



**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 17<sup>th</sup> October 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.

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)

#### **74.To consider apologies**

**-Decision**

#### **75.Declaration of Interests**

**-Information**

To declare any interests any on agenda items

#### **76. 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 5<sup>th</sup> September 2024

#### **77. Police matters**

To raise items of concern with a member of Staffordshire police

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

**-Information**

#### **79. To receive report from Staffordshire County Council**

**-information**

#### **80. To receive a report from South Staffordshire Council**

**-information**

#### **81.Financial matters**

**-decision**

To consider financial matters including: (appendix 2)

- a) To approve the expenditure for August/September 2023
- b) To receive the reconciled accounts for Unity Trust (main) Unity trust (reserves) Barclays Bank and Equals card
- c) To note payments/decisions made under delegated powers

#### **82. Planning recommendations**

**-decision**

To consider planning matters including

- a) planning applications received:

Application 23/00813/FUL White House Wheaton Aston Road Longnor STAFFORD ST19 5QN

Application 24/00728/FULM Lapley Wood Farm Lapley Wood Stretton Road Wheaton Aston ST19 9ND

FULL application for a prestige car facility encompassing storage together with conversion of traditional farm buildings for office, maintenance and valet

Application 24/00836/AGRFLX Longnor Mill Farm Wheaton Aston Road Longnor STAFFORD ST19 5QN

Prior approval for the conversion of two barns into a flexible use.

Application 24/00845/TTREE Proposed: TPO 54/1981 - G1 limes x 12 - crown lift by up to 5m T1 Western red cedar - Dismantle and remove T2 Western red cedar - Dismantle and remove T3 yew - Dismantle and remove T4 Western red cedar -Dismantle and remove T5 conifer -Dismantle and remove T6 pine - Dismantle and remove T7 pine - Dismantle and remove T8 pine - Dismantle and remove T9 silver birch - Dismantle and remove All as referenced on Location plan At: Lapley Hall Church Lane Lapley STAFFORD ST19 9JR

b) Planning applications received after the paperwork was sent out

### **83. Community meeting outcome**

-decision

To consider any suggestions for the future from the meeting

### **84. Christmas**

-decision

- Receive an update on the event
- To adopt the plan for the event
- Lapley Tree festival

### **85. Office lease**

-decision

To consider the lease renewal for 3 years

- Lease

### **86 Grant applications**

To consider the applications received:

St Marys Academy PTA £300

The Carnival Committee £1000

WA Football Juniors FC £1000

Brewood Voluntary Car scheme £1250

WA Luncheon Club £1000

Lapley and Wheaton Aston Village hall £1000

### **87. Storage update**

- update

To receive an update on the progress

### **88. Marston Field**

-update

To consider the design and cost of quotes received

### **89. Condolence Book**

- decision

To consider the purchase of a condolence book to be held by the Parish Council

### **90. Police and crime & Fire and rescue plan 2024-2028 Consultation**

To consider a response

- decision

[Have Your Say - Staffordshire Commissioner \(staffordshire-pfcc.gov.uk\)](https://staffordshire-pfcc.gov.uk)

### **91. Policies**

To consider the updated policies:

- Grievance and Disciplinary Policy
- Memorial dedications Policy
- SID Risk assessment

### **92. Local transport plan**

-decision

To consider the three key areas affecting the parish

**93. 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.**

**94. Date of next meeting:** 5<sup>th</sup> December 2024 at 7pm at Lapley and Wheaton Aston Village Hall . This is the precept meeting

**This is subject to change due to the ongoing Coronavirus situation**

Mrs A Watson Parish Council Clerk  
10.10.2024

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**

Ladder visual check introduced to weekly inspections

Clerk attended manual handling and working at height training 4.9.24

Proposal to reduce speed limit on part of Ivestsey RD and all of Bellhurst Lane to 30mph

18.9.24 Obtaining quotes for Lapley Green Finger Posts and bollard

20.9.24 Vehicle collisions with finger post at Sunny bank. Police informed

27.09.24 Reported the deteriorate sign at the Air Field Memorial crossroads.

30.9.24 contacted highways regarding a new BT pole installed near a junction at Bellhurst Lane which is obstructing the view – they advised for the resident concerned to contact BT direct, info passed on

04.10.24 WMI Planned road closures upcoming programme of highway works related to the construction of the West Midlands Interchange Development.

**As part of our construction of the temporary site entrance on A5 Watling Street, we will be completing pavement resurfacing works and installing verge drainage from 7pm on Monday 7 October to 5am on Tuesday 8 October.**

To complete our work safely there will be a single lane temporary traffic light closure in place, with access to properties maintained.

08.10.24 Moles at Primrose play area, reported to pest control.

Notes from the Local Transport plan:

SCC plan to have the plan in place by March 2025 which will last through until 2050. They are seeking the thoughts from local councils on what our three key concerns would be for the future.

The plan is to be net zero by 2050 and to do so they wish to eliminate the usage of cars in the county at the level they currently are. They hope to see less single use cars on the roads so will encourage carpooling, more use of public services and have highlighted that the use of electric cars will not be enough to meet the climate targets

The three key areas are:

Deter motorised travel

Strengthen community travel

Improve connectivity

They also wish to improve virtual connectivity as working from home etc sees less on the roads

They believe that the key to achieving this is to change behaviours

I asked about an electric tram infrastructure for the county and was told that there couldn't be one due to the road infrastructure- roads not being wide enough to add a system on to

### **Action plan item update**

Lapley green fingerpost- £560

Communications board is now installed

RBL are not producing poppies for lampposts

Allotments are complete and all plots taken, SSC advised there is still funding from the Prosperity fund, application made for two more raised beds at a cost of £2880

Allotment inspections have been completed, the joint shed has been delivered, a community is growing

Allotment committee meeting is required soon to complete required paperwork

## **Christmas update**

Stalls have been taken in the inside and outside space, Over the Rainbow Bakery will be situated along Hawthorne Rd to join the two areas

The trees are to be delivered by Bradshaws on 8th November for installation by J Whittingham and Son on 10<sup>th</sup> November and then decorated on 11<sup>th</sup> November

Dobson fairs will be bringing tow fair rides

## **Consultations**

[Let's Talk Transport](#) | [Let's Talk Staffordshire](#)

## **Outstanding items update**

- Defib at Ivetsey Rd- Planning are waiting for the site to be handed over. Once this has been completed an officer will assess the site for installation. SSC are to be 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 premises found., this has now been taken on at district level.
- Marston Field Redevelopment – one tender received, MF group to consider

## **Meetings/Events**

28.11.24 6pm online SSC locality forum

Lapley Tree festival 7<sup>th</sup> and 8<sup>th</sup> December

28<sup>th</sup> November 6pm SSC locality forum

Parish Summit 14<sup>th</sup> November

14<sup>th</sup> October BKV awards night

Police consultation open until 21<sup>st</sup> October 2024

<b>Date</b>	<b>Day</b>	<b>Time</b>	<b>Event</b>
<b>September</b>			
18 <sup>th</sup>	Wednesday	10 am – 12 pm	Clerk's Induction
20 <sup>th</sup>	Friday	1 pm – 4 pm	Local Transport Plan
25 <sup>th</sup>	Wednesday	10 am – 12 pm	CiLCA Autumn session 1
<b>October</b>			
9 <sup>th</sup>	Wednesday	7 pm – 9 pm	Councillor Introduction
16 <sup>th</sup>	Wednesday	10 am – 12 pm	Clerks – The Knowledge
17 <sup>th</sup>	Thursday	10 am – 12 pm	Clerk's Induction
22 <sup>nd</sup>	Thursday	10 am – 12 pm	CiLCA Autumn session 2
<b>November</b>			
6 <sup>th</sup>	Wednesday	10 am – 12.30 pm	Explore Chairmanship
13 <sup>th</sup>	Wednesday	10 am – 12 pm	Clerk's Induction
18 <sup>th</sup>	Monday	7 pm – 9.30 pm	Councillor Development
21 <sup>st</sup>	Thursday	10 am – 12 pm	CiLCA Autumn session 3
<b>December</b>			
3 <sup>rd</sup>	Tuesday	7 pm – 9.30 pm	Explore Chairmanship
9 <sup>th</sup>	Monday	7 pm – 9.30 pm	Councillor Development
12 <sup>th</sup>	Thursday	10 am – 12 pm	Clerk's Induction
16 <sup>th</sup>	Monday	7 pm – 9 pm	Councillor Introduction
18 <sup>th</sup>	Wednesday	10 am – 12 pm	CiLCA Autumn session 4

## **Items emailed to councillors.**

Lapley Church tree festival

- 12.9.24 SSC Locality forum info
- 12.9.24 Info re condolence book
- 12.9.24 SPCA training courses
- 13.9.24 County Council Open Day for Prospective County Councillors
- 16.9.24 SSC planning app 24/00643/FUL
- 17.9.24 Temporary Road Closure, The Avenue Stretton
- 17.9.24 Temporary Road Closure, Horsebrook Road, Brewood
- 19.9.24 Police and crime & Fire and rescue plan 2024-2028
- 19.9.24 SSC Parish summit date
- 24.9.24 Emergency Road Closure, Watling Street, Stretton
- 24.9.24 Temporary Road Closure, Pinfold Lane, Penkridge
- 24.9.24 Temporary Road Closure, Bungham Lane, Penkridge
- 2.10.24 WMI planned road closures
- 8.10.24 SSC planning application 24/00836/AGRFLX
- 9.10.24 SPCA Defib inquiry
- 9.10.24 SPCA October news

**Use of devolved powers**

- £115.20 on 3 courses for use of ladders
- Social media poll on bus usage to gain an insight to take to the local plan meeting 20.9.24
- £134 upgrade charge for edge due to income level

**Response to planning comments:**

Planning app 24/00643/FUL ‘LSWA PC objects on several concerns. The current stable building is in poor condition and dilapidated suggesting a whole rebuild would be required. The area is in a flood zone site which gives more concerns to the condition of the stables and if they would sustain flooding as a residential dwelling. There are very few details on the proposed usage which raises concerns that the property may be used for commercial gain. LSWA PC would suggest that this needs clarifying  
 The change from agricultural use to residential use- will there be an agricultural tie to the property?  
 LSWA PC has concerns that this development might lead to future expansion from this application.  
 The covering letter states that Wheaton Aston is within walking distance. This is not a safe route, there is not pavements for the entire length or streetlights covering the whole area.  
 Currently the bus service has been drastically reduced which may affect isolation’

**SSC Planning Decision**

24/00277/FULHH Approve subject to conditions –The Winners Park Lane Lapley STAFFORD ST19 9JT - Replace sunroom roofs, first floor side extension to western side projection.

24/00504/FULHH – Approve subject to conditions - Park Farm Park Lane Lapley STAFFORD ST19 9JT, Conservatory to rear elevations

24/00651/TREE – Approve - Orchard House Park Lane Lapley STAFFORD ST19 9JT, Lapley Conservation Area: Goat Willows - crown reduction by up to 40%. Silver Birch - crown thin by up to 30%

24/00680/TREE – Approve - The Bower House Stretton Road Lapley STAFFORD ST19 9JP, Lapley Conservation Area: Variegated Acer - 30% crown reduction

Appendix 2

Lapley Stretton & Wheaton Aston Parish Council

Expenditure transactions - payments approval list

**Start of year 01/04/24**

Payment

No	Payment Reference	Gross	To pay Reference	Heading	Invoice	Invoice Details
92	634045595	£239.09	£239.09		100/19/4	01/07/24 Cloudy It - Cloudy IT device

management and support	£239.09							
84 DD	£59.94	£59.94	100/10	11/07/24		British Telecom - Monthly phone bill	£59.94	
87 DD	£35.00	£35.00	100/8	18/07/24		Information Commissioner's Office - Data Protection		
	£35.00							
Fee								
90	469484419	£56.25	£56.25	100/18/1	18/07/24	Mrs Amy Watson - Mileage	£56.25	
91	30331524	£63.00	£63.00	100/6/1	18/07/24	Wheaton Aston Village Hall Management		
Committee	£63.00							
- Village Hall hire for PC meeting May								
93	145795219	£66.12	£66.12	100/9	18/07/24	Espo - Stationery (Printer paper)	£66.12	
96	435064095	£117.94	£117.94	100/10	18/07/24	Npower Limited - Electricity		
		£117.94						
97	168574766	£320.00	£320.00	100/2	18/07/24	South Staffordshire District Council -		
Office Rent	£320.00							
98	142317208	£18.45	£18.45	100/18/1	18/07/24	Mr. Malcolm Bissell - Mileage	£18.45	
99	799480302	£1,291.99	£1,291.99	120/1/1	18/07/24	Ditton Services - Grounds		
Maintenance	£1,291.99							
100	636464075	£301.00	£301.00	100/2	18/07/24	South Staffordshire District Council -		
Outstanding	£301.00							
Office Rent - Email not received								
101	DD	£56.56	£56.56	100/10	18/07/24	EE - Monthly charges	£56.56	
85	329762314	£521.99	£521.99	130/2/2	19/07/24	AED Donate - 5 x Bleed		
Control Kits	£521.99							
86	175076920	£720.00	£720.00	100/20	23/07/24	South Staffordshire District Council -		
Legal retainer	£720.00							
Sub Total	£3,867.33	£3,867.33						
	£4,775.85	£4,775.85	Confidential					
<b>Total</b>	£8,643.18	£8,643.18						

No	Payment	Gross	To pay	Heading	Invoice	Invoice	Details
Reference			Reference				
148	493944785	£1,291.99	£1,291.99	120/1/1	02/08/24	Ditton Services - August	
Invoice	£1,291.99						
136	546093907	£72.18	£72.18	130/2/4	05/08/24	Weston Sawmill & Nursery - Allotment	
timber	£72.18						
133	£521.99	£521.99		130/2/2	08/08/24	AED Donate - Bleed Control Kit	
134	£651.28	£651.28		130/2/4	08/08/24	Get Composting - Allotments	
145	594443698	£492.00	£492.00	100/19/4	14/08/24	Edge IT Systems Ltd -	
Financial systems	EDGE	£492.00					
accounting							
132	£59.94	£59.94		100/10	15/08/24	British Telecom - Office Landline	
135	594314824	£239.09	£239.09	100/19/4	15/08/24	Cloudy It - August Invoice	
	£239.09						
142	£309.83	£309.83		100/9	15/08/24	Ricoh U K Limited - Printer ink	
143	129431184	£44.10	£44.10	100/18/1	15/08/24	Mrs Amy Watson - mileage	£44.10
144	673330971	£10.80	£10.80	100/18/1	15/08/24	Mr. Malcolm Bissell - Expenses Mileage	
	£10.80						
146	759918987	£320.00	£320.00	100/2	18/08/24	South Staffordshire District Council -	
Office Rental -	£320.00						
August							
147	392109412	£28,792.22	£28,792.22	130/2/4	27/08/24	Capital Sflu Group - Inv 3730	
Allotments	Groundswork		£28,792.22				
141	1989200	£15.00	£15.00	130/2/4	28/08/24	Forest of Mercia CIC - Wildflower seed for	
allotments	£15.00						
149	£60.68	£60.68		100/10	28/08/24	EE - august mobiles	

Reference	Reference					
117 941706049	£320.00	£320.00	100/2	02/09/24	South Staffordshire District Council - Monthly office rental	
123	£600.00	£600.00	130/2/3	03/09/24	SENstation -	
110 518992420	£1,291.99	£1,291.99	120/1/1	11/09/24	Ditton Services - Grounds maintenance contract	
1	monthly instalment					
112	£59.94	£59.94	100/10	11/09/24	British Telecom - Monthly Business Bill	
130	£96.00	£96.00	100/3/1	15/09/24	FairFx Pre Paid Card - Ladder safety course x 3	
131	£21.00	£21.00	160/1/2	16/09/24	FairFx Pre Paid Card - Temp Event Notice for Christmas even	
122	£550.00	£550.00	130/2/4	17/09/24	Bed Sheds Direct - Allotment Shed	
113 534457593	£378.00	£378.00	100/4/1	18/09/24	Pink Print - March 24 Newsletter	
119 670470315	£1,230.00	£1,230.00	160/1/2	18/09/24	Dangerous Sheep Events - Christmas Lights Switch On	
105 773402622	£720.00	£720.00	100/20	19/09/24	South Staffordshire District Council - Parish Annual	
111 384596409	£239.09	£239.09	100/19/4	19/09/24	Cloudy It - Monthly payment for IT Contract	
114 574065508	£150.00	£150.00	100/4/1	19/09/24	Pink Print - July 24 Newsletter Distribution	
118 66013054	£504.00	£504.00	100/11/2	19/09/24	Mazars LLP - Accounting Limited Assurance Review	
120 292466401	£10.35	£10.35	100/18/1	19/09/24	Mr. Malcolm Bissell - Mileage Invoice	
121 9094599q	£90.00	£90.00	100/3/2	19/09/24	Staffordshire Parish Councils' Association - Chairmanship Course for Cllr	
125	£56.56	£56.56	100/10	19/09/24	EE - Monthly phone invoices	
127 815354398	£139.62	£139.62	100/12	19/09/24	Ricoh U K Limited - Office Printer	
128	£20.00	£20.00	170	19/09/24	FairFx Pre Paid Card - BKV Prizes	
115 12932217	£113.99	£113.99	130/2/2	20/09/24	AED Donate - Bleed control kit	
116 843657214	£111.06	£111.06	120/5	20/09/24	JRB Enterprises Ltd - Dog waste bags	
124 49890845	£65.00	£65.00	100/3/1	20/09/24	JLR Training Ltd - Manual Handling Wrking at Heighs course	
126 94602157	£42.30	£42.30	100/18/1	20/09/24	Mrs Amy Watson - mileage	
<b>Sub Total</b>	<b>£39,690.00</b>	<b>£39,690.00</b>				
<b>Total</b>	<b>£49,134.55</b>	<b>£49,134.55</b>			Confidential	

Bank Account Reconciled Statement

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

Statement Number 40 Bank Statement No. 40  
Statement Opening Balance £49,263.43 Opening Date 01/07/24  
Statement Closing Balance £27,719.93 Closing Date 31/08/24  
True/ Cashbook Closing Balance £27,719.93

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
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12/07/24	Amy Watson	0.00	110.00	49,373.43		
18/07/24	July 2024	425.04	0.00	48,948.39		
22/07/24	allotment	0.00	55.00	49,003.39		
23/07/24	allotment	0.00	55.00	49,058.39		
24/07/24	allotment	0.00	55.00	49,113.39		
24/07/24	allotment	0.00	55.00	49,168.39		
24/07/24	South Staffordshire District		0.00	16,223.55	65,391.94	
Council						
25/07/24	allotment	0.00	30.00	65,421.94		
25/07/24	allotment	0.00	30.00	65,451.94		
27/07/24	allotment	0.00	30.00	65,481.94		
29/07/24	allotment	0.00	30.00	65,511.94		
30/07/24	allotment	0.00	30.00	65,541.94		
31/07/24	allotment	0.00	55.00	65,596.94		
31/07/24	allotment	0.00	30.00	65,626.94		
31/07/24	Staffordshire County Council			65,473.77		
Superannuation Fund						
31/07/24	Staffordshire County Council					
Superannuation Fund						
31/07/24	Staffordshire County Council			64,820.67		
Superannuation Fund						
31/07/24	HMRC	0.00	64,533.07			
			63,877.31			
31/07/24	Staffordshire County Council	128.58	0.00	63,748.73		
Superannuation Fund						
31/07/24	142317208	Mr. Malcolm Bissell	18.45	0.00	63,730.28	
31/07/24	145795219	Espo	66.12	0.00	63,664.16	
31/07/24	168574766	South Staffordshire District		320.00	0.00	63,344.16
31/07/24	175076920	South Staffordshire District		720.00	0.00	62,624.16
Council						
31/07/24	30331524	Wheaton Aston Village Hall		63.00	0.00	62,561.16
Management Committee						
31/07/24	329762314	AED Donate	521.99	0.00	62,039.17	
31/07/24	435064095	Npower Limited	117.94	0.00	61,921.23	
31/07/24	44256299	Mrs. Josie Morris			61,840.52	
31/07/24	469484419	Mrs Amy Watson	56.25	0.00	61,784.27	
31/07/24	606517898	Mr. Malcolm Bissell			61,401.64	
31/07/24	634045595	Cloudy It	239.09	0.00	61,162.55	
31/07/24	636464075	South Staffordshire District		301.00	0.00	60,861.55
Council						
31/07/24	684639484	Mrs Amy Watson			58,839.31	
31/07/24	799480302	Ditton Services	1,291.99	0.00	57,547.32	
31/07/24	88472855	Jessica Shulman			57,135.26	
31/07/24	DD	Multiple Suppliers/ Customers	151.50	0.00	56,983.76	
01/08/24	allotment	0.00	50.00	57,033.76		
02/08/24		0.00	20.00	57,053.76		
02/08/24		0.00	20.00	57,073.76		
05/08/24		0.00	55.00	57,128.76		
06/08/24		0.00	20.00	57,148.76		
08/08/24		0.00	20.00	57,168.76		
08/08/24	n	0.00	20.00	57,188.76		
14/08/24	capital phase 2 allo	0.00	7,769.97	64,958.73		
31/08/24	Mrs. Josie Morris		64,878.02			
31/08/24	Jessica Shulman		64,466.16			
31/08/24	HMRC		64,028.68			



63,577.38

31/08/24	British Telecom	59.94	0.00	63,517.44
31/08/24	Mrs Amy Watson			61,445.94
31/08/24	Ricoh U K Limited	309.83	0.00	61,136.11
31/08/24	Mr. Malcolm Bissell	0.00		60,746.13
31/08/24	Get Composting	651.28	0.00	60,094.85
31/08/24	EE	60.68	0.00	60,034.17
31/08/24	Staffordshire County Council			59,094.77

Superannuation Fund

31/08/24	HMRC			58,997.37	
31/08/24	129431184	Mrs Amy Watson	44.10	0.00	58,953.27
31/08/24	1989200	Forest of Mercia CIC	15.00	0.00	58,938.27
31/08/24	392109412	Capital Sflu Group	28,792.22	0.00	30,146.05
31/08/24	493944785	Ditton Services	1,291.99	0.00	28,854.06
31/08/24	546093907	Weston Sawmill & Nursery	72.18	0.00	28,781.88
31/08/24	594314824	Cloudy It	239.09	0.00	28,542.79
31/08/24	594443698	Edge IT Systems Ltd	492.00	0.00	28,050.79
31/08/24	673330971	Mr. Malcolm Bissell	10.86	0.00	28,039.93
31/08/24	759918987	South Staffordshire District	320.00	0.00	27,719.93

Council

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	46307.02	24763.52

Bank Account Reconciled Statement

<b>Unity trust working reserves</b>	<b>20419150</b>	<b>60-83-01</b>	
Statement Number	31	Bank Statement No.	31
Statement Opening Balance	£51,227.05	Opening Date	01/07/24
Statement Closing Balance	£43,786.40	Closing Date	30/09/24
True/ Cashbook Closing	£43,786.40		

Balance

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
14/08/24	capital phase 2 allo		7,769.97	0.00	43,457.08
30/09/24	Unity Trust Bank		0.00	329.32	43,786.40

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	7769.97	329.32

Bank Account Reconciled Statement

<b>Unity Trust - Current Account</b>	<b>1111559/2035784</b>	<b>30-98-00</b>	
Statement Number	42	Bank Statement No.	42
Statement Opening Balance	£27,719.93	Opening Date	01/09/24
Statement Closing Balance	£97,089.67	Closing Date	30/09/24
True/ Cashbook Closing	£97,089.67		

Balance

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
06/09/24	allotment	0.00	20.00	27,739.93	
24/09/24	South Staffordshire District		0.00	65,254.00	92,993.93

Council

30/09/24	Staffordshire County Council		158.55	0.00	92,835.38
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Superannuation Fund

30/09/24	British Telecom	59.94	0.00	92,775.44	
30/09/24	Staffordshire County Council		637.92	0.00	92,137.52

Superannuation Fund

30/09/24	EE	56.56	0.00	92,080.96	
30/09/24	Staffordshire County Council		156.78	0.00	91,924.18

Superannuation Fund

30/09/24	Unity Trust	30.00	0.00	91,894.18
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30/09/24	SENstation	600.00	0.00	91,294.18		
30/09/24	Bed Sheds Direct		550.00	0.00	90,744.18	
30/09/24	allotment	0.00	30.00	90,774.18		
30/09/24	South Staffordshire District		0.00	15,574.45	106,348.63	
Council						
30/09/24	HM Revenue & Customs			105,916.63		
Only						
				105,424.61		
Only						
30/09/24	12932217	AED Donate	113.99	0.00	105,310.62	
30/09/24	292466401	Mr. Malcolm Bissell	10.35	0.00	105,300.27	
30/09/24	384596409	Cloudy It	239.09	0.00	105,061.18	
30/09/24	49881050	Jessica Shulman		104,610.32		
30/09/24	49890845	JLR Training Ltd	65.00	0.00	104,545.32	
30/09/24	5189924201	Ditton Services	1,291.99	0.00	103,253.33	
30/09/24	534457593	Pink Print	378.00	0.00	102,875.33	
30/09/24	574065508	Pink Print	150.00	0.00	102,725.33	
30/09/24	66013054	Mazars LLP	504.00	0.00	102,221.33	
30/09/24	670470315	Dangerous Sheep Events		1,230.00	0.00	100,991.33
30/09/24	754682170	Mrs Amy Watson		98,932.04		
30/09/24	773402622	South Staffordshire District		720.00	0.00	98,212.04
Council						
30/09/24	815354398	Ricoh U K Limited	139.62	0.00	98,072.42	
30/09/24	843657214	JRB Enterprises Ltd	111.06	0.00	97,961.36	
30/09/24	881765050	Mr. Malcolm Bissell		0.00	97,622.68	
30/09/24	890140513	Mrs. Josie Morris		97,541.97		
30/09/24	9094599q	Staffordshire Parish	90.00	0.00	97,451.97	
Councils' Association						
30/09/24	941706049	South Staffordshire District		320.00	0.00	97,131.97
Council						
30/09/24	94602157	Mrs Amy Watson	42.30	0.00	97,089.67	
Uncleared and unrepresented effects						
Total uncleared and unrepresented			0.00	0.00		
Total debits / credits			11508.71	80878.45		
Lapley Stretton & Wheaton Aston Parish Council						
Expenditure transactions - payments approval list				<b>Start of year 01/04/24</b>		
Payment						
No	Payment	Gross	To pay	Heading	Invoice	Invoice Details
Reference			Reference			
Sub Total	£3,867.33		£3,867.33			
	£4,775.85	£4,775.85	Confidential			
<b>Total</b>	£8,643.18	£8,643.18				

Bank Account Reconciled Statement

**equals card VO**

Statement Number	2	Bank Statement No.	2
Statement Opening Balance	£100.00	Opening Date	01/04/24
Statement Closing Balance	£150.99	Closing Date	31/08/24
True/ Cashbook Closing Balance	£150.99		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
16/04/24	Transfer	0.00	350.00	450.00	
23/04/24	Transfer	30.00	0.00	420.00	
30/04/24	Rawlins Paint	26.55	0.00	393.45	
08/05/24	drill	100.00	0.00	293.45	
31/05/24	B&Q plc	70.28	0.00	223.17	

31/08/24 Weston Sawmill & Nursery 72.18 0.00 150.99  
 Uncleared and unrepresented effects  
 Total uncleared and unrepresented 0.00 0.00  
 Total debits / credits 299.01 350

Bank Account Reconciled Statement

**equals card VO**

Statement Number 3 Bank Statement No. 3  
 Statement Opening Balance £150.99 Opening Date 01/09/24  
 Statement Closing Balance £150.99 Closing Date 30/09/24  
 True/ Cashbook Closing £150.99

Balance

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
No activity	0.00	0.00	150.99		

Uncleared and unrepresented effects

Total uncleared and unrepresented 0.00 0.00  
 Total debits / credits 0 0

**Fair FX prepaid card - Clerk 511656102250691**

Statement Number 17 Bank Statement No. 17  
 Statement Opening Balance £26.74 Opening Date 01/04/24  
 Statement Closing Balance £401.37 Closing Date 31/08/24  
 True/ Cashbook Closing £401.37

Balance

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
16/04/24	Transfer	0.00	100.00	126.74	
23/04/24	Transfer	0.00	30.00	156.74	
24/04/24	Transfer	0.00	100.00	256.74	
30/04/24	equals card rawlins	Rawlins Paint	30.15	0.00	226.59
30/04/24	equalscardamazon	Amazon	15.03	0.00	211.56
30/04/24	fxcard230424canva	Canva	99.99	0.00	111.57
08/05/24	drill	0.00	100.00	211.57	
31/05/24	Amazon	7.19	0.00	204.38	
31/05/24	Amazon	drill 99.97	0.00	104.41	
31/05/24	Amazon	trolley 69.99	0.00	34.42	
30/06/24	Amazon	laminating sheets9.98	0.00	24.44	
18/07/24	July 2024	0.00	425.04	449.48	
31/08/24	Amazon sticky remover	6.19	0.00	443.29	
31/08/24	Amazon	padlock 28.00	0.00	415.29	
31/08/24	Amazon	13.92	0.00	401.37	

Uncleared and unrepresented effects

Total uncleared and unrepresented 0.00 0.00  
 Total debits / credits 380.41 755.04

Bank Account Reconciled Statement

**Barclays savings account 73219496 20-08-64**

Statement Number 38 Bank Statement No. 38  
 Statement Opening Balance £55,387.13 Opening Date 01/06/24  
 Statement Closing Balance £55,792.92 Closing Date 30/09/24  
 True/ Cashbook Closing £55,792.92

Balance

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
29/07/24	Barclays Bank	0.00	197.92	55,585.05	
30/09/24	Barclays Bank	0.00	207.87	55,792.92	

Uncleared and unrepresented effects

Total uncleared and unrepresented 0.00 0.00  
 Total debits / credits 0 405.79

Reconciled by Amy Watson

Signed

Clerk / Responsible Financial Officer    Chair

Date

10/10/24 09:26

## **To consider the updated Grievance and Disciplinary Policy**

### **1. GRIEVANCES & DISCIPLINE**

#### **1.1. Informal Grievances**

If you are unhappy with an element of your employment with the Council, you should initially discuss the matter with the Clerk/Chair of HR on an informal basis.

If you are uncomfortable about talking to the Clerk/Chair of HR, you should approach the Chair of the Council.

#### **1.2. Informal Conduct / Performance Investigation**

Should the Council be unhappy with either an Employee's conduct or performance, they will initially discuss their concerns with that Employee on an informal basis.

The purpose of this meeting will be to provide guidance and support to address the problem. For this reason, notes will be taken during this meeting, and all present will be asked to sign the notes.

Normally, a Performance Improvement Plan will be produced, see Appendix 1.

A Panel from the Council and the Employee will attend this meeting. There will be no entitlement to be accompanied.

#### **1.3. Mediation**

In the event that an Employee is unhappy with the outcome of the Informal Grievance Procedure, or either party do not feel that performance / conduct issues are being addressed effectively, either the Employee or the Council request that the matter be subjected to mediation.

This will involve the use of a third party Mediator. In its simplest form, Mediation will involve the Mediator talking to either party individually, to listen to their side of the issue. If the Mediator feels that a resolution to the problem is possible, a meeting will be arranged between all parties at which the Mediator will set out their assessment of the issues and invite both parties to reach their own resolution.

The resultant action plan should have the agreement and support of both parties, be set out in writing and be signed by all involved in the Mediation process.

#### **1.4. Formal Grievances**

In the case of Grievances not being fully resolved at the informal stage, a formal written approach is required to the Council. As a consequence, a formal Grievance Hearing will be held to address the matter, within twenty-eight days of receipt of the Employee's letter.

The Hearing will be conducted by a Panel of between two and three Elected Members who will be appointed by the Council or the HR Committee, should the Committee's Terms of Reference require it to do so.

At this Hearing Employees are entitled – and encouraged – to be accompanied by a work colleague from the Council or Trade Union/ALCC Representative. Employees will be entitled to set out the reasons for the complaint, and what they want to happen to resolve. It.

Their Representative can present their Grievance and sum up on the Employee's behalf. If the Grievance Panel have any questions they will be asked once the Employee has finished giving their side of events.

Employees will be informed in writing of the outcome of the meeting within seven days of the Hearing.

If the Employee making the grievance is unhappy with the response to the meeting, they can issue an Appeal, in writing. This Appeal must be submitted within seven days of receiving the response to the original grievance meeting.

#### **Please Note**

Any Formal Grievance complaint, which concerns the conduct of a Councillor, will be addressed as a Code of Conduct complaint by the Council, and will be referred to the District Council's Monitoring Officer. This Council will not address the Employee's Formal Grievance against an Elected Member. It will be addressed by the Monitoring Officer.

#### **The Process**

Upon receipt of any complaint, the Council or appropriate Committee will conduct an informal investigatory meeting with the Employee to establish if there are any issues that can be addressed by the Council, or is it solely concerned with the Code of Conduct. This investigatory meeting will be arranged within seven days of receipt of the complaint. If there are non-Code related issues, such as work environment, or hours of work or pay, the Council could conduct a Formal or Informal Grievance process to address those problems, as detailed in s1.4.

However, Code of Conduct related complaints will be referred to the Monitoring Officer by the Council, in accordance with guidance from the Committee on Standards in Public Life's.

The Council should keep the Employee fully informed of the progress of their complaint.

#### **1.5. Formal Discipline (this procedure only applies to Employees with two or more years continuous employment. Those with less may be subject to a short service dismissal for misconduct or poor performance).**

If an issue regarding an Employee's conduct, behaviour or performance is not fully addressed at the informal stage, the Council will pursue the matter through its formal Disciplinary Procedures. Typical examples of areas of concern may be poor performance, unacceptable and unexplained absenteeism, poor conduct and behaviour at work, or lack of capability by an Employee to carry out their job.

There are four-steps to the procedure, which increase in severity of its outcome if the issue is not resolved at the previous step. Each step involves a Formal Hearing between the affected Employee and a Disciplinary Panel, from the Full Council or HR Committee. The Employee will be given every opportunity to put their side of the issue. Meetings will be conducted as soon as reasonably possible after the incident(s), which are being investigated to ensure that facts and witness statements are clear and up to date. At this meeting Employees are entitled - and encouraged - to be accompanied by a work colleague from the Council, or Trade Union/SLCC Representative.

The Employee will receive a letter of invitation to the Hearing, which will contain details of the allegations to be addressed.

All evidence that will be used in the Hearing will be included with the letter of invitation, and supplied to the Employee at least two days before the Hearing.

During the Hearing the Employee will be given every opportunity to present their response to the allegations. If the Panel have any questions they will be asked once the Employee has finished.

Their colleague or Union Representative will be able to present their case and sum up at the end, but not answer questions on the Employee's behalf.

If the allegation of misconduct is proven, the meeting may result in the following action being taken by the Council Management against the Employee:

<b>STEP No</b>	<b>ACTION TAKEN</b>	<b>LIVE PERIOD</b>	<b>MANAGER RESPONSIBLE</b>
1	Formal Oral Warning	Six months.	Disciplinary Panel
2	Formal Written Warning	Twelve months	Disciplinary Panel
3	Final Written Warning	Twelve months	Disciplinary Panel

4	Termination Contract Employment	of of	N/A	Disciplinary Panel
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Particularly severe acts of indiscipline may result in the Management bypassing Steps 1 and 2.

**1.6. Gross Misconduct (this procedure only applies to Employees with two or more years continuous employment. Those with less may be subject to a short service dismissal for misconduct or poor performance).**

Acts of Gross Misconduct, if proven after an appropriate investigation and a Disciplinary Hearing, will result in Dismissal without notice.

An informal investigatory meeting as detailed in s1.2 may or may not be conducted to establish the facts, depending on the circumstances.

Employees accused of Gross Misconduct will be suspended on full pay and receive a written invitation to a Formal Disciplinary Hearing, giving them details of the allegation they are to answer, the date, time and venue of the meeting, and also inform them of their right to be accompanied by a work colleague from the Council or trade union/SLCC representative. The letter will provide a minimum of 2 working days prior notice to the meeting. It will also advise the Employee that dismissal without notice pay is a possible outcome.

The Council recognises the following as acts of Gross Misconduct. (This is not an exhaustive list).

- 1) Theft.
- 2) Abusive or threatening behaviour of any nature.
- 3) Being under the influence of alcohol or drugs at work.
- 4) Serious/Gross dishonesty in dealings with Management.
- 5) Sexist, racist or any other behaviour against an individual, which could be classed as creating a hostile, intimidating or threatening environment.
- 6) Breach of confidentiality.
- 7) Failing to carry out reasonable Management instructions.
- 8) Fighting and acts of aggression.
- 9) Deliberately damaging Council property.
- 10) Deliberate breaches of Council Health and Safety procedures.
- 11) Unauthorised access to Council computer files, software or any other such breach of confidentiality.

Employees who have been dismissed for acts of Gross Misconduct do have a right to Appeal against their dismissal, as detailed in s1.7.

**1.7. Appeal Procedure**

Employees have the right to Appeal against a decision made at any Formal Disciplinary step. Appeals should be made to the Chair of the Council in writing, and submitted within seven working days of the disciplinary meeting having occurred.

A Formal Appeal Hearing, involving the Employee and an Appeal Panel. Members of the Appeal Panel must be able to demonstrate impartiality in conducting the Hearing, Ideally they will not have previous knowledge of the disciplinary action. However, it is acknowledged that this is not practical in small Councils. Therefore they need to demonstrate impartiality by assessing all of the evidence presented, asking wide ranging and evidence based questions, and providing a comprehensive, balanced and fact based outcome decision.

The Hearing will be held within fourteen days of receipt of the appeal request. At this meeting, Employees are entitled - and encouraged - to be accompanied by a work colleague from the Council or a Trade Union/SLCC representative.

The Employee making the appeal will be informed in writing of the outcome of the Appeal Hearing within seven days.

## Memorial Dedications Policy

Adopted by Lapley, Stretton and Wheaton Aston Parish Council on 24th October 2019

### OBJECTIVES OF THE POLICY

Lapley, Stretton and Wheaton Aston Parish Council (subsequently known as LSWA PC/the Council ) recognises the need to allow memorials benches, trees and shrubs on land in its ownership or care. The Council will ensure that the issue is managed and regulated for the mutual benefit of all. The policy will be reviewed every five years and proposed amendments shall be submitted to the Council for approval. This policy will be made available to the general public and all applicants for memorial benches, trees and shrubs will be issued with a copy.

The policy will also ensure that only memorial benches, trees and shrubs are erected which are instigated by the next of kin, executor or an organisation with the permission of the next of kin and that benches have a common appearance, style and size which are appropriate for that location and will not cause offence to others.

The policy will establish responsibility for maintenance, repair and replacement.

The Council, through this policy, will endeavour to always offer the highest standard of service in undertaking its management and regulatory responsibility.

### LOCATION

Land in the ownership of the Council is limited to land at Marston Field (off Marston Road), Badgers End, Primrose Play Area (off Primrose Close) Lapley Road (near Sunnybank Caravan Park) and Lapley Green (triangular shaped land off Church Lane, Stretton Road and Park Lane, Lapley).

The planting of Memorial trees and shrubs will only be carried out between November and February to ensure the most efficient growing conditions.

### MEMORIALS

The Council will limit the number of memorial benches so that they shall not detract from their prime purpose. The Council reserves the right to refuse applications on this basis.

The maximum number of benches permitted at each area is:

Marston Field- 8 benches

Badgers End- 2

Sunnybank/Stretton- 2

Lapley Green- 2

Primrose Play Area- 2

Subject to there being a suitable location, LSWA PC can offer to site the following memorials:

- Memorial tree with or without a plaque
- Memorial shrub with or without a plaque
- Memorial bench with plaque
- Memorial plaque on an existing bench

The Council shall specify the type and number of benches, trees and shrubs to be installed/planted to be in keeping with the intended location.

### MEMORIAL DEDICATION PERIOD

All memorials are based on a 10-year agreement, and can be renewed after this period if the applicant wishes. The fee covers the purchase, delivery and installation of the memorial, together with the ongoing maintenance for the 10-year period.

Upon the end of the 10-year period any memorial plaques shall be removed and may be collected by the applicant. Ownership of the bench remains with the applicant. Following the ten-year period the applicant can renew the agreement with LSWA PC. If the agreement is not renewed LSWA PC reserve the right to remove and/or destroy the bench. The cost of this is to be considered on an individual basis dependant upon the condition of the existing bench.

### **INSCRIPTIONS FOR BOTH BENCH & TREE PLAQUES**

Memorial plaques shall be affixed in the centre of the upper most lath of the back of the bench. In the case of trees and shrubs plaques shall be secured by a central pointed fixing.

The inscription on the plaque is to be "In (Loving) Memory of" the name of the person and the dates of birth and death. Further inscription will be at the discretion of the Parish Clerk.

### **PROCESS**

Once an application has been received and location agreed, the Council shall arrange for the purchase and planting/installation of the preferred memorial.

The Council reserves the right to remove any memorial benches, trees or shrubs that have been damaged and are in the view of the Council beyond economical repair.

The Council accepts no liability for damage to any memorial benches, trees or shrubs from vandals, third parties or whilst the Council, or any third party on behalf of the Council, carries out routine maintenance.

The Council will not grant applications for memorial benches to pets.

No additional mementoes e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc., shall be permitted on or around the bench. These shall be removed without reference to the original applicant.

### **PAYMENT**

Payment of £1,000 per bench (for ground preparation), £150 per tree and £50 per shrub is required with every completed application form. Cheques should be made payable to Lapley, Stretton and Wheaton Aston Parish Council.

Benches are to be approved by the Council and funded by the applicant

### **CONDITIONS**

The Council reserves the right to refuse to plant trees, install benches or place memorial plaques where suitable, but will, where appropriate, accommodate requests.

Once planted/installed, the tree/shrub/bench cannot be repositioned or removed from the site. However, should a tree or bench become unsafe, the Council reserves the right to remove immediately in the interest of health and safety until repairs or replacement can take place.



The Council will maintain responsibility for the memorial and associated plaque during the 10-year period. This will include any preservation, treatment and minor repair works.

The fee is nonrefundable

Ownership of the bench remains with the applicant. Following the ten-year period the applicant can renew the agreement with LSWA PC. If the agreement is not renewed LSWA PC reserve the right to remove and/or destroy the bench. The cost of this is to be considered on an individual basis dependant upon the condition of the existing bench.

#### **ALTERNATIVE SITES**

LSWA PC will be pleased to contact either South Staffordshire Council or Staffordshire County Council on your behalf to assist in finding a suitable memorial location in other locations nearby, which are not in the ownership of LSWA PC.

Adopted October 2019

Reviewed October 2024

Next Review October 2029

