

**Minutes of the Meeting of Lapley, Stretton & Wheaton Aston Parish Council held on Thursday 25th January 2024 at Lapley and Wheaton Aston village hall**

**In attendance:**

Cllr W Millington - **Wheaton Aston (Chairman)**

# Cllr J Ford - Wheaton Aston

Cllr V Renfrew – **Lapley**

Cllr M Smith - **Wheaton Aston (arrived 7.10pm)**

Cllr D Hodgkiss– **Stretton**

Cllr Sue Whittingham - **Wheaton Aston**

Cllr. M. Griffiths – **Lapley**

Cllr A Anderson - **Stretton**

**Also in Attendance:**

Mrs A Watson **– Parish Clerk**

**Apologies:**

# PCSO Lloyd- Staffordshire Police

# PCSO Price – Staffordshire police

Cllr M Sutton - **Staffordshire County Council**

# Cllr D Weate- Wheaton Aston

# Cllr R Nelson -Wheaton Aston (Vice Chairman) and South Staffordshire District Council

Cllr J Hodgkiss**- Wheaton Aston**

**Acronyms:**

LSWA PC: Lapley, Stretton and Wheaton Aston Parish Council

SSC: South Staffordshire council

SCC: Staffordshire County Council

Cllr: Councillor

CPD: Continuous professional development

SPCA: Staffordshire Parish Councils Association

PCSO: Police Community Support Officer

SLCC: Society of local council clerks

NALC: National association of local councils

Cmdr: Commander

WACFR- Wheaton Aston Community First Responders

**Absent:**

# Public forum

No members present

**Standing orders were imposed 7.00pm.**

**125.To consider apologies**

Apologies and reasons for absence were received and approved from Cllr M Sutton, Cllr D Weate, Cllr R Nelson, Cllr J Hodgkiss PCSO Lloyd and PCSO Price

**126.Declaration of Interests**

None to declare

**127. Approval of minutes**

Resolved 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. Query answered on the increase in cost for painting the youth shelter

**128.To receive report from Parish Council Clerk**

**Cllr Smith arrived (7.10pm)**

**Information**

Clerk has spoken with the Airfields Trust about the marker and a site visit – as they are in Glasgow they will be considering

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 Share box 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 13th 2024 Tuesday.       6.30 pm – 9.00 pm  May 8th.                  Wednesday.   6.30 pm – 9.00 pm  June 13th                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 9th and 16th.      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 13th Feb and 5th 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)  14 February        Wednesday                                   17th January         Wednesday  12th March          Tuesday                                        15th February          Thursday  11th April             Thursday                                      13th March          Wednesday  16th May             Thursday                                      16th April             Tuesday  12th June            Wednesday                                   14th May              Tuesday  17th July              Wednesday                                   13th June             Thursday  13th August         Tuesday                                        16th July              Tuesday                                                                               8th August          Thursday                                                                               3rd September          Tuesday                                                                               9th October          Wednesday                                                                               7th November         Thursday                                                                               10th December         Thursday |  |

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](https://bookwhen.com/everyonehealthmeccstaffordshire?fbclid=IwAR2SFm936FuQZPWOyQDzreXwjVNll4O0vD3X8KMqd-JUfC4Iuf__uilOCek#focus=ev-symg-20240129093000)

**Items emailed to councillors**

7.12.24 Planning application23/00961/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

SSC are holding a focus group 29th Jan 12-1.30pm or 4-5.30pm- Cllr Ford to attend early session and Cllr Millington to attend later session

Clerk advised she has been asked to represent the parishes at the partnership meetings held by SSC with partners

SSC have sent out the community learning funding opportunities, Cllrs are to contact the clerk with any suggestions for courses in the Parish. Clerk suggests around social prescribing, IT training, or cooking demonstrations

The Badgers End bench has been moved to face up Fentonhouse Lane due to erosion and levelling issues

Cllr Millington and Cllr Nelson confirmed attendance for the parish summit on 1st Feb

The gate at Primrose play area has been repaired this week

Clerk advised Cllrs to consider if they wish to enter the BKV competition this year., Cllrs will need more input if so. Clerk suggested organised litter picks, Cllr Smith to organise volunteers and send clerk dates to advertise. Clerk to create poster to encourage people to look after outside their own homes , clerk to contact the school for children’s posters to display. Cllr Renfrew to put posters in Lapley. **Resolved** to set up a BKV working group- Cllr Smith, Cllr Renfrew, Cllr D Hodgkiss, Cllr ford , Cllr Whittingham to erect posters in WA. **Resolved** to create a competition to for the best front garden , clerk to create poster 1st prize for each village . resolved Lapley and Wheaton Aston to enter the Best Kept Village competition

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

Cllr Sutton sent apologies

**130.Financial matters**

Resolved to accept the following.

* 1. To approve the expenditure and income for November and December 2023
  2. To approve the reconciled statements for all accounts to 31st December 2023
  3. To receive the Financial Summary to 31st December 2023
  4. To note payments/decisions made under delegated powers

**131. Planning recommendations**

Resolved to respond to the following application:

1. planning applications received: 22/01048/OUT Appeal reference: APP/C3430/W/23/3331619- Demolition of existing kennel building and erection of one dwelling. Previous comment remains
2. No planning applications received after the agenda papers distributed.

**132. Forward Planning and Maintenance:**

To consider:

Marston Field working group recommendations to include:

* Consultation responses

The consultation responses were received as below:

Survey results 215 responses of those female 122, male 80, others/preferred not to say 12 , age ranges 8-12yrs 46, 10-12yrs 56, 13-15 29, 16-18 18 responses, 18-25 18, 25 plus 47,

What would help you be more active? 101 votes for outdoor gym equipment (came from both adult and children users) 84 votes for in ground trampolines, 77 votes bike pump track, 77 votes zipwire, 67 climbing equipment. 69 votes parkour fitness trail, 59 play adventure equipment, 34 inclusive play equipment, 38 votes for hammocks/chill area (response to space for girls)

Breakdown of comments:

* + Short Athletic track, short mountain bike trail for kids
  + More seating for parents to sit.
  + Anything you could add would be so beneficial to the local children.
  + A rain/sun shelter as the one that’s there isn't great for wet or dry.
  + Reinstate the football pitch.
  + Picnic tables
  + Basketball
  + Extra dog walking facilities
  + Bike pump track would be amazing.
  + Racetrack for running.
  + Don’t want goalposts, the guys just kick balls at us.
  + Pump track
  + It’s a real shame to ignore dog walkers who use this space most of all!
  + Bike track with jumps
  + My grandson is still very young but think most youngsters would like an area for a combination of outdoor activities.
  + Shelter to sit.
  + Bike track
  + Bike track
  + Definitely NOT a bike pump track.
  + Since when is a bike pump track “play equipment only”.
  + Small Football pitch. You do not need anything but natural drainage for astoturf pitch.
  + Basketball
  + Happy with above options
  + I think a good park for the kids with lots of different equipment for all ages from toddlers to teens. Also, a cool chill out area away from the play equipment for the older kids to hang out so they are not hanging out around the village square.
  + A bike track would be fantastic use of the area.
  + 5 a side, basketball nets and tennis courts with hard floors to help with the shocking drainage issues there, can be used all year round then.
  + When will this be put in place.
  + Netball hoop for practice shots.
  + Better lighting
  + Pump Track excellent idea
  + No football, as this can be done elsewhere. Bike track would be amazing, my kids and 6, too young to be riding the roads but would love a track.
  + Bike pump track
  + Pump track
  + Crazy golf
  + Bike track
  + Something for the teens to do instead of vaping everywhere.
  + Lights
  + Lights
  + Pointless waste of time and money. It will just get vandalised.
  + Lighting
  + My son would love a PUMP track.
  + It’s out of sight, I wouldn’t let my children go there regardless of what you put there. Youths do drugs there (I’ve seen) and cars of men park round the bend and do drugs there too.
  + Running track
  + Bike track
  + Shelter for when it rains
  + Something with shelter
  + Shelter for winter/bad weather
  + More shelter for when it’s raining
  + Shelter for the rain
  + The skate park is made and used for older children they do NOT want to use this childish equipment that is what the other park is for being back the blue moon with its graffiti leave it as a skate park and add a football pitch you say it’s far too expensive but it’s what the people want so fork it out
  + Pump track would be amazing for my 13 year old son.
  + Fitness / gym equipment
  + Sprint Running track
  + Need gym for older kids
  + Shelter wind proof , lights, comfy seats indoor
  + Bike park would be amazing for all ages
  + A shelter for when rainy or windy
  + Skate park to stay please
  + Bike track
  + Better path for walking or running
  + For children use
  + Please make bike pump track suitable for adult MTBers as well. It will still be suitable for bmxers. It does not have to be that long
  + Invert the size for people and dogs.
  + More bins
  + Dog friendly zone
  + A dog friendly zone
  + Dog friendly zone
  + Dog friendly zone
  + Dog area
  + Dog play area
  + Dog area
  + The councils must ensure the monies spent by the village meet the requirements of the majority of the village. Spending of funds in a drink and drug-taking group within the village is rewarding bad behaviour. Instead, the council should ensure monies spent on the project encompass the whole village; there are a large number of young families and dog owners who are excluded from this area; having age groups mix within these areas should encourage good behaviours of all, and not cause more divide. Spend the funds on people who will respect and use the space appropriately, not on those who will damage and disrespect it.
  + Pump track will be great for the kids as a lot of younger children in the village with bikes
  + Add more to skatepark
  + Why don’t you include a peaceful relaxed shaded area where people can meditate or read?
  + Monkey bars
  + Running track with distance markers
  + Running track with distance makers
  + The kids would love some bike jumps and a course
  + This will be good for my 13 year old son to keep him occupied and we can use it for PE as he's home educated
  + I am not happy about the painting of the shelter a drab green colour, we are young and wanted to be in the old graffitied one, where we could scribble on it and make it our own without feeling we were doing something wrong
  + Gym needed for older kids
  + I would say it's a brilliant idea as there are a decent amount of children in the village and don’t have much to play with out side of there own home but sometimes it’s nice for a walk to somewhere different. It’s well worth it! Even if friends go over the homeowners with children they all can play there 😌
  + Bike track
  + A modern trim trail. Employ a PT to conduct free group sessions
  + Leave it as it is and spend the money on other village improvements such as ANPR cameras
  + Could consideration be given to the pathway around the perimeter being widened to enable 2 people to walk alongside each other please? Also look into outdoor multi gym equipment for adults. Not sure if it is what the village needs but a consultation/questionnaire may help?
  + Bike track
  + The main reason we go here as the children love the zip wire so I hope it will be replaced
  + Bike track would be fab.
  + Basketball court
  + A football pitch would be a good idea, with goals
  + I would like more hammocks a new zip wire and a blue moon pretty please if u don’t do this you are clearly homophobic due to me being non binary x
  + Outdoor gym for older kids
  + All suggestions acceptable however subject to age.
  + Pump track
  + A junior BMX track would be great
  + Bike track
  + Adult and child outdoor gym would be amazing for all ages as not everyone can afford gym membership or have the transport to get to one.
  + Just a nice play area for the children to play on with swing, slide, trampolines in the ground, and some adult exercise equipment would be good however I believe the children come first, my son is almost 13 and is always on his bike in the summer so track for that will also be very welcoming thank you.
  + Zip wire and gym equipment
  + Crazy golf
  + Parkour trial
  + Outdoor gym
  + Extended ENCLOSED dog area
  + Bike track sounds good
* Format of future consultation

Mixture of equipment to vote for to share ideas with the community

Consider the path,- widen it and make longer, include options to exercise (star jumps etc) sprint points , walk points, distance markers- 1 lap equals?? Two laps equals etc

Need another camera to focus on the centre of the field- speak to SGS- Cllr Nelson to speak with SSC for crime funding

Clerk to ask highways to assess the access to see if it warrants better paving access

* Considerations for the area

No in ground trampolines due to drainage issues, maintenance and safety

No provision for additional dog walk at this point

No football goal post or marked out pitch

Metal equipment

Absolute renovation of the equipment to include bike track, play equipment and gym equipment

Bike pump track (with fence with access off the path only)

look at by law for the area for no dogs

improving the path to include signage , widen and tarmac with the sports imprints in

look to improve the skatepark in 3 year plan after this project has been completed

Review the project and how this can better the area at Primrose

3 year review change shape of path to come across the centre of the field

look for volunteers to care for the wet nature area

* Type of play equipment required

Zipwire (2 one with a full seat and one with a regular seat) chill out areas (as per safer space for girls)hammocks, swings, basket swings, pendulum swing, slide , space net

* Type of gym equipment required

Cross trainer, trx , lat pull, bike, cross training bars, street work out equipment, trim trail, waist trimmer, balance station cross training with board

* Graffiti Board

Not to have one

* Focus group

Clerk (17.1.24) sent to Wolgarston to ask if they can speak with pupils to either join the group or send ideas over- this has been passed to the student council

* Three year plan

Add in look to improve the skatepark in 3 year plan after this project has been completed

year review change shape of path to come across the centre of the field

review how its been received- send out survey to get views

possibility that there will be evidence of how this project could improve Primrose Play area

* Map of the area

One provided sufficient

* Dog walk concerns

No action, weather conditions highly impact the area and use

**Resolved** to accept the Graffiti Management Policy

**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](mailto: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** |
| **Type 1**  Racist, defamatory, offensive graffiti on The Council assets and/or prominent sites or sites of significance. | As soon as practically possible from when it is reported. |
| **Type 2**  All non-offensive or other types of graffiti. | Within one week of it being reported |

**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.

**133. Village car park**

* **Resolved** to accept the and update the council when details have been received from the legal team about enforcing the policy.
* Policy to be made in to a sign

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 72 hours 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 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](mailto: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/environment-and-climate/fly-tipping-and-environmental-crime)

* Current long term parked vehicles- **resolved** to contact enforcement to query if they have been abandoned , policy in place in place for 72 hrs holding.

**134. Allotment project**

Clerk advised council that the report containing the quotes had been shared with professional advisors in advance as this process deviated from the financial regulations due to needing to have a continuing conversation with contractors about changes in specifications and therefore not presenting closed tenders to the council. Advice is to continue and consider the quotes or ask all contractors to resubmit in a closed tender format. It was **resolved** to continue and consider the quotes in the current presentation as it has been a process taken with due diligence and transparency.

After consideration of multiple quotes it was resolved to appoint for both the next stage (1) to complete the tarmac area and raised beds and the final stage (2) of creating the allotments beds for a total of £48987.03 . LSWA PC is aware that this contractor quote includes a soakaway installed off the carpark area and does not include the compost bins, water butts or provision for hedges, trees or wildflower area. Suggestion to involve the Forest of Mercia to be investigated.

The Climate Change grant with SCC for £1000 to purchase water butts and compost bins was successful

**Resolved** to vote, **Question:** Who wishes to appoint contractor three to carry out all final phases (1 and 2) of the work required to complete the allotments? Result: **for** 8, **against** 0. **Resolved** to appoint contractor 3 the work for phase 1 and 2 (subject to depths on tarmac area and Breedon path being sufficient and as per the plans, Clerk to query with SSC and contractor and share response with council)

Consider funding applications: **resolved** to apply for the remaining amount of the project plus 5% contingency from the prosperity fund.

Funding: £21189.54 received from sec 106 monies, leaving a balance of £27797.49 for the completion, £1500 for the provision of hedges, wildflower area and trees plus 5% overall contingency £2500 (£2449 rounded) project £52987.03 for the completion, funding required £31,797.49. PC to contribute 5% of £1590, funding to be sourced for the remaining amount.

**135. NALC Quality Council Award**

**Resolved** LSWA PC confirms through resolution that it meets all requirements for the LCAS Quality Award and that it publishes relevant documents on its website.

**Resolved** to actively begin engage with residents as soon as possible to increase attendance at the annual parish meeting and community meeting in October to encourage participation . Clerk to create a poster and share

**136.Items for the future:**

Enforcement update on car park policy

Storage containers

Lapley Green update

BKV

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

**Signed………………………………………….. Chairman……………………….**

**Meeting closed at 8.45pm**

## Council Attendance

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **RN** | **JH** | **MS** | **WM** | **DW** | **DH** | **Sue W** | **JF** | **AA** | **VR** | **MG** | **Total Attendance** |
| 18/5/23 | X | X | X | X | X | X | X | X | X | X | X | 11 |
| 13/7/23 | X | X | X | X | X | Ap | X | X | X | X | X | 10 |
| 7/9/23 | X | Ap | X | X | X | X | X | X | Ap | X | Ap | 8 |
| 19/10/23 | X | X | X | X | X | X | X | X | X | X | X | 11 |
| 7/12/23 | X | X | X | X | X | Ap | Ap | X | Ap | X | Ap | 7 |
| 25/1/24 | Ap | Ap | X | X | Ap | X | X | X | X | X | X | 8 |

### 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**

Income transactions - receipts approval list **Start of year 01/04/23**

**Tn no** **Ref.** **Gross** **Heading** **Cttee** **Invoice** **Details** **Ref.**

**date** **Total**

9 bacs17112 £9,595.00 20/5 PC 17/11/23 National Lottery - grant funding received for £9,595.00

3nl allotment project, added to the budget heading

for when pmts are due

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

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 installation

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

Inspections

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 Mrs Amy Watson - Mileage

195 910878286 £4,129.20 £4,129.20 160/1/1 20/11/23 53256 Turnock Limited - Christmas Light Contract £4,129.20

200 24153647 £576.00 £576.00 190 22/11/23 SGS Systems Limited - CCTV £576.00

224 £53.48 £53.48 100/10 09/12/23 EE - Mobile charges

213 £21.05 £21.05 14/12/23 Mr. Malcolm Bissell -

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 Dangerous Sheep Events - Stage for Christmas £1,230.00

Lights Switch On

Sub Total £22,179.98 £22,179.98

£6,893.35 £6,893.35 Confidential

**Total** £29,073.33 £29,073.33

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

Reference

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 Untity 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 £44,214.94

Balance

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 99.00 0.00 60,664.18

Company Ltd

30/11/23 The Play Inspection 120.00 0.00 60,544.18

Company Ltd

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 320.00 0.00 34,811.85

Council

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 unpresented effects

Total uncleared and unpresented 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 £54,211.98

Balance

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 unpresented 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 £878.77

Balance

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 unpresented 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** **Details** **Ref.**

**date** **Total**

10 £122.23 40/3 PC 12/12/23 Christmas Donations - donations collected at the

xmas event

11 bacs31122 £372.82 33 PC 31/12/23 Unity Trust Bank - interest received on savings £372.82

3ut account

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 £36,597.50

Balance

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 Untity 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 20.00 0.00 43,317.07

Association

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 1,211.43 0.00 40,783.65

Handyman Services

31/12/23 284015351 Mr. Malcolm Bissell

31/12/23 350019066 Mrs Amy Watson

31/12/23 379335208 South Staffordshire District 320.00 0.00 38,241.27

Council

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 unpresented 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 £52,552.60

Balance

Date Cheque/ Ref. Supplier/ Customer Debit (£) Credit (£) Balance (£)

31/12/23 Barclays Bank 0.00 182.36 52,552.60

Uncleared and unpresented effects

Total uncleared and unpresented 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

£143,813.67

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