legislative powers to prosecute an offence of Criminal Damage
- Community information and education – LSWA PC will publish this policy on the Council's website and will work with other agencies to reduce graffiti in the Parish. When asked to do so, the Parish Council will advise members of the public on whom to contact regarding graffiti removal from private property.

The Council will respond to graffiti within the Parish via the following strategies:

Reporting Graffiti

LSWA PC will encourage the community to report incidents of graffiti to the Parish Council Clerk online or over the phone – office@wheatonastonparishcouncil.gov.uk 07495789051/ 01902 327091 or assistant@wheatonastonparishcouncil.gov.uk

Prioritisation of Graffiti Removal on The Council Assets

Removal of graffiti on LSWA PC assets is prioritised based on the type of graffiti, with priority given to the removal of offensive, racist or defamatory graffiti and/or graffiti on prominent sites or sites of significance within the community.

GENERAL STATEMENTS AND DEFINITIONS

Definition of Graffiti: Graffiti can include drawings, scribbles, messages or 'tags' that are painted, written, sprayed or etched on walls and other surfaces.

Definition of Offensive Graffiti: Offensive Graffiti is illegal and unauthorised and may contain some or all the following elements:

- Offensive language
- Language of a political, radical, religiously insulting or inciting nature
- A graphically explicit image
- Any statement declaring hatred of any person or group

The following table outlines the graffiti removal timelines on LSWA PC's assets depending on the type of the graffiti.

TYPES OF GRAFFITI	PRIORITY REMOVAL TIME
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<p>Type 1</p> <p>Racist, defamatory, offensive graffiti on The Council assets and/or prominent sites or sites of significance.</p>	<p>As soon as practically possible from when it is reported.</p>
<p>Type 2</p> <p>All non-offensive or other types of graffiti.</p>	<p>Within one week of it being reported</p>

PLEASE NOTE: Timescales based on staffing and weather conditions.

Graffiti Prevention

LSWA PC aims to reduce graffiti through a community development approach that engages the community and partners with other levels of government, local businesses and the police.

Removal of Graffiti on Private Property and other Local Authorities

LSWA PC does not remove graffiti from private property and will only remove graffiti from Parish Council owned assets. Residents are encouraged to report graffiti incidents to the Police and the property owners.

The Clerk will signpost residents to the correct Local Authority when a graffiti incident involves the property of a local authority.

REVIEW

This Policy will be reviewed every year from the date of adoption of the policy, or more frequently as required.

Adopted January 2024.

Appendix 54

Car Park Policy

Lapley, Stretton and Wheaton Aston Parish Council has made provision for a free car park at Hawthorne Road Wheaton Aston primarily for the Lapley and Wheaton Aston Village Hall users, residents and visitors to the parish.

This policy includes regulations for the safe use of the car park for residents and visitors.

Regulations

- Free parking for the use of residents & visitors on a first served basis.
- All vehicles are left entirely at the owner's own risk.
- The car park must not be used for camping purposes including the overnight sleeping in vehicles.
- No maintenance work to be undertaken on vehicles beyond that needed to start the vehicle.
- The car park shall not be closed off for any purpose without the advance permission of the Parish Council.*
- Parking is not permitted for unroadworthy, SORN, untaxed, non-MOT, or abandoned vehicles
- No vehicle may be stored on the car park for longer than one week without the express advance permission of the Parish Council.*
- The Council reserves the right to have any vehicle removed at the owner's expense.
- All rubbish shall be disposed of in the nearby litter bin or taken home.

- No commercial notices or other notices not relating specifically to the parish may be fixed to any structure within the car park.
- No vehicles may be offered for sale within the car park.
- There shall be no trialling of bikes or other vehicles in this car park.
- When parking please avoid obstructing other vehicles.
- Avoid causing noise nuisance or driving at an inappropriate speed.
- Avoid anti-social and criminal behaviour.

Please Park as efficiently as you can within the car park to allow as many vehicles to park as possible in order to prevent too many vehicles driving into the village and obstructing access for local residents.

Disclaimer

By using this car park you are agreeing to adhere to these regulations

* Contact the parish clerk on office@wheatonastonparishcouncil.gov.uk . Phone 01902 327091 or 07495789051

Lapley, Stretton and Wheaton Aston Parish Council is not responsible for vehicles parked in Hawthorne Road car park, including liability for damage, injury, theft, or vandalism.

Abandoned Vehicles: details on how to report and action taken against abandoned vehicles can be viewed here:

[Fly-tipping and environmental crime | South Staffordshire District Council \(sstaffs.gov.uk\)](https://www.sstaffs.gov.uk)

Background

Early 2023 planning permission was granted to LSWA PC to create Broadholes Lane Platinum Jubilee Allotments and the plans and working drawings were entered onto the Government contractor finder, the parish council website and details emailed to interested parties.

Clerk and council members aided contractors with visiting the site to build the quote

The effort only resulted in one returned quote which was discounted due to the cost (£123,000).

Following feedback from contractors (mostly regarding how they felt the entrance was too narrow and unable to provide machinery access) LSWA PC reconsidered the approach to the quotes and engaged with SSC to complete works to clear the site to reduce the need for large machinery.

SSC complete the first stage of works to remove the trees in spring 2023 followed by the second stage to level the area in summer 2023.

The tenders went out again for the plans to be created without the need to clear the area and again the pc was unsuccessful in receiving any quotes.

December 2023 LSWA PC considered the difficulty in obtaining quotes for the hard standing area of the project, contractors felt able to quote on the landscape aspect therefore resolved to separate the final aspect of the project into two phases: phase 1 to complete the hard standing and phase 2 to complete the landscaping aspect to create the allotment space.

A social media campaign resulted in many companies contacting the parish clerk to enquire about the hardstanding aspect of the project and advice was sought on how best to move forward this project.

Several contractors suggested that Breedon gravel would be a good, strong and aesthetically pleasing, one suggested a form of matting would be required below to provide a more stable surface with longevity. The majority of advice indicated that Breedon gravel would not be suitable for the carparking area due to the tight turning point.

A meeting was held with an officer for ssc for further advice, ssc are preparing to move to tarmac for their car park areas due to the maintenance with Breedon gravel. This is a good substrate for under the raised sleepers

After further suggestions, considerations and advice from SSC on products used for their hardstanding areas contractors were asked to quote on a mixed surfacing of red tarmac for the car parking area and back line for the compost bins and water butts and Breedon gravel for the area round the raised beds. In addition to this the installation if a soakaway to take away any surface water

After consideration some contractors advised they could quote on both parts

Quotes received:

Contractor 1 (all works)

TENDER BREAKDOWN

Preliminaries 8092.00

Site Clearance Including Tree Removal 37209.00

Formation of Car Park 20025.00

Formation of Raised Beds 17812.00

Formation of Concrete slabs 6571.00
Formation of Compost Beds 52707.00
Fencing 20114.00
Self-Binding Gravel Paths 16099.00
Slabbed Paving 2179.00
Soft Landscaping 24885.00
Provisional Sums Contingency 10,000:00
Equipment & Furniture 5,000:00 New Water Supply 10,000.00 _____ £230,689.00

Contractor 2 (phase 1 only)

- Soak away: 25m x 1m x 500mm - £1985.35 + VAT
- Car Park area: Full carriageway construction - 150mm Type one stone - 60mm AC20 Binder - 40mm AC10 Surface course - £12,400 + VAT
- Hard standing bin area: 7m x 1.5m - £982.52 + VAT
- Stone and grano walkways (per m2) - £39.35 + VAT

Contractor 3 (quotes for phase 1, phase 2 and a combined quote for both phases)

Phase 1

	Duration Phase 1	Days	20			
	Phase 1					
	Level Area as defined on propped site Plan 22.09.22					
	Lay hard core as sub case as defined on propped site Plan 22.09.22					
	Lay Breedon Gold Gravel					
	Build and install 8 x Planters					
	Lay F/W in red tarmac					
	Lay black Tarmac on car park area					
	Install 1 x Disabled Bay					
Reference	Item	Unit	Qty	Rate	Total	Additional Costs if
Preliminaries						
1.01	Rams	nr	1			
1.02	Mobilise and demobilise from site	nr	2	£1,100.00	£2,200.00	
1.03	Supervision	No.	10	£300.00	£3,000.00	
1.04	Welfare unit	wk.	4	£350.00	£1,400.00	
1.05						
Section 1						
2.01	As per above Activity	Item	1	£21,422.29	£21,422.29	
Assumptions						
	Assumed normal working hours 7am-5pm					
	Assumed unrestricted access to work area and compound					
	Quote assumes work is carried out in one Phase					
	Assumed all waste is inert and non hazardous. No allowance for disposal of or dealing with any asbestos waste					
	Assumed existing water supply is full operational and to spec					
	No Allowance for electrical works (disconnection and connections etc)					
	No Allowance for slewing lowering or diverting any services					
	All topsoil will be utilised from current dig and a screeder used					
Notes	The above costs do not include VAT			Sub Total - Option 1	£ 28,022.29	
				Total	£ 28,022.29	

ctor 3 Phase 2

BILL OF QUANTITIES

Y	Duration Phase 2	Days	10			
	Phase 2					
	Level area as defined on proposed site plan 22.09.22 screed and lay topsoil from existing dig ready for turfing Create 12 areas for Planting Turf between planted areas					
ce	Item	Unit	Qty	Rate	Total	Additional Co
Preliminaries						
	Rams	nr	1			
	Mobilise and demobilise from site	nr	2	£1,100.00	£2,200.00	
	Supervision	No.	5	£300.00	£1,500.00	
	Welfare unit	wk.	2	£350.00	£700.00	
Section 1						
	As per above Activity	Item	1	£18,079.80	£18,079.80	
Assumptions						
	Assumed normal working hours 7am-5pm					
	Assumed unrestricted access to work area and compound					
	Quote assumes work is carried out in one Phase					
	Assumed all waste is inert and non hazardous. No allowance for disposal of or dealing with any asbestos waste					
	Assumed existing water supply is full operational and to spec					
	No Allowance for electrical works (disconnection and connections etc)					
	No Allowance for slewing lowering or diverting any services					
	All topsoil will be utilised from current dig and a screeder used					
	Quote assumes work is carried out in one Phase					
	Assumed all waste is inert and non hazardous. No allowance for disposal of or dealing with any asbestos waste					
	No Allowance for weekend working.					
	No Allowance for electrical works (disconnection and connections etc)					
	No Allowance for slewing lowering or diverting any services					
	PE Pipe, Ducts, Cable and marker boards provided FOC					
	The above costs do not include VAT					
				Sub Total - Option 1	£ 22,479.80	
				Total	£ 22,479.80	

ctor 3 Combined quote



Breedon gravel paths and raised sleepers



Materials, carriage and off-loading these costs may need to be revalidated and agreed prior to confirmation and award of Contract.

Contractor 3
quote includes a soakaway installed off the carpark area

quote does not include the compost bins, water butts or provision for hedges, trees or wildflower area.
requestion to involve the Forest of Mercia

Contractor 4 Phase 2 only (items can be removed to suit the pc requirement)

Services	Construction of 8 raised beds including materials and labour (as per spec)	20.0% S	1	19,000.00	19,000.00
Services	Formation of allotment beds - disappearing edge (as per spec agreed)	20.0% S	1	12,000.00	12,000.00
Services	Preparation and grass seed between beds and fruit trees (as per spec)	20.0% S	1	3,500.00	3,500.00
Services	Wildflower area preparation and seed (as per spec)	20.0% S	1	1,250.00	1,250.00

SUBTOTAL	35,750.00
VAT TOTAL	7,150.00
TOTAL	£42,900.00

Contractor 5 Phase 1:

Proposal for Groundwork Services - Wheaton Aston Allotments Project Dear Wheaton Aston Parish Council

Covering Note: We want to express our commitment to bringing your vision to life. In our proposal, we have carefully interpreted the supplied drawings and, based on our expertise and have suggested alternative materials (as discussed) that not only suit budgets but also enhance the visual impact of the project. Our goal is to ensure the optimal balance between quality and cost-effectiveness, creating a space that meets your expectations and fits seamlessly into the local landscape.

Project Phase Breakdown Nett 1.

Enabling Works: £9875.75 2.

Groundworks Hardstanding Area: £17399.50 3.

Permeable Paving System Installation: £27782.00 4.

Ground stabilisation Hex Matting: £19795.75 5.

Compost Bay: £13115.75

TOTAL NETT £62092.50 TOTAL GROSS INC VAT @ 20% £74511.00

Cost Breakdown: • Please see above the construction phase breakdown in each sub category which are Nett values and totals below.

Please reference the construction phase specification sheet for details.

Health and Safety: • Our project adheres to rigorous health and safety standards. • Regular safety briefings and training sessions for our team. • Implementation of safety protocols to minimise risks and ensure a secure working environment.

Contractor 5 Phase 2

Covering Note:

We want to express our commitment to bringing your vision to life. In our proposal, we have carefully interpreted the supplied drawings and, based on our expertise and have suggested alternative materials (as discussed) that not only suit budgets but also enhance the visual impact of the project. Our goal is to ensure the optimal balance between quality and cost-effectiveness, creating a space that meets your expectations and fits seamlessly into the local landscape.

Project Phase Breakdown Nett

1. Main Allotment Beds: £8656.25
2. Topsoil Addition/ Soil Enrichment: £6412.50
3. Sleeper Beds: £7746.25

TOTAL NETT £17500.00

TOTAL GROSS INC VAT @ 20% £21000.00

Cost Breakdown:

Please see above the construction phase breakdown in each sub category which are Nett values and totals below. Please reference the construction phase specification sheet for details

These quotes are subject to both phases being awarded to the contractor

Clerk advised that other contractors had recommended tarmac/bredon gravel mix and offered the opportunity to quote on this basis. This was declined, see below:

We would be able offer a quotation on the proposed surfaces (tarmacadam and bredon gravel) but as mentioned previously and with the sums of money involved and the site substrate unsuitability we wouldn't feel comfortable installing these types of impermeable surfaces and furthermore wouldn't be able to warrant the installations.

Unsuitability (proposed surfaces)

1. 6mm SMA tarmacadam is an extremely tough wearing surface which would be perfectly adequate in different circumstance to the actual site conditions for the proposed construction project. My concerns would be there is no natural gradients to the site creating flat areas leading to possible pooling and algae/moss build up creating a slip hazard over time which would also be susceptible to freeze thaw action over the winter months. Secondly with the relatively level site and hardstanding areas and the impermeable nature of the tar macadam the need for drainage would be a necessity. Due to there being no mains surface water connections available on-site you would need to install a SUDS compliant soakaway create system but as previously mentioned with the heavy clay soil type this would fail a percolation test. This is why there was originally a natural wetland/ pond area there to begin with.

1. Breedon aggregate pathways are a great decorative finish installed in the correct site conditions. If you get chance take a look over breedons laying and material specification/ design it clearly states that cross falls and drainage are needed due to the impermeability of the proposed material. Again with this in mind and vulnerability of the contamination from topsoil/manure and the onsite clay substrates the Breedon aggregate would soon fail resulting in a different solution being required.

Contractor 6 (all work)

To construct a 1.8m high featherboard fencing around perimeter of site
To excavate purple hatched area to a depth of 150mm- excess material to be spread over rest of site and surplus banked at far end for wildflower area.
To uproot and move fruit trees to new position (no guarantees can be given on their survival once transplanted)
To supply and install approx. 600 tonnes of topsoil spread around site to create landscape for planters and grass paths
To construct 6 large beds and 6 small beds
To sow a wildflower area to the rear of the allotment as per spec
To seed pathways in between planters with a general amenity grass seed
To supply and install approx. 160 tonnes of type 1 MOT sub base in purple hatched area
To supply and install approx. 75 tonnes of self binding gravel in purple hatched area
To construct 4 bunded areas for compost Bins To construct 8 raised beds as per spec
To supply and install shrubs and new trees as per spec To supply and install on the fence, 1 x disabled parking sign

Labour 25125.00

Plant equipment E3440

Materials —

Topsoil 600 tonnes 23880.00

Type 1 MOT 160 tonnes f6080.00

Self Binding Gravel 75 tonnes f5250.00

Fencing f6440

Raised Planters f9660

Shrubs, trees, wildflowers El 180 Misc f3250 .

Contingency 5% E4215

Total E88520 + vat

Recommendation: to build a minimum of 5% contingency into the budget
To apply for prosperity funding for the total cost of the remaining project
Awaiting result of grant application to SCC for water butts and compost bins