



You are here by summoned to attend a meeting of Lapley, Stretton and Wheaton Aston Parish Council, which will be held on Thursday 5th December 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)

- | | |
|--|---------------------|
| 95.To consider apologies | -Decision |
| 96.Declaration of Interests
To declare any interests any on agenda items | -Information |
| 97. Approval of minutes
To approve and sign the minutes of the meeting of the Meeting of Lapley, Stretton and Wheaton Aston Parish Council held on 17 th October 2024 | -Decision |
| 98.To receive report from Parish Council Clerk (Appendix 1) | -Information |
| 99. To receive report from Staffordshire County Council | -information |
| 100. To receive report from South Staffordshire Council | -information |
| 101.Financial matters
To consider financial matters including: (Appendix 2) | -decision |
| a) To approve the expenditure and income for October 2024 | |
| b) To receive the reconciled accounts for Unity Trust (main, Unity Trust reserves, Equals card (clerk and VO) to 31.10.24 | |
| c) To receive the financial summary | |
| d) To note payments/decisions made under delegated powers | |
| e) To approve the budget and set the precept request | |
| f) To adopt the annual action plan | |
| g) To confirm the internal auditor for 2025/26 | |
| h) To allocate BKV award money | |

102. Planning recommendations

-decision

To consider planning matters including

- a) planning applications received: None
- b) Planning applications received after the paperwork was sent out

103. Christmas event

-decision

- confirm the date for 2025
- confirm stage at a held cost of £2200

104. Parking issues

-decision

Receive an update from Cllr Nelson

105. Best Kept Village Competition 2025

Consider:

- Entry to the event for 2025
- Setting dates for regular litter picking events

106. Flooding issues

information/decision

Consider areas of flooding in the parish

107. Meeting dates

-decision

To accept the below meeting dates:

23rd January 2025

6th March 2025

17th April 2025

22nd May 2025 Annual Parish Meeting of electors at 6.30pm followed Annual Meeting of the Parish Council at 7pm

10th July 2025

4th September 2025

16th October Full Council plus Community Meeting at 6.00pm

4th December 2025 (Precept)

108. Play Areas

-decision

- To note the annual play area inspection requirements
- Grounds maintenance contract renewal

MF Project to receive recommendations from the working group on:

- CCTV:
- Lighting:
- Drainage:
- Initial action to have a drainage study completed
- Parking:
- Pavement:
- Grant Application:
- Dog access
- Specification on equipment from Kompan
- Consult with the parish early 2025 on plans
- How to progress the project

Finger posts

- Work at Lapley green- replacement finger post £550 (ex fitting) and new posts and chains ££2,416.66

25 years guarantee (Jacktreated' timber, including fitting)

- Replacement Post at Sunny bank (£550 ex fitting)

109. Sakura Cherry tree planting

-decision

To consider participating in the planting scheme

110. Policy review (appendix 3)

-decision

To review and accept:

- Developer inquiry policy
- Reserves policy
- Open Spaces Policy
- Safeguarding Policy
- Business and continuity plan 2025-26

111. Bleed kit usage training

-decision

To consider holding a training event

112. 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.

113. Date of next meeting: 23rd January 2025 at 7pm at Lapley and Wheaton Aston Village Hall .

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

Mrs A Watson Parish Council Clerk
28.11.24

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 Lapley Stretton & Wheaton Aston Parish Council

Appendix 1

Clerks Report

Information

01.11.24 Bickford Rd flower planter has been damaged; it has been removed and a new one will be built for replacement in the spring

01.11.24 Shared details of the Remembrance event on social media and website on a rolling repeat up to, and including, the day of the event.

01.11.24 Shared details of the Christmas Lights Switch On on social media and website on a rolling repeat up to, and including, the day of the event.

05.11.24 Shared information regarding driving in winter conditions on social media and the website.

06.11.24 Reports of attempted fires at Marston Field (M.F). Items recovered and disposed of

06.11.24 Created Christmas Tree decorations for the LSWAPC's Christmas tree in Lapley Church.

12.11.24 Staffordshire County Council confirmed the very worn road sign at Little Onn (next to the airfield marker) belongs to the district council. Reported to South Staffs.

20.11.24 South Staffordshire District Council report that the road sign at Little Onn does belong to the County Council. Reported back to Staffordshire County Council for action.

20.11.24 Reports of moles on the dog walk at M.F. reported to pest control.

20.11.24 Weeds on the balancing course at M.F reported to contractor for removal.

Letter of thanks received from the Watershed Benefice for the support with the community hub and mothers and toddlers sessions

FOM are creating a plan for tree planning at the allotments

LSWA PC Agenda 5th December 2024

WMI are undertaking the following works throughout December:

- Advanced vegetation clearance of the highway verge to provide access to our working areas. This work will be taking place in December 2024. To complete our work safely there will be off-peak lane closures between 9am and 3.30pm on both A449 carriageways.
- Installation of temporary barrier to provide a safe working area for our workforce. This work will require alternative overnight carriageway closures on the A449 Stafford Road northbound and southbound and will be undertaken between 13-17 January 2025. Our working times will be from 8pm to 6am. A fully signed diversion route will be in place during the closures, with access to properties maintained. The diversion route can be seen on the map attached.

Following completion of this work, a day and night-time single lane closure on the northbound and southbound carriageways will remain in place until the completion of the new laybys. Our work will be completed in Summer 2025

Concerns received about Stretton becoming isolated due to the flooding issues. Clerk emailed the flooding team to advise it is worsening

27.11.24 Online reporting for flooding link has been shared on social media and website.

Rough sleeper survey completed

Confirmed the office does not require a TV license with the licensing agency

Response received from the post office that they are unable to add or move a post box into the centre of WA

Action plan item update

Business continuity plan has been implemented

Christmas update

Successful event with £344 raised for the Marston Field project

Consultations

- 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.
- Bikenshaw Lane- Clerk has emailed for an update, the decision was made to open in dec 2022

- Post office – no premises found., this has now been taken on at district level.

Meetings/Events

22.10.24 Skatepark annual work and maintenance

Event

November 6th Wednesday 10 am – 12.30 pm

Explore Chairmanship 13th Wednesday 10 am – 12 pm

Clerk's Induction 18th Monday 7 pm – 9.30 pm

Councillor Development 21st Thursday 10 am – 12 pm

CiLCA Autumn session 3 December 3rd Tuesday 7 pm – 9.30 pm

Explore Chairmanship 9th Monday 7 pm – 9.30 pm

Councillor Development 12th Thursday 10 am – 12 pm

Clerk's Induction 16th Monday 7 pm – 9 pm

Councillor Introduction [3] Member Newsletter May/June 2023 18th Wednesday 10 am – 12 pm

CiLCA Autumn session 4 External Courses being delivered by Parkinson Partnership: VAT • Introduction

to VAT - 19 Nov at 10am • VAT for registered councils - 5 Dec at 10am Finance for Councillors 14 Nov

at 10am 19 Nov at 6.30pm 3 Dec at 10am 10 Dec at 6.30pm Internal Controls 31 Oct at 10am 4 Dec at

10am The Role of Internal Audit 1 Nov at 10am Budgeting 22 Oct at 10am 7 Nov at 10am 12 Nov at

10am 21 Nov at 10am New Clerks' Finance (Plus a second course FREE after you attend) • 20 Nov at

10am • 12 Dec at 10am

Items emailed to councillors.

15.10.24 SSC Update on Wombourne waste site
16.10.24 SSC Code of conduct training slides
5.11.24 SCC transport plan meeting slides of 20.9.24
6.11.24 SPCA news bulletin
6.11.24 SLCC newsbulletin
6.11.24 Road Closure: Bungham Lane, Penkridge
14.11.24 WMI minutes
18.11.24 WMI Road closures
20.11.24 SSC Parish Summit training slides
27.11.24 Flooding agency details to share
28.11.24 FOM tree planting plan for allotments

Use of devolved powers

17.10.24 SSC Resident survey information

6.11.24 SLCC allotment training – Clerk £30

Response to planning comments:

None

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

24/00737/TREE – Approve - Church Farm Hawthorne Road Wheaton Aston STAFFORD ST19 9NG, Wheaton Aston Conservation Area: Weeping Birch (tree 4 on diagram) Reduce lateral overhanging branches by up to 3m to the boundary of the property to suitable growth points and crown lift by up to 3m to suitable growth points

24/00485/FUL – Approve subject to conditions - Garage Site At Badgers End Wheaton Aston The demolition of existing garages and the construction of 3no. dwellings with associated landscaping

Annual Play Area Inspections:

These have been carried out, and work has been allocated. The cable runway and the net climber will be removed from the site in Spring 2025. Other than removing those two play equipment items, all other items are included and allocated for ongoing routine maintenance and monitoring.

Appendix 2

Expenditure transactions - payments approval list

Start of year 01/04/24

Payment								
No	Payment	Gross	To pay	Heading	Invoice	Invoice	Details	
Reference			Referenc					
36	£26.55	£26.55	175	24/04/24	Rawlins Paint - Graffiti remover			
162	206589853	£300.00		£300.00	160/1/2	08/10/24		
Wildwood Alpacas - Christmas Event				£300.00				
170	£59.94	£59.94	100/10	11/10/24	British Telecom - Monthly Phone Bill			
184	£100.00	£100.00		160/1/2	14/10/24	First Aid at Christmas Lights Event		
163	294213543	£3.15	£3.15	100/18/1	16/10/24	Mr. Malcolm Bissell -		
Mileage for litter pick		£3.15						
171	126976027	£20.00	£20.00	150/3	16/10/24	Staffs Playing Fields		
Association - SPFA		£20.00						
Subscription 2024/2025								
172	320036192	£160.80		£160.80	100/11/4	16/10/24	Edge	
IT Systems Ltd - Finance Band Increase		£160.80						
173	868025086	£239.09		£239.09	100/19/4	16/10/24		
Cloudy It - Cloudy IT Contact		£239.09						
174	£1,308.26	£1,308.26		16/10/24	Clear Councils - Local Council			
Insurance Renewal								
1	£1,263.26		100/8	Premium				
2	£45.00	100/8		Admin Fee				
175	142474355	£320.00		£320.00	100/2	16/10/24	South	
Staffordshire District Council - Monthly		£320.00						
Office Rental								
176	37095985	£1,500.00		£1,500.00	130/2/3	16/10/24	All	
Saints and St Marys Church Wa/Lapley -		£1,500.00						
Contribution to Wellbeing Group, Warm Hub and Monday Mums and Tots								
177	765260597	£75.00	£75.00	100/18/1	16/10/24	Mrs Amy Watson -		
Expenses October		£75.00						
No	Payment	Gross	To pay	Heading	Invoice	Invoice	Details	
Reference			Referenc					
178	300051	£200.00		£200.00	130/2/3	16/10/24	Airfields of	
Great Britain Conservation Trust - Air		£200.00						
field marker								
179	17380595	£55.02	£55.02	100/3/1	16/10/24	Perton Parish Council		
- Emergency First Aid at		£55.02						
Work Training								
180	859401399	£1,291.99		£1,291.99	120/1/1	16/10/24	Ditton	
Services - Monthly Grounds Maintenance		£1,291.99						
181	16044190	£9.00	£9.00	100/18/1	16/10/24	Jessica Shulman -		
Mileage Airfield Marker		£9.00						
Unveiling								
183	674987915	£117.99		£117.99	100/10	16/10/24	Npower	
Limited - Electricity Bill		£117.99						
158	£125.00	£125.00		180/4	17/10/24	Royal British Legion - poppy wreaths x 5		
159	£300.00	£300.00		100/20	17/10/24	South Staffordshire District Council - legal fees for office rent renewal		

182	£225.20	£225.20	17/10/24	WaterPlus - Water for allotments		
1	£170.19	130/2/4	Brought Forward			
2	£55.01	130/2/4	Monthly water allotments			
160	£1,140.00	£1,140.00	100/2	18/10/24	South Staffordshire District	
Council - legal fees for						
office rent renewal						
161	4898025007	£3,451.20	£3,451.20	155	24/10/24	i01241015302
S Jones Containers Ltd - 20' Container Wheaton						
Aston						
311024 UT bank charge £9.45						
Sub Total	£11,037.64	£11,037.64				
	£4,821.18	£4,821.18	Confidential			
Total	£15,858.82	£15,858.82				

Lapley Stretton & Wheaton Aston Parish Council

Income transactions - receipts approval list **Start of year 01/04/24**

Tn no	Ref.	Gross	Headin	Cttee	Invoice	Details	Ref.
date	Total						
33	Plot 15	£20.00	40/3	PC	10/10/2	Plot 15 Allotment rental	£20.00
	24/24						
Total	£20.00						
34	bac16102	£50.00	20/5	PC	16/10/24	Co Operative Bank - Donation received	
	from Co	£50.00					
						4COop op Brewood towards cakes refreshments for the	
						xmas event	
Total	£50.00						

Bank Account Reconciled Statement

Unity trust working reserves	20419150	60-83-01			
Statement Number	32	Bank Statement No.	32		
Statement Opening Balance	£43,786.40	Opening Date	01/10/24		
Statement Closing Balance	£43,786.40	Closing Date	31/10/24		
True/ Cashbook Closing £43,786.40					
Balance					
Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
	No activity	0.00 0.00	43,786.40		
Uncleared and unrepresented effects					
Total uncleared and		0.00	0.00		
Total debits / credits		0			

Bank Account Reconciled Statement

Unity Trust - Current Account	1111559/2035784	30-98-00			
Statement Number	43	Bank Statement No.	43		
Statement Opening Balance	£97,089.67	Opening Date	01/10/24		
Statement Closing Balance	£81,705.72	Closing Date	31/10/24		
True/ Cashbook Closing £81,705.72					
Balance					
Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
16/10/24	bac161024COop	Co Operative Bank	0.00	50.00	97,139.67
17/10/24	Transfer230.11	0.00	96,909.56		
31/10/24	British Telecom	59.94 0.00	96,849.62		
31/10/24	Staffordshire County Council	158.55 0.00	96,691.07		
Superannuation Fund					

31/10/24	South Staffordshire District	1,140.00	0.00	95,551.07	
Council					
31/10/24	HMRC	269.86	0.00	95,281.21	
31/10/24	South Staffordshire District	300.00	0.00	94,981.21	
Council					
31/10/24	Royal British Legion	125.00	0.00	94,856.21	
31/10/24	WaterPlus	55.01	0.00	94,801.20	
31/10/24	tactical services	100.00	0.00	94,701.20	
31/10/24	WaterPlus	170.19	0.00	94,531.01	
31/10/24	Staffordshire County Council	797.78	0.00	93,733.23	
Superannuation Fund					
31/10/24	HMRC	56.00	0.00	93,677.23	
31/10/24	HMRC	84.60	0.00	93,592.63	
31/10/24	HMRC	20.00	0.00	93,572.63	
31/10/24	HMRC	434.64	0.00	93,137.99	
31/10/24	South Staffordshire District	-720.00	0.00	93,857.99	
Council					
31/10/24	Clear Councils	1,263.26	0.00	92,594.73	
31/10/24	Clear Councils	45.00	0.00	92,549.73	
31/10/24	HMRC	64.00	0.00	92,485.73	
31/10/24	126976027	Staffs Playing Fields	20.00	0.00	92,465.73
Association					
31/10/24	138478419	Mr. Malcolm Bissell		92,127.05	
31/10/24	142474355	South Staffordshire District	320.00	0.00	91,807.05
Council					
31/10/24	16044190	Jessica Shulman	9.00	0.00	91,798.05
31/10/24	17380595	Perton Parish Council	55.02	0.00	91,743.03
31/10/24	206589853	Wildwood Alpacas	300.00	0.00	91,443.03
31/10/24	294213543	Mr. Malcolm Bissell	3.15	0.00	91,439.88
31/10/24	300051	Airfields of Great Britain	200.00	0.00	91,239.88
Conservation Trust					
31/10/24	320036192	Edge IT Systems Ltd	160.80	0.00	91,079.08
31/10/24	37095985	All Saints and St Marys	1,500.00	0.00	89,579.08
Church Wa/Lapley					
31/10/24	4898025007	S Jones Containers Ltd	3,451.20	0.00	86,127.88
31/10/24	674987915	Npower Limited	117.99	0.00	86,009.89
31/10/24	765260597	A Watson mileage	75.00	0.00	85,934.89
31/10/24	769435275	Mrs Amy Watson		0.00	83,869.39
31/10/24	819170607	Jessica Shulman		0.00	83,418.53
31/10/24	833786453	Mrs. Josie Morris		0.00	83,337.82
31/10/24	859401399	Ditton Services	1,291.99	0.00	82,045.83
31/10/24	868025086	Cloudy It	239.09	0.00	81,806.74
31/10/24	bacs171024EE	EE	56.56	0.00	81,750.18
31/10/24	bacsut	Untity Trust	9.45	0.00	81,740.73
31/10/24	dd161024WP	WaterPlus	55.01	0.00	81,685.72
31/10/24	Plot 15		0.00	20.00	81,705.72
Uncleared and unrepresented effects					
Total uncleared and unrepresented			0.00	0.00	
Total debits / credits		15453.95	70		

Bank Account Reconciled Statement
equals card VO

Statement Number 4 Bank Statement No. 4
 Statement Opening Balance £150.99 Opening Date 01/10/24
 Statement Closing Balance £150.99 Closing Date 31/10/24
 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	

Bank Account Reconciled Statement

Fair FX prepaid card - Clerk 5116561022250691
 Statement Number 18 Bank Statement No. 18
 Statement Opening Balance £401.37 Opening Date 01/09/24
 Statement Closing Balance £448.53 Closing Date 31/10/24
 True/ Cashbook Closing £448.53

Balance

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
20/09/24	eqcard200924	refreshments	6.75 0.00	394.62	
30/09/24	South Staffordshire District		21.00 0.00	373.62	
Council					
30/09/24	Sainsbury's Supermarkets Ltd		40.00 0.00	333.62	
17/10/24	Transfer0.00	230.11 563.73			
31/10/24	My Vital Skills	115.20 0.00	448.53		
Uncleared and unrepresented effects					
Total uncleared and unrepresented			0.00	0.00	
Total debits / credits			182.95	230.11	

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/24 and 31/10/24 inclusive. This may include

transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

Barclays savings account	£52,749.13		
equals card VO	£100.00		
Fair FX prepaid card - Clerk	£26.74		
Unity Trust - Current Account	£9,401.62		
Unity trust working reserves	£75,780.09		
Total	£138,057.58		
RECEIPTS			
	Net	Vat	Gross
Parish Council	£178,310.37	£0.00	£178,310.37
Total Receipts	£178,310.37	£0.00	£178,310.37
PAYMENTS			
	Net	Vat	Gross
Parish Council	£119,759.53	£14,723.86	£134,483.39
Total Payments	£119,759.53	£14,723.86	£134,483.39

Closing Balances

Ordinary Accounts

Barclays savings account	£55,792.92
equals card VO	£150.99
Fair FX prepaid card - Clerk	£448.53
Unity Trust - Current Account	£81,705.72
Unity trust working reserves	£43,786.40

£181,884.56
 Total £181,884.56
 Uncleared and Unpresented effects
 Statement Closing Balances
 Ordinary Accounts
 Barclays savings account £55,792.92
 equals card VO £150.99
 Fair FX prepaid card - Clerk £448.53
 Unity Trust - Current Account £81,705.72
 Unity trust working reserves £43,786.40

Bank Account Reconciled Statement

Barclays savings account		73219496	20-08-64		
Statement Number	39	Bank Statement No.	39		
Statement Opening Balance	£55,792.92	Opening Date	01/10/24		
Statement Closing Balance	£55,792.92	Closing Date	31/10/24		
True/ Cashbook Closing	£55,792.92				
Balance					
Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
No activity	0.00	0.00	55,792.92		
Uncleared and unpresented effects					
Total uncleared and unpresented			0.00	0.00	
Total debits / credits		0	0		

Appendix 3

Developer inquiry policy

Legal Protocol for dealing with developers in respect of pre-planning application developments (per NALC legal advice LCR Summer 2015)

PURPOSE

Lapley, Stretton and Wheaton Aston Parish Council (the 'Council' 'LSWA PC') acknowledge that developers may wish to present proposals at different planning application stages to the Council to seek its views and that pre-application discussions play an important role in major developments. The Council welcomes the desire of developers to consult both the Council and the local community more widely. However, the Council is also aware of the importance of public perception in planning and the critical need to avoid any appearance that the Council is conducting secretive negotiations or, colluding with developers. In order to avoid improper lobbying by a developer, or creating a perception that the Council have a predetermined position about a proposed development, we will follow the policy guidance notes below.

SCOPE

This document applies to all Councillors, Committees, Employees of the Council, contractual third parties and agents of the Council who work and act on behalf of the Council.

This document applies to all developers, landowners, their employees and agents that act on their behalf

- The developer must provide information about the proposed development affecting the Parish area in writing
- Even if the developer considers that information provided to a local council is sensitive, this will not require the council to treat it as confidential. From the outset, the developer must identify information they want to be treated as confidential and explain the reasons in writing. If the developer has a legitimate expectation for confidentiality about the proposed

development, the council will keep a written record of the confidential and non-confidential issues.

- Information held by a local council about a proposed development is subject to disclosure under the Freedom of Information Act 2000.
- Communications (including informal and formal meetings) between the developer and local council (or with individual councillors and staff) about a pre-planning application development will not bind the council to making a particular decision. Any views expressed are, at best, provisional because not all of the relevant information will be available to the council and formal consultations will not have taken place.
- Informal meetings and telephone conversations between a developer and individual councillors or staff will be documented in writing and are subject to disclosure under the Freedom of Information Act 2000. Council staff will arrange and attend meetings between councillors and developers and in all cases will send a follow-up letter containing minutes of the meeting.
- The meetings of a local council and its committees are open to the public (Section 1(1) Public Bodies (Admission to meetings) Act 1960) and developers may attend.
- The developer may not speak at a council or committee meeting unless they are invited to address the meeting or have an opportunity to do so during the part of the meeting designated for public participation. The developer may regard information about the proposed development as either confidential or 'sensitive' and therefore not suitable for discussion at a meeting open to the public. However, it is the councillors at the council or committee meeting who will decide if there are grounds to exclude the public from the meeting when the proposed development is being discussed and considered. A local council or committee meeting may exclude the public if publicity about a matter being considered at the meeting would prejudice the public interest due to its confidentiality or for other special reasons (section 1(2) Public Bodies (Admissions to Meetings) Act 1960).
- The minutes of council, committee and sub-committee meetings which record the decisions made at them are available to all via the council's publication scheme, a requirement of the Freedom of Information Act 2000.
- The Council may invite developers to attend an assembly of the parish meeting, which is also open to the public (Section 1(1) Public Bodies (Admission to meetings) Act 1960), to present or discuss their proposals for a proposed development affecting the parish area.
- It is an offence under section 1 Bribery Act 2010 for a developer or his agent to promise or give a financial or other advantage to a local council with the expectation of an improper consideration of a planning application. If the developer is an organisation, for example a charity or company, the council may request sight of the developer's anti-bribery policy.

Reserves Policy

Purpose

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

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

The Joint Panel on Accountability and Governance Practitioners Guide (JPAG) (March 2022 edition) advises: 'As with any financial entity, it is essential that authorities have sufficient Reserves (General and Earmarked) to finance both their day-to-day operations and future plans. Smaller authorities have no specific right to accumulate funds via the precept. All

reserves should be reviewed and justified regularly (i.e. at least annually). It is good practice to transparently publish both the level and rationale of all reserves.'

Types of reserves

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

2.2 Earmarked reserves can be held for several reasons:

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

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

General Reserves

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

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

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

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

Earmarked reserves

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

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

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

4.4 Reserves will not be held to fund ongoing expenditure. This would be unsustainable as, at some point, the reserves would be exhausted. To the extent that reserves are used to

meet short term funding gaps, they will be replenished in the following year. However, earmarked reserves that have been used to meet a specific liability would not need to be replenished, having served the purpose for which they were originally established.

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

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

5. Review

5.1 This Policy shall be reviewed annually.

OPEN SPACES POLICY

Adopted Sept 2017

Reviewed Sept 2022

Latest review Sept 2024

POLICY STATEMENT:

It is the Policy of Lapley, Stretton and Wheaton Aston Parish Council (LSWAPC) to protect all open space owned by the Parish Council and ensure a safe and well managed environment for all users

KEY PRINCIPLES

LSWAPC:

- recognises that the provision of open space and their design and layout are important for play and recreation and are important in contributing to the quality of the environment
- will build into the Council's Risk Assessment procedures clear processes for the management of Parish Council owned Open Spaces, including play equipment and trees
- provide and maintain safe and healthy working conditions, equipment and systems of work for all employees and the Council's contractors
- provide such information, training and supervision, as they need for this purpose.
- give a high level of commitment to health and safety and will comply with all statutory requirements.

WHO DOES THE POLICY APPLY TO:

The Policy applies to all users of Parish Council owned Open Spaces, employees and Councillors of Lapley, Stretton and Wheaton Aston Parish Council and Council contractors

REVIEW OF THE POLICY:

Subject to any new legislation or changes in case law which require immediate amendment; or any changes in the needs of the Parish Council, the Open Spaces Policy will be reviewed bi-annually.

1. AREAS OF OPEN RECREATIONAL SPACE

1.1. Open Spaces

- Marston Road Field Open Space
 - Primrose Open space

1.2. Play Areas

- Marston Road Play Area
- Marston Road Skate Park Area

- Primrose Play Area

1.3 Allotment areas

- • Broadholes Lane Platinum Jubilee Garden Allotments

2. PROHIBITIONS ON THE USE OF OPEN SPACES AND PLAY AREAS:

2.1. LSWAPC seeks to protect the physical environment of the Open Spaces, the wildlife and the public by putting into place, prohibitions on activities, which may cause damage to the Open Spaces and the public

2.2. The following activities are prohibited, unless the permission of LSWAPC has been obtained in writing –

- The removal of any barrier, post, seat or any other item provided for use on the Open Spaces and Play Areas or for the maintenance of them
- The erection of any barrier, post, ride, swing or any other structure
- The removal of any plants, trees or soil from the Open Spaces
- The killing, injuring, taking or disturbing of any animal; and no person shall engage in hunting, shooting or the setting of traps or the laying of snares
- The turning out of or permitting any animal to graze on the Open Spaces
- The erection of a tent or the use of a vehicle, caravan or other structure for the purpose of camping
- The lighting of fires or the disposal of a match or any other thing likely to cause a fire
- The use of fireworks or other pyrotechnic devices
- Engaging in the sport of archery
- The throwing of or the striking of a hard cricket ball with or without a bat
- The playing of golf, including the driving, chipping or pitching of a hard golf ball
- The holding of any event, be it charitable, commercial or private, without seeking the consent of LSWAPC beforehand
- That there be no driving or other use of any motor vehicle, motorcycle or other mechanically propelled vehicle
- The depositing or dumping of litter or other waste materials of any description

3. DAMAGE TO OPEN SPACES:

3.1. Any damage or faults to items on the Open Spaces or any other related issues should be reported as soon as reasonably practicable to the Parish Office at LSWAPC, F7 Staffordshire Business Hub, Wolverhampton Road Codsall, South Staffordshire, WV8 1PE 01902 327091

4. PLAY AREAS:

4.1. LSWAPC seeks to provide Play Areas to a high standard to all children visiting the Play Areas. 4.2. All Parish Council owned Play areas are inspected as follows –

- Twice weekly on Mondays and Fridays – by visual inspection looking at equipment
- October/November of each year – by The Play Inspection Company – operational inspection

4.3. Gates into the Play Areas should be kept shut at all times

4.4. Dogs, with the exception of guide dogs, are not permitted in any of the Play Areas

4.5. The play equipment provided by LSWAPC is suitable for children up to the age of 12 years at Marston Field d Play Area and 8 years at Primrose Play Area. Users and visitors

to the Play Areas can obtain more specific information on the various facilities available, by contacting the Parish Office, tel 01902 327091 /07495789051

4.6. The safety of children whilst using and visiting the Play Areas is the responsibility of the child's parent, guardian or carer.

4.7. Any damage or faults with the play equipment, fencing, gates or other items in the Play Areas; or any other related issues should be reported as soon as reasonably practicable to the Parish Office at LSWAPC, F028 Staffordshire Business Hub, Wolverhampton Road Codsall, South Staffordshire, WV8 1PX, 01902 327091/ 07495789051

5. OTHER AREAS OF OPEN SPACE – specific areas

Allotments

5.1. The Allotment site at **Broadholes Lane** is owned and managed by the Parish Council; with assistance from an allotment committee. Further details can be obtained by contacting the Parish Office at The Business Hub, South Staffordshire Council Offices, Wolverhampton Road, Codsall, WV8 1BX tel 01902 372091/07495789051

Safeguarding Children and Adults Policy

Policy Statement

Everyone has a duty to safeguard children, young people and those adults with care and support needs who are or may be at risk of abuse or neglect (referred to in this policy as 'adults at risk').

Lapley, Stretton and Wheaton Aston Parish Council (LSWA PC) is committed to ensuring that children and adults are protected and kept safe from harm whilst they are engaged in any activity associated with the Parish Council.

Policy Objective:

- To protect and promote the welfare of children and adults at risk using or receiving services provided by or commissioned by LSWA PC and to be able to respond where appropriate as a local government organisation.

Definitions:

Safeguarding

- Essentially, protecting children and adults at risk from ill-treatment and harm

Abuse:

- Forms of ill treatment, including neglect. Somebody may abuse a child or adult by inflicting harm, or by failing to act to prevent harm.
- The most common types of abuse are physical, emotional, sexual abuse and neglect

Children & Young People

- Anyone under the age of 18 years.

Adult: An adult who –

- Has needs for care and support (whether or not the local authority is meeting any of those needs),
- Is experiencing, or is at risk of, abuse or neglect, and
- As a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

Vulnerable Adult - The Law Commission Report into Adult Social Care (2011) defined an Adult at Risk as a person who:

- must appear to have health or social care needs, including carers (irrespective of whether or not those needs are being met by services)
- must appear to be at risk of harm

- must appear to be unable to safeguard themselves from harm as a direct result of their health or social care needs.

Safeguarding - Safeguarding is defined in “Working Together to Safeguard Children” 2013 as:

- protecting children from maltreatment
- preventing impairment of children’s health and development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best outcomes

Abuse of Children - The NSPCC have identified specific forms of abuse which may be perpetrated against a child. These are defined as:

- Bullying
- Emotional abuse
- Physical abuse
- Child trafficking
- Neglect
- Sexual abuse

Abuse of an Adult - The Law Commission's Report into Adult Social Care defines harm as including but not limited to:

- ill treatment (including sexual abuse, exploitation and forms of ill treatment which are not physical)
- the impairment of health (physical or mental) or development (physical, intellectual, emotional, social or behavioral)
- self-harm and neglect
- unlawful conduct which adversely affects property, rights or interests (for example, financial abuse).

Employees, Parish Councillors and Contractors

- Anyone working for, or on behalf of LSWA PC, whether paid or voluntary.

Taking responsibility for Safeguarding

Councillors, employees and volunteers may notice something which causes them concern when out and about in the parish. It is not our role to investigate any signs of abuse. However, we do have a responsibility to act if we have any concerns and alert those who can look into those issues.

To take responsibility for safeguarding LSWA PC will:

- Identify someone within the parish council who will take lead responsibility for Safeguarding, ensuring that councillors and employees understand what safeguarding means, what to look out for and how to pass on any concerns
- Follow safe recruitment practices, including application forms, references and induction
- Identify and meet training needs for those councillors and employees who come into contact with children and adults at risk
- Ensure that councillors and employees who come into regular unsupervised contact with children and adults at risk during the course of their duties to undergo appropriate Disclosure & Barring Service (DBS) checks
- Require external organisations working with or on behalf of the council who have contact with children and adults at risk to have a Safeguarding Policy and procedures
- Councillors, employees and volunteers should be concerned by any behaviour, action or inaction which harms a child or adult at risk. If they are unsure whether this needs to be reported as a safeguarding concern they should seek the advice of the person within the Parish Council with lead responsibility.
- The Parish Clerk is the Safeguarding lead. The Safeguarding Lead will ensure that the Parish Council receives reports, excluding details of a confidential nature, on safeguarding issues.

Contact information for making a referral regarding a safeguarding concern

For all child protection issues contact Staffordshire County Council's
First Response Team based at the MASH on

0800 1313 126

(Between 8.30am and 5pm Monday to Thursday and 8.30am and 4.30 pm on a Friday)

Or via a brief e-mail

first@staffordshire.gov.uk

To make an Adult Protection referral advice should be sought from the
Adult Protection Contact Centre

0345 604 2719

(Between 8.30am and 5pm Monday to Thursday and 8.30am and 4.30 pm on a Friday).

Outside of office hours

Any concerns relating to a child or adult at risk of abuse and neglect should be directed to
Staffordshire County Council

Emergency Duty Service on

0345 604 2886.

Alternatively, contact
Staffordshire Police Central Referral Unit on

101

Or dial

999 in an emergency.

It is everybody's responsibility to recognise the signs of, and to report, abuse wherever it is seen, suspected or disclosed. Employees, Councillors and all users of parish facilities are responsible for reporting suspicions of abuse and must also respond appropriately to any disclosure and take any immediate action necessary to protect children and adults at risk.

All information relating to safeguarding will be kept securely and only shared on a need-to-know basis.

This policy will be reviewed bi-annually.

Reviewed: September 2022

Latest reviewed: December 2024

Next review: December 2026

LAPLEY, STRETTON AND WHEATON ASTON PARISH COUNCIL

Business and continuity plan 2025-26

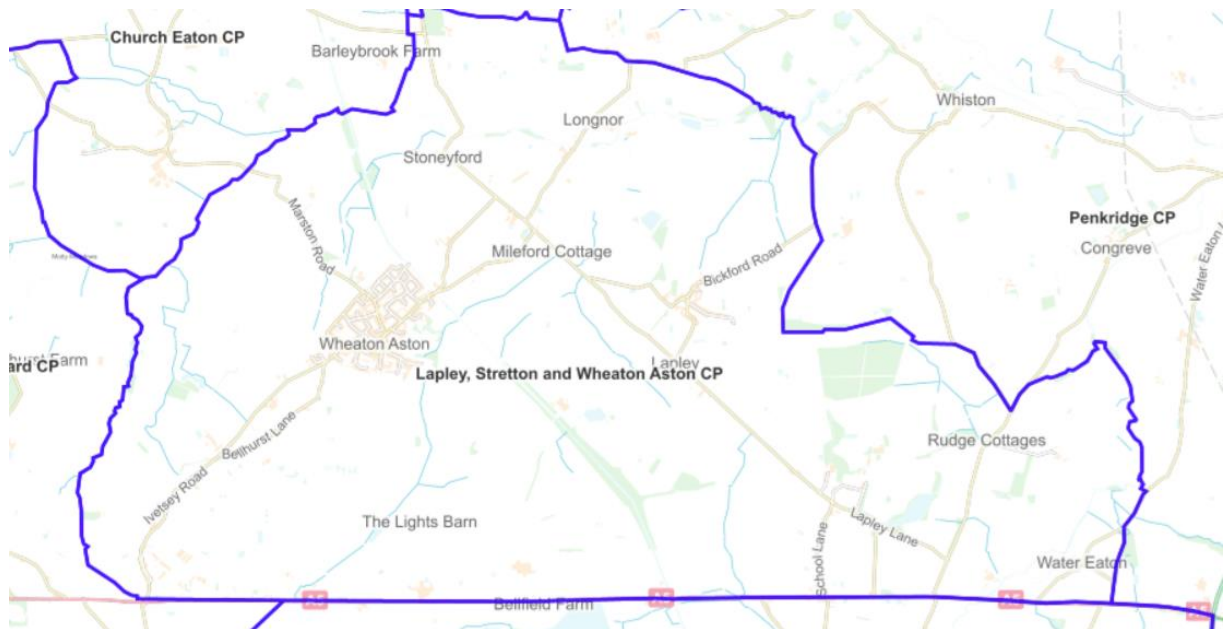
Introduction

The purpose of this Business Plan is to detail Lapley, Stretton and Wheaton Aston Parish Council's vision and key priorities on what it can achieve alone or by working with partners¹. The plan aims to help Lapley, Stretton and Wheaton Aston Parish Council be proactive rather than reactive in its decision-making by operating in a more coordinated and consistent way. The Business Plan should help our local community to have a better understanding of what we do and improve accountability.

The Business Continuity Plan is to ensure business can carry on in times of emergency.

Lapley, Stretton and Wheaton Aston Civil Parish Profile

¹ Partners include but are not limited to South Staffordshire District Council, Staffordshire County Council, South Staffs Housing Association, Support Staffordshire and Staffordshire Police
LSWA PC Agenda 5th December 2024



The parish of Lapley, Stretton and Wheaton Aston Parish Council is home to 2,600 residents²

Lapley

Lapley³ is a quiet and historic rural village, with long winding lanes surrounding a large village green at the centre. It has been recognised as a well-preserved example of a medieval village core.

This, together with a rich stock of historic buildings, has led to it being designated a conservation area.

The historic Priory Church of All Saints is its focal point, both geographically and spiritually. Built on the ruins of an important Benedictine priory, it has been given Grade I listing.

Some remains of the priory are still visible near the church.

Seen as a fine example of a Norman church, All Saints' tower exhibits finely carved gargoyles and pinnacles.

Inside there are finely carved memorials to local families, renaissance carved panels and metal portraits believed to be of Breton origin.

Outside many of the memorials are also listed together with significant village buildings including Lapley Manor, Lapley Hall, Lapley Court, the Old Vicarage and Park House.

Stretton

Stretton boasts its own listed buildings including Stretton Mill and Stretton Hall.

Most frequently noted, perhaps, by drivers using the A5 is the Stretton Aqueduct which takes the Shropshire Union canal over the road.

This was the last aqueduct Thomas Telford built and is fittingly ornate, built from cast iron and Staffordshire blue bricks.

Wheaton Aston

Largest of the three villages is the attractive, quaint location of Wheaton Aston.

The Shropshire Union canal runs through it, with waterside moorings located near two historic pubs: The Coach and Horses and The Hartley Arms.

The emblem for the parish is the Snakehead Fritillary, a rare purple lily found in few places in the UK.

In Wheaton Aston it grows in the protected habitat of Motty Meadows, a Special Site of Scientific Interest. English Nature maintains the meadow and opens it to walkers in the summer when the wildflower is at its best.

Community spirit flourishes in Wheaton Aston with its lively community events, village hall, sports clubs and children's activities.

Tavern Lane Studio by the canal hosts dance classes and is home of the metal detectorists club and the knit-and-natter.

There is a village field, a designated dog-walking path, woodland walk, skate park and playground for small children.

A pleasant feature of the parish are the traditional black-and-white finger posts maintained by the parish council.

² Census 2021

³ South Staffordshire Council Parish Profile
LSWA PC Agenda 5th December 2024



Lapley, Stretton and Parish Council

The Parish Council serves approximately 2,600 residents in 1,200 homes in and around the villages and areas of Wheaton Aston, Lapley, Stretton and Ivetsey Bank, including properties along the A5.

The Parish Council, on behalf of its residents, owns and manages two play areas, Lapley Green, Badgers' End, Leeke Way, Broadholes Lane Platinum Jubilee Allotments and the village car park in Wheaton Aston. The traditional black and white fingerposts, seen around the parish are also maintained by the Parish Council.

The Parish Council provides the Christmas Lights in Wheaton Aston, tree lights in Lapley and organises the switching on of the lights in Wheaton Aston, which has become an annual event that the whole community looks forward to and takes part in.

Grants are made to assist local community groups and charities who serve our residents and the council supports the interests of all residents by responding to consultations on planning applications as well as local plans and strategies that may affect our area.

The Parish Council liaises with other Parishes as well as South Staffordshire District Council, Staffordshire County Council and other organisations such as the Police in order to raise the profile of our parish and to promote the interests of our residents.

Parish Councillors are elected every four years. The role is a voluntary one, our councillors receive neither payment nor expenses of any kind.

The Parish Clerk represents the council locally and nationally at the Staffordshire Parish Councils Association and the Society of Local Council Clerks to ensure that the council is operating in accordance with the latest legislation and striving for best practise

Lapley, Stretton and Wheaton Aston Parish Council is the first tier of civil local government, closest to the community and has an important role in promoting and representing the interests of residents. The council, which is non-political, is made up of 11 volunteer Councillors from three wards. Elections take place every four years, the last one being in May 2022, when 8 councillors who stood for election were returned unopposed and 3 appointed by co-option. The Parish Council gained the General Power of Competence in 2018 when the Clerk passed CiLCA.

The Parish Council owns and maintains property and land in the Parish on behalf of the community.

The Council elects a Chairman and Vice-Chairman annually at the Council's Annual Meeting of the Parish Council in May and reports to the wider electorate at the Annual Parish Meeting, which is normally held in May.

Our Vision:

To make Lapley, Stretton and Wheaton Aston Parish a safe and stimulating place to live and work within.

Our priorities:

1) Excellent services - We endeavour to solely or with others provide efficient and responsive services, ensure repeat business, high levels of satisfaction and low numbers of complaints.

LSWA PC Agenda 5th December 2024

2) Growth and development of our community spaces - We will seek to grow the role of The Parish Council by enhancing our community facilities whilst addressing climate change issues and protecting and improving leisure and recreational facilities.

3) Excellent Governance – We will work to ensure both councillors and employees receive training to ensure effective internal controls.

4) Community engagement – We will encourage local democracy, inclusivity and engagement with communities using a wide range of methods⁴ providing the opportunity for comment and involvement in decision-making.

5) Sustainable procurement – We will consider environmental, social, and governance factors when buying goods and services as set out in our environmental and sustainability policy

6) Environmental impacts – We will consider the environmental impact of our projects and adhere to our environmental and sustainability policy

Key Documents

The key documents that support the Parish Councils priorities include:

- **The Code of Conduct** - encourages a high standard of conduct from councillors when they are acting in their official capacity.
- **Community Engagement Policy** - details how Lapley, Stretton and Wheaton Aston Parish Council is committed to engaging with and empowering its residents/communities so that they can be actively involved in decisions that affect them
- **The Emerging Neighbourhood plan** - will support development across the parish and includes issues raised by the community as part of the consultation process.
- **The Budget** - sets the costs of our activities and how they will be funded.
- **Annual Action plan**- supports the budgets and details the parish councils aims for the forthcoming year
- **Standing Orders, Financial Regulations, Statement of Internal Controls, Risk Assessments, the Scheme of Delegation and committee/working group terms of reference** – help ensure the Parish Council has a sound system of governance and internal control.
- **The Environmental and Sustainability Policy**; recognises the council's responsibilities to minimise adverse impacts and maximise positive impacts on the Environment.

Resources

As with many organisations, our greatest asset is our people: our staff, unpaid Councillors and volunteers. These individuals work tirelessly towards improving the parish for the community that they support.

⁴ Platforms include a website – www.wheatonastonparishcouncil.gov.uk, Social media, The News and Views newsletter, Three noticeboards and Community Events
LSWA PC Agenda 5th December 2024

		Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26
100	General Administration	19290	25673	21281	7983
110	Salaries & On-costs	52552	57185	63303	63485
120	Repairs & Grounds Maintenance	17550	23300	18450	19500
130	Villages' Improvements	1595	6905	6865	14995
	Coronation	1550	3500	0	0
140	Play Areas	6846	4998	7665	3165
160	Christmas Celebrations	11921	10921	13244	12859
180	Donations	3700	3250	4450	4025
190	Fx pre paid card	410	200	100	0
	Reserve increases	6950	built in		
Total		£122,364	£135,932	135358	146012

		Budget 2022/23	2023/24	2024/25	
10	Precept	115,561	120,126	125,258	132,512
20	Grants	0	1000	0	1000
30	Interest	100	120	600	500
	Brought forward from 2023/24	3500	6186	0	
40	Misc.	£0.00			
90	Prizes & Awards	£0.00			
99	VAT	£9,000.00	£8,500.00	£9,000.00	£12,000.00
Total		£128,161	£135,932	£134,858	£146,012

BUSINESS CONTINUITY PLAN

SCOPE

- 1.1 The Civil Contingencies Act 2004 places a duty on the local authority to ensure that it is prepared, as far as reasonably practical, to continue to provide critical functions in the event of disruption.
- 1.2 Whilst this is not a statutory duty for a Parish Council, it is Lapley, Stretton, and Wheaton Aston Parish Council's intention to recognise the importance of producing and maintaining a Business Continuity Plan for implementation in the event of disruption to the day to day running of the Council. This plan identifies the instances of disruption, the immediate response, the procedures to follow to maintain continuity of service and the follow-up procedures and necessary changes to service delivery, where such services are disrupted by factors within the Council's area of responsibility.
- 1.3 The Plan provides the framework in order for the Council to mobilise its response and undertake work to prevent or mitigate the severity of potential disruptions. This plan identifies the first reactions, recovery objectives, structure for implementation, monitoring, follow-up procedures and communication process to keep everyone informed of necessary changes to service delivery.

Distribution list

Parish Clerk
Assistant Clerk
Chairman of Parish Council

STORAGE OF BUSINESS CONTINUITY PLAN

- 2.1 A hard copy of the BCP can be found on staff noticeboards and in the clerk's filing cabinet.
- 2.2 The electronic version of this BCP is located in one drive and on the USB held by the Chairman.

CORE BUSINESS OF THE COUNCIL

The council provides a local parish council service to its electorate which includes the provision of:-

- a) Website and noticeboard information
 - b) Bus shelters, noticeboards, play areas, allotments
 - c) Managing the finances of Lapley, Stretton and Wheaton Aston Parish Council and using the Precept for the benefit of the community
- 3.2 Other assets include:
 - a) Village signs
 - b) Defibrillators

- 3.3 Risks – which could invoke the Continuity Plan
- a) National disasters
 - b) weather related problems, ie flood, fire
 - c) Air crash
 - d) Highly contagious disease (Epidemic/Pandemic)a separate policy for this is in place
- 3.4 Failures
- a) Equipment
 - b) Services
- 3.5 Losses
- a) Staff/Councillor through resignation
 - b) Staff/Councillor through death
 - c) Staff/Councillor through long-term injury/sickness
 - d) Staff/Councillors through death or serious injury whilst working for the Council
 - e) Equipment theft, breakage or major damage
 - f) Loss of Council record through theft, fire or corruption of files
- 3.6 The Clerk is the first point of contact for all emergencies and business continuity actions. The Clerk will implement all business continuity actions where possible.
- 3.7 If the clerk is not available and urgent action is required the Parish Chairman, Parish Vice Chairman, or Chairman of relevant committee should be contacted.

Council Contacts: 01902 372091

Clerk - office@wheatonastonparishcouncil.gov.uk 07495789051

Assistant Clerk – assistant@wheatonastonparishcouncil.gov.uk 07398743554

Wheaton Aston

Winnie Millington	6 Fentonhouse Lane		w.millington@wheatonastonparishcouncil.gov.uk
Rob Nelson	Marston Road		r.nelson@wheatonastonparishcouncil.gov.uk
Daphne Weate	15 Parkdale Court		d.weate@wheatonastonparishcouncil.gov.uk
Julie Hodgkiss	Rose Cottage, School Road		j.hodgkiss@wheatonastonparishcouncil.gov.uk
Melvyn Smith	15 School Road		m.smith@wheatonastonparishcouncil.gov.uk
Sue Whittingham	35 Caspian Way		s.whittingham@wheatonastonparishcouncil.gov.uk
Jeff Ford	Swallows Barn Malthouse Lane		J.ford@wheatonastonparishcouncil.gov.uk

Stretton

Dave Hodgkiss	Rose Cottage, School Road		d.hodgkiss@wheatonastonparishcouncil.gov.uk
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Anita Anderson	1 Whitegate Cottages		a.anderson@wheatonastonparishcouncil.gov.uk
<u>Lapley</u>			
Valerie Renfrew	Lapley House		v.renfrew@wheatonastonparishcouncil.gov.uk
Mervyn Griffiths	Pear Tree Farm		m.griffiths@wheatonastonparishcouncil.gov.uk
<u>District Councillor</u>			
	Rob Nelson		r.nelson@sstaffs.gov.uk
<u>County Councillor</u>			
	Mark Sutton		Mark.Sutton@staffordshire.gov.uk

3.8 Emergency Contact Details

Name	Address	Contact details
Street furniture Broken/Dangerous	Clerk/Assistant Clerk	01902 372091
Roads, pavement, street signs, fallen trees, street lights	Staffordshire County Council	0300 111 8000 contactus@staffordshire.gov.uk
Waste disposal/fly tipping	South Staffordshire Council	01902 696000 info@sstaffs.gov.uk
Death of an employee whilst on Council business	Health & Safety Executive	0345 300 9923. Or email via www.hse.gov.uk
Boarding up or emergency repairs to Council assets	Clerk/Assistant Clerk	01902 372091
CCTV Marston Field	SGS Systems Ltd	01902 700687 81 Wergs Road, Tettenhall info@sgssystem.com
Water emergencies	Severn Trent Severn Trent, PO Box,407 Darlington DL1 9WD	0800 783 4444
Electrical emergencies	Western Power	0800 6783 105 or call 105 (365/7days) General enquiries 0800 096 3080
Gas emergencies	Cadent	0800 111 999
Reports of crime or emergency	Staffordshire Police	999
Emergency services – Fire, Police, Ambulance		999
Insurance Company – queries	Clear Councils AGM House 3 Barton Close Leicester, LE19 1SJ	Direct: 0300 0130036 Email: Web clearcouncils.co.uk
IT Services	Cloudy IT	tel:01280814684 http://sos.splashtop.com/

Environment Agency	National Customer Contact Centre PO Box 544 Rotherham S60 1BY	03708 506 506 Email: enquiries@environment-agency.gov.uk
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LOSS OF STAFF

- a) Ensure a management structure is maintained
- b) For long term staff absence, arrange a temporary handover of key tasks to other members of the team.
- c) All non-essential meetings involving service staff should be cancelled
- d) Ensure partner services/ organisations / customer and senior managers are made aware the service is short staffed and therefore delivery may be reduced.
- e) Consider using temporary agency staff if required and suitable. A locum Clerk has been appointed in the long-term absence of the clerk and **IF** the Assistant Clerk is unable to continue the role of Clerk
- f) Consider re-allocating available staff to deliver critical functions, if appropriate/possible
- g) Agree temporary staff structure and shifts if necessary and consider temporarily increasing working hours.
- h) If staff are unable to get to their normal place of work, consider flexible working methods such as working elsewhere or different hours if appropriate.

LOSS OF PROPERTY

- a) Initial coordination of the incident should be managed from the backup locations as appropriate
- b) Consider staff working elsewhere if appropriate
- c) Identify suitable alternative working premises, this could include the hire of temporary structures if the loss is longer-term
- d) Liaise with the Chairman regarding staff working remotely
- a) Liaise with the Chairman regarding staff working remotely

LOSS OF TECHNOLOGY/COMPUTERS/SOFTWARE

- a) Assess the situation and identify the likely length of network outage or system downtime
- b) Identify a suitable manual work around
- c) Identify alternative means of communication to inform partner services / organisations / customers and Councillors of the problem and identified solutions

LOSS OF UTILITIES

- a) Contact the utility company directly to report loss
- b) Consider alternative methods of gaining utilities
- c) Consider staff working from alternative location where appropriate
- d) Inform staff and visitors coming into the building that you are without specific utility
- e) Consider health and safety implications for staff and visitors

LOSS OF KEY EQUIPMENT

- 8.1 There is to be no advertising in the bus shelters.
 - a) Identify whether loss is temporary or permanent. If temporary, ascertain likely length of time
 - b) Consider bringing in equipment from alternative suppliers. Consider how long this will take and initiate early enough to meet recovery time objectives for critical functions
 - c) Consider other methods of delivering functions/workarounds

RECOVERY

- 9.1 The recovery phase should address the following:
 - a) Returning to normality

- b) Returning to normal building
- c) Getting displaced staff back to the building
- d) Organizing a debrief
- e) Identifying lessons
- f) Incorporating lessons identified into the Business Continuity Plan
- g) Communication with partners, suppliers, customers and senior management

Date of Review	Description of Revision
December 2024	<ul style="list-style-type: none"> • New policy.
Review: December 2025	<ul style="list-style-type: none"> •

Threat or Risk	Measure to mitigate/minimize the consequences	Immediate action	Continuity
<p>Loss of Clerk This could occur due to sickness, including epidemics and pandemics, long term illness, incapacity, death or resignation</p>	<p>Ensure Staffing team are aware of their responsibilities. Ensure records of key tasks are up to date including minutes and accounts Access to log-ins and passwords are available.</p>	<p>Chair to be informed Chair to inform the Council Assistant Clerk to cover duties Arrange an Extraordinary meeting to agree future arrangements</p>	<p>Assistant Clerk and Admin Periodically review procedure to ensure minimal impact</p>
<p>Loss of staff This could occur due to sickness, including epidemics and pandemics, long term illness, incapacity, death or resignation.</p>	<p>Ensure Staffing team are aware of their responsibilities. Ensure records of key tasks are up to date including minutes and accounts. Access to log-ins and passwords are available. (Emergency folder)</p>	<p>Clerk to inform Chair Clerk to inform council Clerk to ensure all duties are covered by other staff members</p>	<p>Periodically review procedure to ensure minimal impact</p>
<p>Death or serious injury to member of staff whilst carrying out Council duties</p>	<p>Knowledge of duties with regards to Health and Safety</p>	<p>Clerk to inform Chair Clerk to inform HSE if appropriate Insurance Company if necessary Clerk to ensure all roles are covered by other staff members</p>	<p>Periodically review procedure to ensure minimal impact Ensure staff are acquainted with regards to health and safety procedures</p>
<p>Loss of Councillors due to multiple resignations or implementing 6 month rule (causing the council to be inquorate)</p>	<p>Maintain accurate attendance register</p>	<p>Clerk to inform Council Clerk to Inform SSDC Returning Officer Returning Officer to decide on temporary working strategy</p>	<p>Ensure attendance register is reviewed periodically</p>

<p>Loss of IT This could occur due to power failure, virus or infrastructure</p>	<p>Ensure regular back up of all documents and emails to cloud storage. Install appropriate anti-virus software. Cloudy IT to maintain</p>	<p>All staff to continue working with electronic versions Council to decide if replacement is required Clerk to inform Insurance if required</p>	<p>Clerk to ensure all software applications are updated regularly. Review risk assessment and Asset register regularly</p>
<p>Loss of Council documents Due to fire, flood or other causes</p>	<p>Scan important physical documents that are not available electronically</p>	<p>Clerk to inform Council Clerk to inform insurance company if relevant</p>	<p>Parish Office staff to consider all documents for scanning and upload to Onedrive at regular intervals</p>
<p>Loss of Property/Key equipment The building may become unusable for a number of reasons, including fire, flood, contamination, power surge, accident etc</p>	<p>Maintain adequate insurance cover Ensure fire risk assessments are up to date</p>	<p>Clerk to inform Council Clerk to inform insurance Company</p>	<p>Alternative working arrangements to be reviewed periodically</p>
<p>Loss of Utilities This could occur due to severe weather, fire/explosion, water shortages, power cut, infrastructure damage or solar activity</p>	<p>Be aware of emergency telephone numbers to report any issues</p>	<p>Clerk to inform relevant utility company Clerk to inform Council Inform staff and visitors using the building Consider health and safety implications for staff and visitors</p>	

