



**Minutes of the Meeting of Lapley, Stretton & Wheaton Aston Parish Council held on Thursday 10<sup>th</sup> July 2025 at Lapley and Wheaton Aston village hall**

**In attendance:**

Cllr W Millington - **Wheaton Aston (Chairman)**  
Cllr D Hodgkiss– **Stretton**  
Cllr J Hodgkiss- **Wheaton Aston**  
Cllr V Renfrew – **Lapley**  
Cllr R Nelson -**Wheaton Aston (Vice Chairman) and South Staffordshire District Council**  
Cllr Sue Whittingham - **Wheaton Aston**  
Cllr D Weate- **Wheaton Aston**

**Also in Attendance:**

Mrs A Watson – **Parish Clerk**  
Cllr C Large- **Staffordshire County Council (part of the meeting)**  
2 members of the public (for part of the meeting)

**Apologies:**

Cllr. M. Griffiths – **Lapley**  
Cllr M Smith – **Wheaton Aston**  
Cllr J Ford – **Wheaton Aston**

**Absent:**

**Acronyms:**

LSWA PC: Lapley, Stretton and Wheaton Aston Parish Council  
SSC: South Staffordshire council  
SCC: Staffordshire County Council  
Cllr: Councillor  
CPD: Continuous professional development  
SPCA: Staffordshire Parish Councils Association  
PCSO: Police  
Community Support  
Officer  
SLCC: Society of local  
Council clerks  
NALC: National association of local councils  
CMDR: Commander  
WACFR- Wheaton Aston Community First Responders  
FOM: Forest of Mercia  
VO: Village Orderly

BKV: Best Kept Village  
PSPO: Public Space Protection Order  
NP: Neighbourhood Plan

### **Public forum**

One member of the public attended to pass thanks for the support to the members and the wider community as their role as Staffordshire Council member for the past 13 years. Member of the public left the meeting 7.05pm

**Standing orders implemented at 7.05pm**

### **20. To consider apologies**

**Resolved:** Apologies and reasons for absence were received and accepted from Cllr J Ford, Cllr M Smith, Cllr Griffiths

### **21. Declaration of Interests**

Cllr Whittingham nonpecuniary interest on agenda item

### **22. Approval of minutes**

**Resolved** to approve and sign the minutes of the meeting of Lapley, Stretton and Wheaton Aston Parish Council held on 22<sup>nd</sup> May 2025 and to note the BLPJGA Committee meeting minutes held on 1<sup>st</sup> July 2025

### **23. To receive a report from Staffordshire Police**

Parish:

Date range: 01/06/2025 - 30/06/202

### **Reported Crime Statistics**

**Burglary Residential Dwellings – None Reported**

**12 Month % Change: Decrease/Increase**

**Burglary Business and Commercial - None Reported**

**12 Month % Change: Decrease/Increase**

**Vehicle Crime – Theft from Motor Vehicle - None Reported**

**12 Month % Change: Decrease/Increase**

**Vehicle Crime – Theft of Motor Vehicle - None Reported**

**12 Month % Change: Decrease/Increase**

## Incidents of Anti-Social Behaviour 12 Month Change: Incident Increase 130%



Sowdley Gre	ST19 9QB	WX5 - Wheaton Aston & Rural	South Staffs
School Rd	ST19 9NH	WX5 - Wheaton Aston & Rural	South Staffs
School Rd	ST19 9RN	WX5 - Wheaton Aston & Rural	South Staffs
Marston Rd	ST19 9PQ	WX5 - Wheaton Aston & Rural	South Staffs
Marston Rd	ST20 0AS	WX5 - Wheaton Aston & Rural	South Staffs

### Policing Operations of Note:

- Neighbourhood policing action OP SPOTLIGHT focusing on rural areas of crime and engagement.

**News of Note:** None

With many thanks for your continued support and engagement in your community from your local officers:

**PCSO 8853 Adrian Price**

Email: [adrian.price@staffordshire.police.uk](mailto:adrian.price@staffordshire.police.uk)

**PCSO 8854 Gareth Lloyd**

Email: [Gareth.lloyd2@staffordshire.police.uk](mailto:Gareth.lloyd2@staffordshire.police.uk)

### 24.To receive report from Parish Council Clerk

#### Information

19.5.25 Graffiti at MF

A number of bins have been replaced in WA by SSC

Two benches have been donated, and an allotment tenant has kindly painted them. One is to stay in the allotments, and the other has been suggested we install at primrose as a test to see if it does increase asb

10.6.25 Concern raised about nitrous oxide canisters found repeatedly along Starkey lane , PCSO informed

11.6.25 Overgrown hedge reported on Pinfold Lane. Ref 4443589 response: An enforcement letter has been sent to the landowner(s) regarding clearance of vegetation. We are currently awaiting compliance, and this will be monitored.

14.6.25 Reported faulty streetlight in Yew Tree Drive to SCC. Ref 45086

16.6.25 Moles on Marston Field have been reported to Pest Control

16.6.25 WMI letter re road closure, shared on social media and website.

### **West Midlands Interchange – A449 Stafford Road traffic management**

I am writing to provide you with an update on our upcoming programme of highway works related to the construction of the West Midlands Interchange development.

We are continuing to progress the construction of two new laybys on the A449 Stafford Road northbound and southbound carriageways. The laybys on the A449 will replace the eastbound and westbound laybys on the A5 Watling Street, which will be removed as part of the A5 development access roundabout installation.

To facilitate the next phase of construction of the laybys, we will be completing surface works. To ensure the safety of road users and our workforce, this work will require closures of the northbound and southbound carriageways.

The A449 Stafford Road southbound carriageway will be closed on the following dates:

- Friday 27 June from 8pm to 6am Saturday 28 June
- Saturday 28 June from 8pm to 6am Sunday 29 June
- Sunday 29 June from 8pm to 6am Monday 30 June

The A449 Stafford Road northbound carriageway will be closed on the following dates:

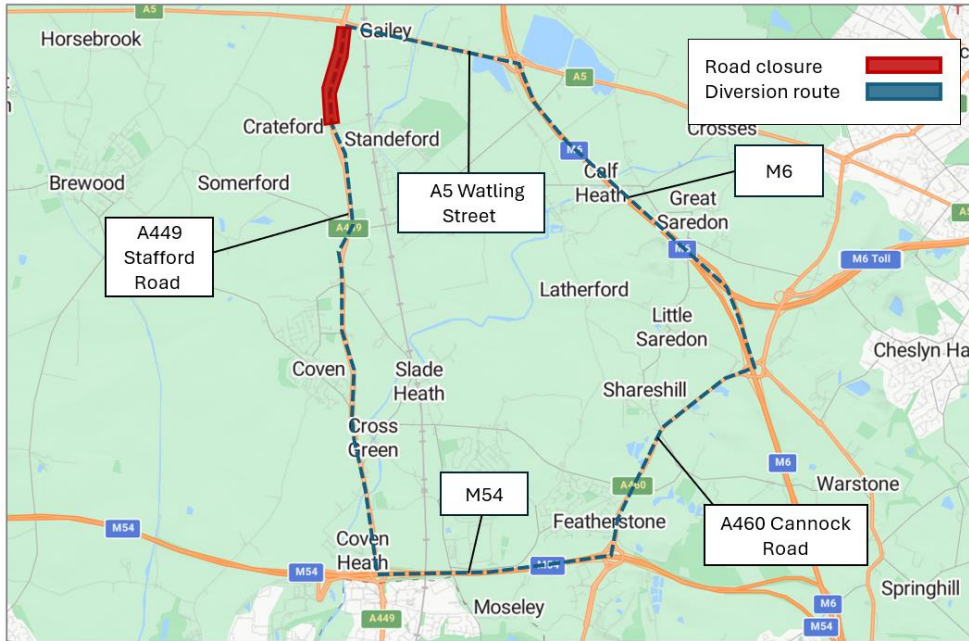
- Friday 11 July from 8pm to 6am Saturday 12 July
- Saturday 12 July from 8pm to 6am Sunday 13 July
- Sunday 13 July from 8pm to 6am Monday 14 July

Please note there will be no access to Crateford Lane from the A449 during the northbound closures.

Access for pedestrians will remain, with the southbound footpath open throughout the closures.

### **Diversion route**

We will install a fully signed diversion route during the carriageway closures. Road users will be directed along the A5 Watling Street, M6, A460 Cannock Road and M54 to rejoin the A449 Stafford Road.



### Contact us

We thank you for your patience while we construct the new laybys. We would like to reassure you that Winvic and all involved in the project will ensure any disruption to road users and local businesses is minimised.

We hope this information is helpful and we apologise for any disturbance these works may cause. Should you have any questions or concerns please feel free to contact us via email [contactus@communityrelations.co.uk](mailto:contactus@communityrelations.co.uk) or call 0800 377 7345.

A cut off section has also been provided below with all our contact details

NOTICE is hereby given that the Staffordshire County Council on 22nd July 2025 made an Order the effect

of which will be to prohibit any vehicle: from proceeding in a northern direction on Road From Great Chatwell To Blymhill Marsh in Brineton from its junction with Blymhill Marsh, Blymhill; to turn left from:

Blymhill Common, Blymhill Common onto Chatwell Lane, Blymhill; Back Lane, Blymhill Common onto Blymhill Common, Blymhill Common; or Back Lane, Blymhill Common onto Gatherwynd Lane, Blymhill Common; to turn right from: Blymhill Common, Blymhill Common onto Gatherwynd Lane, Blymhill Common; or Great Chatwell, Newport onto Chatwell Lane, Great Chatwell; and to access: Hatch Lane, Weston Under Lizard from the A5; or Chatwell Lane, Great Chatwell from Kings Street, Great Chatwell unless the vehicle is being used in connection with the works; or unless the vehicle requires access to properties on the length of road or is being used for police fire brigade or ambulance purposes. An alternative route for traffic is as signed on site. For more information, visit:

<https://one.network/?tm=143485239> The order will come into operation on 29th July 2025 and the said

works will commence on or as near as practicable to that date. It is anticipated that the works will be completed by 30th October 2026.

17.6.25 Legislation does not allow for pet burials and public parks and open spaces, the open space policy has been updated with this information and the suspected animal burial at MF is to be removed

17.6.25 Windrush Day, celebrated on 22<sup>nd</sup> June 2025. Posts celebrating the day on social media and website.

16.6.25 PCSO's informed of broken glass from Vodka bottles at MF

- 18.6.25 Rent valuation form for Valuation office completed
- 17.6.25 Shared details of the temporary One-Way, No Right/Left Turn, No Access Order - Road From Great Chatwell To Blymhill Marsh, Brineton
- 18.6.25 Engaged with National lottery regarding funding for Marston Field project
- 18.6.25 Entered an interest submission to the UK prosperity fund for £25k for Marston Field project
- 18.6.25 Ordered toner for the officer printer
- 20.6.25 Shared details of temporary road closure notice for Hawthorne Road, WA
- 23.6.25 Details shared of legend on a bench <https://www.legend-on-the-bench.co.uk/>
- 23.6.25 Application No: 25/00482/FUL Proposal: Extension to provide additional accommodation to Care Home Location: Brighterkind Wheaton Aston Court Care Home Watling Street Ivetsey Bank STAFFORD ST19 9QT
- 23.6.25 Reminder sent to Sanctuary Housing about cleaning out the pond areas
- 24.6.25 Reports of underage drinking (vodka) at Marston Field. Reported to Staffordshire Police BOS-47830-25-2121-03

**Maintenance**

Lapley green: completed

Drainage : the manhole has been uncovered in Marston Road adjacent our field and dog walk, the opposite side of the road where there was a hole due to a broken pipe has been dug it out and covered the broken pipe with a grid., this should be effective in the short term.

the ditch and outfall at the end of the footpath where it joins Marston Road has been dug out Long street junction still floods, no sewer jetting to date.

**Action plan item update**

Finger posts replaced at Sunny bank (from RTA) and Lapley Green 25.6.25

**Outstanding Items:**

- 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-. - SSC has allotted a public space protection order for the alley to remain closed. The next review will be in 2027
- Post office – no premises found., this has now been taken on at district level.
- Birkenshaw Lane is not at position 60 (Jan 25) it will possibly enter a full public consultation by the end of the year
- The order for the public footpath from Lapley Lane to Bickford Farm (modification order 2023) is to be determined on 25<sup>th</sup> November 10am at County Buildings, Martin Street Stafford, ST16 2LE

**Consultations**

- [Reform of planning committees: technical consultation – closes 23 July](#)  
[Local Government Pension Scheme in England and Wales – Access and Fairness –](#)

**Meetings/Events**

**Clerks meeting 1<sup>st</sup> Tuesday of each month**

**17th June- SLCC Branch meeting**

Day	Times	Course
<b>June</b>		
25th	7 pm – 9.00 pm	Introduction to Planning

26th	7 pm – 9.30 pm	Explore Chairmanship
<b>July</b>		
16th	7 pm to 9 pm	Councillor Introduction
23rd	10 am to 12 pm	Clerks Introduction
<b>August</b>		
5th	10 am to 12 pm	Clerks Introduction
<b>September</b>		
4th	10 am to 12 pm	CiLCA Autumn 25
10th	10 am to 12 pm	Chairmanship skills
11th	10 am to 12 pm	Clerks Introduction
22nd	10 am to 12 pm	Councillor Introduction
24th	10 am to 12 pm	Councillor Development
<b>October</b>		
7th	10 am to 12 pm	Clerks Introduction
8th	10 am to 12 pm	CiLCA Autumn 25
16th	7 pm to 9 pm	Councillor Development
29th	7 pm to 9 pm	Councillor Introduction
<b>November</b>		
6th	10 am to 12 pm	Clerks Introduction
10th	7 pm to 9 pm	Chairmanship skills
12th	10 am to 12 pm	CiLCA Autumn 25
20th	7 pm to 9 pm	Councillor Development
<b>December</b>		
4th	10 am to 12 pm	Councillor Development
8th	10 am to 12 pm	Clerks Introduction
11th	10 am to 12 pm	CiLCA Autumn 25
15th	7 pm to 9 pm	Councillor Introduction

Remaining Dates (2026)	CiLCA		
January		10 am to 12 pm	19th
February		10 am to 12 pm	17th
March		10 am to 12 pm	19th
April		10 am to 12 pm	13th

**Items emailed to councillors.**

- 21.5.25 SSC UKPF details
- 2.6.25 SPCA news bulletin
- 2.6.25 SSC 25/00450/TTREE
- 2.6.25 SSC Summit presentations
- 3.6.25 NALC Star awards
- 3.6.25 SSC update on Martyns law
- 10.6.25 SPCA Health and wellbeing newsletter
- 10.6.25 Drainage services- update on progress
- 11.6.25 SSC planning app 25/00456/FULHH Proposal: Proposed first floor rear extension Location: 1 Meadowcroft Gardens Wheaton Aston STAFFORD ST19 9NA
- 11.6.25 SSC Planning app 25/00491/FULHH Proposal: Single storey side/front extension. Location: 16 Fentonhouse Lane Wheaton Aston STAFFORD ST19 9NU
- 12.6.25 Cllr Large update on Ivetsey bank/A5 issues
- 16.6.25 WMI details on closure of A449
- 17.6.25 SSC Engage platform details
- 17.6.25 SCC road changes
- 18.6.25 SSC planning app changes Application No: 25/00458/FULHH Proposal: Proposed single storey side and front extension Location: 3 Primrose Close Wheaton Aston STAFFORD ST19 9PX
- 18.6.25 SPCA Newsbulletin June
- 18.6.25 Details of Roadworks on A449 Stafford Lane from WMI
- 20.6.25 Road closure notice for Hawthorne Road, WA
- 25.6.25 SSC Local government reorganisation
- 30.6.25 SSC Planning app 25/00526/TTREE

**Use of devolved powers**

- £316 vired from BKV fund to debit cards for planters and compost
- £179.88 vired from stationery to debit card (£99.99 canva subscription, £51.66 ink for VO , £6.99 plastic wallets £21.24 laptop bag)
- 41.33 vired to debit card for screws for planters/troughs
- £53.56 amazon, fans for the office and a4 paper cutter
- 51.97 received from Bonningales as a refund for plants not delivered for BKV, plants to be reordered

**Response to planning comments:**

- 25/00456/FULHH Proposal: Proposed first floor rear extension Location: 1 Meadowcroft Gardens Wheaton Aston STAFFORD ST19 9NA(4.7.25) extended to 10.7.25
- 25/00491/FULHH Proposal: Single storey side/front extension. Location: 16 Fentonhouse Lane Wheaton Aston STAFFORD ST19 9NU (5.7.25)

**SSC Planning Decision**

- 25/00223/TTREE - TPO No. 54/1981: Limes T1 and T2 (as identified on Lapley Hall Sketch

Plan 2025) - dismantle and remove – Tree works approval.

25/00179/FULHH – Proposed garage conversion, 28 Water Meadow Way, Wheaton Aston – Approved subject to conditions

25/00306/PIP – Permission in principle application for up to five dwellings, land off Hawthorne Drive, Wheaton Aston, REFUSED

25/00329/TTREE - TPO 61/1982 Oak - dismantle and remove, 19 High Street, Wheaton Aston – Tree works approval

25/00344/FULHH - Single storey side garage extension, render dwelling, window/door alterations and alterations front boundary wall Bellbrook Bell Hurst Lane Wheaton Aston STAFFORD ST19 9QS – Approved subject to conditions

**Annual Play Area Inspections:**

\_\_\_These have been carried out, and work has been allocated.

Due to the resignation of Anita Anderson there is a vacancy on LSWA PC. The notice of election is valid until 14<sup>th</sup> July after which date if an election isn't called the council will be free to advertise and co-opt. This co-option will close late August for prospective members to be invited to present at the September meeting

The Lapley finger post on the Stretton rd has been removed due to failing, resolved to request a new one is made and fitted from maintenance fund

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

- A speed check on the Ivestey Rd is being undertaken (By Bradford arms) SCC have considered reducing speed to 40mph in areas where there are crossroads, which is proving difficult, rumble strips will be added as a pilot to see if they reduce the speed. Cllr Large will forward a copy of the speed check and advise the action to take forward. Query- will recent accidents be taken into consideration? Fatality and serious injury suggest that this should be taken further.

Concern raised that rumble strips can be dangerous for motorcyclists

- Supporting housing issues at county level
- Solar battery farms are being researched, concerns about fire risk and the change of use of land once it is no longer a solar farm
- A council director is working on a strategy for 2025/26 for crime prevention involving children
- Reform has been in for seven weeks and making progress on working on the council hierarchy

Query to take forward- LSWA PC would like to instal another SID on Ivetsey Rd but now required traffic management to complete the work which is out of budget. Can SCC help with the £1000 deficit? Cllr Large to inquire and respond.

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

Ward walk reported on

- allotment area is pleasing and progressing well
- ASB on Martson Field discussed
- SID at Long Street to be implemented temporarily. Drainage issues are being rectified
- flooding at Lapley has been discussed.
- Tree issues at Sunny Bank discussed
- Road sweepers cannot access Lapley and Stretton due to no kerbs. This has been completed in the past
- Carparking issues along double yellow lines and on pavements, enforcement have visited, Cllr Nelson to inquire if there are any stats on tickets issued
- Street Scene have changed some bins, completed work around St Marys Church, hedges cut back, new project to look at Bridleway number 5

- Clerk advised an email has been sent about dog fouling along footpath 20 (Broadholes to Motte Meadows) Clerk has requested signage and Cllr Nelson to request an additional bin half way along the path

## 27. Financial matters

### Resolved: (appendix 1)

- To approve the expenditure and income for May and June 2025
- To approve the reconciled statements the unity trust main account, unity trust reserve account to 30<sup>th</sup> June 2025, VO and Clerk equals cards reconciled statements to 31<sup>st</sup> May 2025
- To note payments/decisions made under delegated powers

## 28. Planning recommendations

**Resolved** to respond to planning matters including:

### a) Planning applications:

Application 25/00456/FULHH  
 Proposed: Proposed first floor and ground floor rear extensions  
 At: Meadowcroft Gardens Wheaton Aston STAFFORD ST19 9NA  
 COMMENT: No objection

Application No: 25/00458/FULHH Proposal: Proposed single storey side and front extension  
 Location: 3 Primrose Close Wheaton Aston STAFFORD ST19 9PX  
 COMMENT: No objection

Application No: 25/00482/FUL Proposal: Extension to provide additional accommodation to Care Home Location: Brighterkind Wheaton Aston Court Care Home Watling Street Ivetsey Bank STAFFORD ST19 9QT COMMENT: 'No objection but there is a concern about the size of the car park and access for passing cars on the entrance'

To note: Application Number: 25/00526/TTREE Proposed: TPO 61/1982: Ash (T2) - Crown reduction of 30% and cut back all branches by up to 30% At: Da Ru Fentonhouse Lane Wheaton Aston STAFFORD ST19 9N Noted

25/00491/FULHH Proposal: Single storey side/front extension. Location: 16 Fentonhouse Lane Wheaton Aston STAFFORD ST19 9NU (5.7.25) COMMENT: No objection

### b) None received

### c) Neighbourhood plan

**Resolved** not to implement a neighbourhood plan at this point due to changes in planning legislation due late summer and devolution. A neighbourhood plan is primarily to allocate land for development and not to control or decline development. The funding for NP's has been reallocated by the government.

**Resolved** to canvas residents and begin community engagement and request attendance at the Community meeting to consider a steering group to enquire what residents' local priorities are. Member of the public arrive 8.10pm

## 29. BKV Competition

- Update received, planters are all in place. Children's posters received and due to be displayed, plants from original order for the Cobbles are in stock and due to be collected
- To confirm judges for Best Front Garden competition – M Smith for Lapley, V Renfrew for Wheaton Aston and for Cllr D Wheate for Stretton.

Cllr Large left the meeting 8.12pm

## 30. SSC Assets

**Resolved:** LSWA PC would like to take ownership of the following assets from SSC the PC would like to take on post devolution, Clerk to advise officers:

Village green WA

Land off Primrose Close

Primrose Play Area

Broadholes Lane Allotments

### **31. Community Governance Review**

**Resolved** to contact SSC and advise that currently there are not any amendments required to the structure of the PC at present, however this may change once the expectation of the PC is known post devolution. This Governance Review is premature and would be better conducted when the future and structure of parish councils is known

### **32. Marston Field**

- To receive an update on funding- Clerk has provisionally contacted National Lottery funding, UFSPF and section 106 from app 25/00482/FUL. All of which have confirmed that funding is not available for this project. Assistant clerk is investigating other schemes
- NHS 10 year plan has been set out, Clerk to include this in the template for funding applications . A member has contacted MP Sir Gavin Williamson to encourage financial support from the WMI funding, Clerk to advise MP of search for funding
- **Resolved** to appoint Capital to remove the zipwire, net climber, dispose of and reinstate ground including topsoil and grass seed along the zipwire for £1945 plus vat–budget £1700 to move funds from play area maintenance for deficit

### **33. Allotments**

Resolved to freeze the rent and water rates and review water after the season has finished

Second water trough is in

The allotment committee will not be applying for association status, LSWA PC to remain in control, of the area

Tenant to hold an onsite meeting in August to discuss how the first year has been

Clerk to send out annual renewals

### **34. SIDs**

**Resolved** to purchase a solar powered SID from Morelock for £3295 plus VAT

**Resolved** to defer appointing a contractor until the September meeting due to waiting for Cllr Large to confirm financial support to cover the deficit in cost (£1000)

### **35. Policies (appendix 2)**

**Resolved** to accept:

Disciplinary Policy

Privacy (data protection) policy

Community Engagement policy

Training and Development Policy

Asset Disposal Policy

Tree policy for service requests

Bring your own device policy

Planning policy

Open Spaces policy

**36. 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.**

Planning steering group

SID installation along Ivetsey Rd

Christmas trees

**37. Date of next meeting:** Thursday 4<sup>th</sup> September at 7pm at Lapley and Wheaton Aston Village Hall

**Meeting closed 8.45pm**

## Appendix 1

## Lapley Stretton &amp; Wheaton Aston Parish Council

## Expenditure transactions - payments approval list

Start of year

01/04/25

## Payment

No	Payment Reference	Gross	To pay	Heading	Invoice	Invoice Reference	Details
2	equals1604 charge £99.99 25canva	£99.99	£99.99	170	30/04/25		Canva - annual
3	dd170425e charges £62.60 e	£62.60	£62.60	100/10	30/04/25		EE - monthly
4	300425ds monthly contract charge £1,439.00	£1,439.00	£1,439.00	120/1/1	30/04/25	2210	Ditton Services -
5	300425bcs District Voluntary Car Scheme - annual grant	£1,000.00	£1,000.00	180/1	30/04/25		Brewood &
6	300425ptfa School - ptfa donation 2526 £300.00	£300.00	£300.00	180/2	30/04/25		St. Mary's First
7	300425walc Lapley Lunch Club - annual grant 2526	£1,000.00	£1,000.00	180/3	30/04/25		Wheaton Aston &
8	300425aw - mielage march	£44.55 £44.55	£44.55	100/18/1	30/04/25		Mrs Amy Watson
9	300425ssc Staffordshire District Council - business rates 202526	£985.53	£985.53	100/23	30/04/25	50338243	South
10	300425cit monthly charge	£239.09 £239.09	£239.09	100/19/1	30/04/25		Cloudy It -
11	300425mb Bissell - mileage march £17.10	£17.10	£17.10	100/18/1	30/04/25		Mr. Malcolm
12	300425ssc Staffordshire District Council - monthly rent £1,365.53	£380.00	£380.00	100/2	30/04/25	514948/102790	South
13	300425pol GeoXphere Ltd - annual mapping software	£81.00	£81.00	100/19/3	30/04/25	41uf019-0007	Parish Online by
14	300425ut monthly charges	£9.75 £9.75	£9.75	100/21	30/04/25		Untity Trust -
15	monthly charge	£0.00	£0.00		30/04/25	7003566042	WaterPlus -

1	£11.90			130/2/4			
2	£11.90			130/2/4			no charge due to ovrrpmt still on account from 2324
16	300425ds	£615.00	£615.00	160/1/2	30/04/25		Dangerous Sheep
	Events - deposit for xmas event		£615.00				
17	300425wh	£147.00	£147.00	100/6/1	30/04/25		Wheaton Aston
	Village Hall Management Committee	£147.00					
	- charges 5/12/24-17/4/25						
23		£41.33	£41.33	175	30/04/25	a21330396835	Screwfix
	Direct Ltd - materials						
24	300425wafc	£300.00	£300.00	180/3	30/04/25		Wheaton Aston
	Wanderers FC - grant 2526	£300.00					
25	300425	£1,000.00	£1,000.00	180/3	30/04/25		Wheaton Aston
	Village Hall Management Committee	£1,000.00					
	- grant 2526						
1	68112345	£111.58	£111.58	100/12	12/12/25	102567235	Ricoh U K Limited
	- Printer/Copier	£111.58					
	Sub Total	£7,873.52	£7,873.52				
	£2,828.75	£2,828.75	Confidential				
<b>Total</b>		£10,702.27	£10,702.27				

Lapley Stretton & Wheaton Aston Parish Council

Expenditure transactions - payments approval list **Start of year 01/04/25**

Payment

No	Payment	Gross	To pay	Heading	Invoice	Invoice	Details
Reference			Reference				
30	345003487	£35.00	£35.00	130/2/1	01/05/25		BKV
	Community Foundation of Staffordshire and		£35.00				
	Shropshire - WA Best Kept Village entry						
31	3522070	£35.00	£35.00	130/2/1	01/05/25		Community
	Foundation of Staffordshire and	£35.00					
	Shropshire - Lapley BKV entry						
32	655621923	£239.81	£239.81	130/2/1	01/05/25		
	P2003480Bonigale Nurseries - Plants for village improvements						£239.81
34	571410068	£40.25	£40.25	01/05/25			Mrs Amy Watson - Expenses
	£40.25						
1	£29.25			100/18/1			Mileage
2	£11.00			130/2/1			BKV Postage
38	DD	£902.92	£902.92	160/1/1	01/05/25		
	in13019630Npower Limited - Christmas Illuminationa						£902.92

39	DD	£64.74	£64.74	100/10	01/05/25	M03577	BT -
Monthly Business Bill £64.74							
33	946078220	£1,439.00	£1,439.00	120/1/1	02/05/25	2241	
Ditton Services - Grounds Maintenance Contract £1,439.00							
2							
36	293583510	£380.00	£380.00	100/2	02/05/25	103156 South	
Staffordshire District Council - Monthly Office £380.00							

Rental

46		£28.23	£28.23	170	06/05/25	FairFx Pre Paid Card - Clerk	
Card							
35	66950227	£239.09	£239.09	100/19/1	08/05/25	inv-d-	
07617Cloudy It - IT for council work£239.09							
29		£63.40	£63.40	100/10	09/05/25	V02346119277 EE - Monthly	
charges							
37	77679953	£475.40	£475.40	150/2	10/05/25	SI-1822	
Staffordshire Parish Councils' Association - SPCA £475.40							

Payment

No	Payment	Gross	To pay	Heading	Invoice	Invoice	Details
Reference							
40	81175308	£219.72	£219.72	100/11/1	28/05/25		
211019Black Rose Solutions Ltd - PC Internal Audit £219.72							
47	VO Card	£51.66	£51.66	175	31/05/25	FairFx Pre Paid Card -	
VO Card - Ink Cartridges£51.66							
1	68112345	£111.58	£111.58	100/12	12/12/25	102567235	
Ricoh U K Limited - Printer/Copier £111.58							
Sub Total	£4,325.80	£4,325.80					
	£5,198.92	£5,198.92	Confidential				
<b>Total</b>	<b>£9,524.72</b>	<b>£9,524.72</b>					

Signature

Income Transactions	Showing only	Group	Account type	All	Ledger Date before			
Ledger Date after	Reference contains							
Customer	Due date after	before						
Type	All	Paid date after	before					
No.	Date	Invoice no.	Customer	Details	Heading	Net	Vat type	Vat
	Gros	Due	Reference	Received				
1	30/04/25	£0.00	£67,182.00	South Staffordshire	precept 1/2	10	£67,182.00	Zero Rated
				14/05/25				
District Council								
1	Transactions	Total	£67,182.00	£0.00	£67,182.00			
Bank Account Reconciled Statement								

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

Statement Number 49      Bank Statement No. 49  
 Statement Opening Balance £11,881.10      Opening Date 01/04/25  
 Statement Closing Balance £66,446.13      Closing Date 30/04/25  
 True/ Cashbook Closing      £66,446.13

**Balance**

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
30/04/25		Staffordshire County Council	762.92	0.00	11,118.18
Superannuation Fund					
30/04/25	WaterPlus	-11.90 0.00	11,130.08		
30/04/25	WaterPlus	11.90 0.00	11,118.18		
30/04/25		South Staffordshire District Council	0.00	67,182.00	78,300.18
30/04/25		Staffordshire County Council	162.12	0.00	78,138.06
Superannuation Fund					
30/04/25	240425 HMRC	1,025.63 0.00	77,112.43		
30/04/25	270425mb	Mr. Malcolm Bissell			
30/04/25	300425	Wheaton Aston Village Hall	1,000.00	0.00	75,750.43
Management Committee					
30/04/25	300425aw	Mrs Amy Watson	44.55	0.00	75,705.88
30/04/25	300425bcs	Brewood & District Voluntary	1,000.00	0.00	74,705.88
Car Scheme					
30/04/25	300425cit	Cloudy It	239.09	0.00	74,466.79
30/04/25	300425ds	Multiple Suppliers/ Customers	2,054.00	0.00	72,412.79
30/04/25	300425mb	Mr. Malcolm Bissell	17.10	0.00	72,395.69
30/04/25	300425pol	Parish Online by GeoXphere	81.00	0.00	72,314.69
Ltd					
30/04/25	300425ptfa	St. Mary's First School	300.00	0.00	72,014.69
30/04/25	300425ssc	South Staffordshire District Council	1,365.53	0.00	70,649.16
30/04/25	300425ut	Unity Trust	9.75	0.00	70,639.41
30/04/25	300425wafc	Wheaton Aston Wanderers FC	300.00	0.00	70,339.41
30/04/25	300425walc	Wheaton Aston & Lapley	1,000.00	0.00	69,339.41
Lunch Club					
30/04/25	300425wh	Wheaton Aston Village Hall	147.00	0.00	69,192.41
Management Committee					
30/04/25	85.05270425	Mrs. Josie Morris			
30/04/25	bacsaw	Mrs Amy Watson			
30/04/25	bacsjw	Jessica Shulman			
30/04/25	bt BT	64.74 0.00	66,508.73		
30/04/25	dd170425ee	EE 62.60 0.00	66,446.13		

**Bank Account Reconciled Statement**

Uncleared and unrepresented effects  
 Total uncleared and unrepresented      0.00      0.00  
 Total debits / credits      12616.97      67182

**Lapley Stretton & Wheaton Aston Parish Council**

Income transactions - receipts approval list **Start of year 01/04/25**

Tn no	Ref.	Gross	Heading	Cttee	Invoice Details	Ref.
date	Total					
2	£19,688.73	99	PC	30/05/25	HMRC - vat return 2024-25	

**Total** £19,688.73

Bank Account Reconciled Statement

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

Statement Number 50 Bank Statement No. 50  
Statement Opening Balance £66,446.13 Opening Date 01/05/25  
Statement Closing Balance £77,684.43 Closing Date 31/05/25  
True/ Cashbook Closing £76,781.51

Balance

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
07/05/25	Transfer0.00	270.00 66,716.13			
29/05/25	806751531	Staffordshire County Council	958.82	0.00	65,757.31

Superannuation Fund

30/05/25	HMRC				
30/05/25	HMRC 0.00	19,688.73	84,332.38		
30/05/25	Wheaton Aston Carnival	300.00	0.00	84,032.38	

Association

30/05/25	Untity Trust	9.60 0.00	84,022.78		
30/05/25	EE 63.40	0.00	83,959.38		
30/05/25	214458363	Mrs. Josie Morris			
30/05/25	293583510	South Staffordshire District	360.00	0.00	83,514.33

Council

30/05/25	313250582	Mr. Malcolm Bissell			
30/05/25	345003487	Community Foundation of	35.00	0.00	83,043.81
30/05/25	3522070	Community Foundation of	35.00	0.00	83,008.81

Staffordshire and Shropshire

30/05/25	544595899	Mrs Amy Watson			
30/05/25	571410068	Mrs Amy Watson	40.25	0.00	80,855.33
30/05/25	628142356	Jessica Shulman			
30/05/25	655621923	Boningale Nurseries	239.81	0.00	80,122.38
30/05/25	66950227	Cloudy It	239.09	0.00	79,883.29
30/05/25	77679953	Staffordshire Parish	475.40	0.00	79,407.89

Councils' Association

30/05/25	81175308	Black Rose Solutions Ltd	219.72	0.00	79,188.17
30/05/25	9460782202	Ditton Services	1,439.00	0.00	77,749.17
30/05/25	bt BT	64.74	0.00	77,684.43	

Uncleared and unrepresented effects

30/05/25	DD	Npower Limited	902.92	76,781.51	
Total uncleared and unrepresented			902.92	0.00	

Bank Account Reconciled Statement

**Unity trust working reserves 20419150 60-83-01**

Statement Number 38 Bank Statement No. 38  
Statement Opening Balance £52,979.65 Opening Date 01/04/25  
Statement Closing Balance £52,709.65 Closing Date 30/05/25  
True/ Cashbook Closing £52,709.65

Balance

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
07/05/25	Transfer270.00	0.00 52,709.65			

Uncleared and unrepresented effects

Total uncleared and unrepresented			0.00	0.00	
-----------------------------------	--	--	------	------	--

Total debits / credits 270 0

Reconciled by Amy Watson

Bank Account Reconciled Statement

**equals card VO**

Statement Number 10 Bank Statement No. 10  
Statement Opening Balance £311.87 Opening Date 01/04/25  
Statement Closing Balance £270.54 Closing Date 30/04/25  
True/ Cashbook Closing £270.54

Balance

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
30/04/25	Screwfix Direct Ltd	41.33 0.00	270.54		

Uncleared and unrepresented effects

Total uncleared and unrepresented 0.00 0.00

Total debits / credits 41.33 0

Bank Account Reconciled Statement

**Fair FX prepaid card - Clerk 5116561022250691**

Statement Number 23 Bank Statement No. 23  
Statement Opening Balance £229.65 Opening Date 01/04/25  
Statement Closing Balance £129.66 Closing Date 30/04/25  
True/ Cashbook Closing £129.66

Balance

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
30/04/25	equals160425canva	Canva 99.99 0.00	129.66		

Uncleared and unrepresented effects

Total uncleared and unrepresented 0.00 0.00

Total debits / credits 99.99 0

Bank Account Reconciled Statement

**Fair FX prepaid card - Clerk 5116561022250691**

Statement Number 24 Bank Statement No. 24  
Statement Opening Balance £129.66 Opening Date 01/05/25  
Statement Closing Balance £101.43 Closing Date 31/05/25  
True/ Cashbook Closing £101.43

Balance

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
30/05/25	FairFx Pre Paid Card	28.23 0.00	101.43		

Uncleared and unrepresented effects

Total uncleared and unrepresented 0.00 0.00

Total debits / credits 28.23 0

Reconciled by Amy Watson

Bank Account Reconciled Statement

**equals card VO**

Statement Number 11 Bank Statement No. 11  
Statement Opening Balance £270.54 Opening Date 01/05/25  
Statement Closing Balance £218.88 Closing Date 31/05/25  
True/ Cashbook Closing £218.88

Balance

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

30/05/25 VO Card FairFx Pre Paid Card 51.66 0.00 218.88

Uncleared and unrepresented effects

Total uncleared and unrepresented 0.00 0.00

Total debits / credits 51.66 0

**Lapley Stretton & Wheaton Aston Parish Council**

Income transactions - receipts approval list **Start of year 01/04/25**

Tn no	Ref.	Gross	Heading	Cttee	Invoice	Details	Ref.
date	Total						

3	£340.77	33	PC	30/06/25	Unity Trust Bank - interest on reserves		
---	---------	----	----	----------	---	--	--

**Total** £340.77

Signature

Lapley Stretton & Wheaton Aston Parish Council

Expenditure transactions - payments approval list **Start of year 01/04/25**

Payment

No	Payment	Gross	To pay	Heading	Invoice	Invoice	Details
Reference			Reference				

54	150222357	£20.00	£20.00	100/2	03/06/25		South Staffordshire District Council - Monthly rental.
----	-----------	--------	--------	-------	----------	--	--

£20 owed due to underpayment on last invoice (Paid £360 not £380).

67	465015247	£380.00	£380.00	100/2	03/06/25	546948-103434	South Staffordshire District Council - Monthly Office Rental
----	-----------	---------	---------	-------	----------	---------------	--

Rental

53	£62.60	£62.60	100/10	09/06/25	v02356660878	EE - Monthly mobile charges	
----	--------	--------	--------	----------	--------------	-----------------------------	--

61	721203385	£239.09	£239.09	100/19/1	11/06/25	INV-D-07935	
----	-----------	---------	---------	----------	----------	-------------	--

Cloudy It - Contract for IT Services £239.09

62	£45.09	£45.09	11/06/25	Mr. Malcolm Bissell -			
----	--------	--------	----------	-----------------------	--	--	--

1	£3.15	100/18/1	Mileage				
---	-------	----------	---------	--	--	--	--

2	£41.94	175	3 cans of graffiti removal spray				
---	--------	-----	----------------------------------	--	--	--	--

63	£25.00	£25.00	150/3	11/06/25	522816	Staffs Playing Fields Association -	
----	--------	--------	-------	----------	--------	-------------------------------------	--

64	548815671	£549.97	£549.97	120/6	11/06/25	7070296810	
----	-----------	---------	---------	-------	----------	------------	--

Stafford Borough Council - Pest Control Contract £549.97

65	46103053	£18.45	£18.45	100/18/1	11/06/25		Mr. Malcolm Bissell - Mileage
----	----------	--------	--------	----------	----------	--	-------------------------------

£18.45

66	576741303	£38.70	£38.70	100/18/1	11/06/25		Mrs Amy Watson - Mileage
----	-----------	--------	--------	----------	----------	--	--------------------------

£38.70

68	252518556	£121.94	£121.94	100/12	11/06/25		Ricoh U K Limited -
----	-----------	---------	---------	--------	----------	--	---------------------

Printer £121.94

69	6746668	£40.00	£40.00	100/10	11/06/25	MIN13089396	Npower Limited -
----	---------	--------	--------	--------	----------	-------------	------------------

Electricity Payment Charge £40.00

70	£47.00	£47.00	150/9	11/06/25	00010392887		Information Commissioner's Office -
----	--------	--------	-------	----------	-------------	--	-------------------------------------

Data Protection

71	121893821	£1,439.65	£1,439.65	120/1/1	11/06/25	2285	Ditton
----	-----------	-----------	-----------	---------	----------	------	--------

Services - Grounds Maintenance £1,439.65

72	£818.80	£818.80	120/1/6	11/06/25	INV-7076		Capital Sflu
----	---------	---------	---------	----------	----------	--	--------------

Group - Allotments Water Trough

51	£53.56	£53.56	18/06/25	Amazon -			
----	--------	--------	----------	----------	--	--	--

1	£41.97	170	fans for office				
---	--------	-----	-----------------	--	--	--	--

2	£11.59	170	paper cutter				
---	--------	-----	--------------	--	--	--	--

73	£8.40	£8.40	100/21	30/06/25			Untity Trust - service charge
----	-------	-------	--------	----------	--	--	-------------------------------

1	68112345	£111.58	£111.58	100/12	12/12/25	102567235	Ricoh
U K Limited - Printer/Copier £111.58							
Sub Total	£4,019.83	£4,019.83					
£4,945.40	£4,945.40	Confidential					
<b>Total</b>	£8,965.23	£8,965.23					
Signature	Signature						

Bank Account Reconciled Statement

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

Statement Number 51	Bank Statement No. 51
Statement Opening Balance £77,684.43	Opening Date 01/06/25
Statement Closing Balance £49,297.01	Closing Date 30/06/25
True/ Cashbook Closing	£49,250.01

Balance

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
30/05/25	DD	Npower Limited902.92	0.00	76,781.51	
03/06/25	Transfer	19,000.00	0.00	57,781.51	
11/06/25	Transfer	0.00	818.00	58,599.51	
12/06/25	Transfer	537.21	0.00	58,062.30	
30/06/25	BT	64.74	0.00	57,997.56	
30/06/25	Staffs Playing Fields Association	25.00	0.00	57,972.56	
30/06/25	EE	62.60	0.00	57,909.96	
30/06/25	Untity Trust	8.40	0.00	57,901.56	
30/06/25	Boningales	0.00	51.97	57,953.53	
30/06/25	HMRC	429.46	0.00	57,524.07	
30/06/25	Mr. Malcolm Bissell	3.15	0.00	57,520.92	
30/06/25	HMRC	90.60	0.00	57,430.32	
30/06/25	HMRC	46.00	0.00	57,384.32	
30/06/25	HMRC	21.20	0.00	57,363.12	
30/06/25	HMRC	371.51	0.00	56,991.61	
30/06/25	Staffordshire County Council	765.02	0.00	56,226.59	
Superannuation Fund					
30/06/25	Staffordshire County Council	163.08	0.00	56,063.51	
Superannuation Fund					
30/06/25	Capital Sflu Group	818.80	0.00	55,244.71	
30/06/25	HMRC	70.80	0.00	55,173.91	
30/06/25	Mr. Malcolm Bissell	41.94	0.00	55,131.97	
30/06/25	121893821	Ditton Services	1,439.00	0.00	53,692.97
30/06/25	150222357	South Staffordshire District Council	20.00	0.00	53,672.97
30/06/25	175524247	Jessica Shulman			
30/06/25	2525185561	Ricoh U K Limited	121.94	0.00	53,073.40
30/06/25	414262387	Mr. Malcolm Bissell			
30/06/25	46103053	Mr. Malcolm Bissell	18.45	0.00	52,691.91
30/06/25	465015247	South Staffordshire District Council	380.00	0.00	52,311.91
30/06/25	548815671	Stafford Borough Council	549.97	0.00	51,761.94
30/06/25	576741303	Mrs Amy Watson	38.78	0.00	51,723.16
30/06/25	6746668	Npower Limited	40.00	0.00	51,683.16
30/06/25	721203385	Cloudy It	239.09	0.00	51,444.07

30/06/25 858646173 Mrs. Josie Morris  
 30/06/25 905208940 Mrs Amy Watson  
 Uncleared and unrepresented effects  
 01/06/25 WaterPlus 0.00 49,297.01  
 30/06/25 Information 47.00 49,250.01  
 Commissioner's Office  
 Total uncleared and unrepresented 47.00 0.00  
 Total debits / credits 29304.39 869.97

Bank Account Reconciled Statement

**Unity trust working reserves 20419150 60-83-01**  
 Statement Number 39 Bank Statement No. 39  
 Statement Opening Balance £52,709.65 Opening Date 31/05/25  
 Statement Closing Balance £71,232.42 Closing Date 30/06/25  
 True/ Cashbook Closing £71,232.42

Balance					
Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
03/06/25	Transfer0.00	19,000.00	71,709.65		
11/06/25	Transfer818.00	0.00	70,891.65		
30/06/25	Unity Trust Bank	0.00	340.77	71,232.42	
Uncleared and unrepresented effects					
Total uncleared and unrepresented			0.00	0.00	
Total debits / credits		818	19340.77		

Appendix 4

- 1 This policy is based on and complies with the 2015 ACAS Code of Practice ([www.acas.org.uk/index.aspx?articleid=2174](http://www.acas.org.uk/index.aspx?articleid=2174)). It also takes account of the ACAS guide on discipline and grievances at work. [www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG\\_Guide\\_Feb\\_2019.pdf](http://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf)  
 The policy is designed to help Council employees improve unsatisfactory conduct and performance in their job. Wherever possible, the Council will try to resolve its concerns about employees' behaviour informally, without starting the formal procedure set out below.
- 2 The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
- 3 This policy confirms:
  - informal coaching and supervision will be considered, where appropriate, to improve conduct and / or attendance
  - the Council will fully investigate the facts of each case
  - the Council recognises that misconduct and unsatisfactory work performance are different issues. The disciplinary policy will also apply to work performance issues to ensure that all alleged instances of employees' underperformance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used when performance management proves ineffective. For more information see ACAS "Performance Management" at [www.acas.org.uk/index.aspx?articleid=6608](http://www.acas.org.uk/index.aspx?articleid=6608)
  - employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case
  - employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary hearing
  - employees may be accompanied or represented by a companion – a workplace colleague, a trade union representative or a trade union official - at any investigatory, disciplinary or

appeal meeting. The companion is permitted to address such meetings, to put the employee's case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case

- the Council will give employees reasonable notice of any meetings in this procedure. Employee must make all reasonable efforts to attend. Failure to attend any meeting may result in it going ahead and a decision being taken. An employee who does not attend a meeting will be given the opportunity to be represented and to make written submissions
- if the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date
- any changes to specified time limits in the Council's procedure must be agreed by the employee and the Council
- information about an employee's disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and the action taken by the Council is confidential to the employee. The employee's disciplinary records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)
- audio or video recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
- employees have the right to appeal against any disciplinary decision. The appeal decision is final
- if an employee who is already subject to the Council's disciplinary procedure raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure
- disciplinary action taken by the Council can include a written warning, final written warning or dismissal
- this procedure may be implemented at any stage if the employee's alleged misconduct warrants this
- except for gross misconduct when an employee may be dismissed without notice, the Council will not dismiss an employee on the first occasion that it decides there has been misconduct
- if an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The Council will write to the employee to confirm any period of suspension and the reasons for it,
- the Council may consider mediation.
- on at any stage of the disciplinary procedure where appropriate (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires the consent of affected parties

#### **Examples of misconduct**

- 4 Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct: The list is not exhaustive.
- unauthorised absence
  - poor timekeeping
  - misuse of the Council's resources and facilities including telephone, email and internet
  - inappropriate behaviour
  - refusal to follow reasonable instructions
  - breach of health and safety rules.

### **Examples of gross misconduct**

- 5 Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct: The list is not exhaustive
- bullying, discrimination and harassment
  - incapacity at work because of alcohol or drugs
  - violent behaviour
  - fraud or theft
  - gross negligence
  - gross insubordination
  - serious breaches of council policies and procedures e.g. the Health and Safety Policy, Equality and Diversity Policy, Data Protection Policy and any policies regarding the use of information technology
  - serious and deliberate damage to property
  - use of the internet or email to access pornographic, obscene or offensive material
  - disclosure of confidential information.

### **Suspension**

- 6 If allegations of gross misconduct or serious misconduct are made, the council may suspend the employee while further investigations are carried out. Suspension will be on full pay. Suspension does not imply any determination of guilt or innocence, as it is merely a measure to enable further investigation.
- 7 While on suspension, the employee is required to be available during normal hours of work in the event that the council needs to make contact. The employee must not contact or attempt to contact or influence anyone connected with the investigation in any way or to discuss this matter with any other employee or Councillor
- 8 The employee must not attend work. The council will make arrangements for the employee to access any information or documents required to respond to any allegations.

### **Examples of unsatisfactory work performance**

- 9 The following list contains some examples of unsatisfactory work performance: The list is not exhaustive.
- inadequate application of management instructions/office procedures
  - inadequate IT skills
  - unsatisfactory management of staff
  - unsatisfactory communication skills.

### **The Procedure**

- 10 Preliminary enquiries. The council may make preliminary enquiries to establish the basic facts of what has happened in order to understand whether there may be a case to answer under the disciplinary procedure.

If the employee's manager believes there may be a disciplinary case to answer, the council may initiate a more detailed investigation undertaken to establish the facts of a situation or to establish the perspective of others who may have witnessed misconduct.

- 11 Informal Procedures. Where minor concerns about conduct become apparent, it is the manager's responsibility to raise this with the employee and clarify the improvements required. A file note will be made and kept by the manager. The informal discussions are not part of the formal disciplinary procedure. If the conduct fails to improve, or if further matters of conduct become apparent, the manager may decide to formalise the discussions and invite the employee to a first stage disciplinary hearing.

## Disciplinary investigation

- 12 A formal disciplinary investigation may sometimes be required to establish the facts and whether there is a disciplinary case to answer.
- 13 If a formal disciplinary investigation is required, the Council's HR/HS Committee will appoint an Investigator who will be responsible for undertaking a fact-finding exercise to collect all relevant information. The Investigator will be independent and will normally be a Councillor. If the HR/HS committee considers that there are no Councillors who are independent (for example, because they all have direct involvement in the allegations about the employee), it will appoint someone from outside the Council. The Investigator will be appointed as soon as possible after the allegations have been made. The HR/HS committee will inform the Investigator of the terms of reference of the investigation. The terms of reference should specify:
  - the allegations or events that the investigation is required to examine
  - whether a recommendation is required
  - how the findings should be presented. For example, an investigator will often be required to present the findings in the form of a written report
  - who the findings should be reported to and who to contact for further direction if unexpected issues arise or advice is needed.
- 14 The Investigator will be asked to submit their findings within 20 working days of appointment where possible. In cases of alleged unsatisfactory performance or of allegations of minor misconduct, the appointment of an investigator may not be necessary and the Council may decide to commence disciplinary proceedings at the next stage - the disciplinary meeting (see paragraph 22).
- 15 The HR/HS committee will notify the employee in writing of the alleged misconduct and details of the person undertaking the investigation. The employee may be asked to meet an investigator as part of the disciplinary investigation. The employee will be given sufficient notice of the meeting with the Investigator so that he/she has reasonable time to prepare for it. The letter will explain the investigatory process and that the meeting is part of that process. The employee will be provided with a copy of the Council's disciplinary procedure. The Council will also inform the employee that when he/she meets with the Investigator, he/she will have the opportunity to comment on the allegations of misconduct.
- 16 Employees may be accompanied or represented by a workplace colleague, a trade union representative or a trade union official at any investigatory meeting.
- 17 If there are other persons (e.g. employees, Councillors, members of the public or the Council's contractors) who can provide relevant information, the Investigator should try to obtain it from them in advance of the meeting with the employee.
- 18 The Investigator has no authority to take disciplinary action. His/her role is to establish the facts of the case as quickly as possible and prepare a report that recommends to the HR/HS committee whether or not disciplinary action should be considered under the policy.
- 19 The Investigator's report will contain his/her recommendations and the findings on which they were based. He/she will recommend either:
  - the employee has no case to answer and there should no further action under the Council's disciplinary procedure
  - the matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally or
  - the employee has a case to answer and a formal hearing should be convened under the Council's disciplinary procedure.
- 20 The Investigator will submit the report to the staffing committee which will decide whether further action will be taken.

- 21 If the Council decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

### **The disciplinary meeting**

- 22 If the HR/HS committee decides that there is a case to answer, it will appoint a staffing sub-committee of three Councillors, to formally hear the allegations. The staffing sub-committee will appoint a Chairman from one of its members. The Investigator shall not sit on the sub-committee.
- 23 No Councillor with direct involvement in the matter shall be appointed to the sub-committee. The employee will be invited, in writing, to attend a disciplinary meeting. The sub-committee's letter will confirm the following:
- the names of its Chairman and other two members
  - details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the meeting
  - a copy of the information provided to the sub-committee which may include the investigation report, supporting evidence and a copy of the Council's disciplinary procedure
  - the time and place for the meeting. The employee will be given reasonable notice of the hearing so that he /she has sufficient time to prepare for it
  - that witnesses may attend on the employee's and the Council's behalf and that both parties should inform each other of their witnesses' names at least two working days before the meeting
  - that the employee may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official

The purpose of the disciplinary meeting hearing is for the allegations to be put to the employee and then for the employee to give their perspective. It will be conducted as follows:

- the Chairman will introduce the members of the sub-committee to the employee and explain the arrangements for the hearing
  - the Chairman will set out the allegations and invite the Investigator to present the findings of the investigation report (if there has been a previous investigation)
  - the Chairman will invite the employee to present their account
  - the employee (or the companion) will set out his/her case and present evidence (including any witnesses and/or witness statements)
  - any member of the sub-committee and the employee (or the companion) may question the Investigator and any witness
  - the employee (or companion) will have the opportunity to sum up
- 24 The Chairman will provide the employee with the sub-committee's decision with reasons, in writing, within five working days of the meeting. The Chairman will also notify the employee of the right to appeal the decision.
- 25 The disciplinary meeting may be adjourned to allow matters that were raised during the meeting to be further investigated by the sub-committee.

### **Disciplinary action**

- 26 If the sub-committee decides that there should be disciplinary action, it may be any of the following:

First written warning

If the employee's conduct has fallen beneath acceptable standards, a first written warning will be issued. A first written warning will set out:

- the reason for the written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action
- the employee's right of appeal
- that a note confirming the written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

#### **Final written warning**

If the offence is sufficiently serious, or if there is further misconduct or a failure to improve sufficiently during the currency of a prior warning, the employee will be given a final written warning. A final written warning will set out:

- the reason for the final written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action up to and including dismissal
- the employee's right of appeal
- that a note confirming the final written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

#### **Dismissal**

The Council may dismiss:

- for gross misconduct
- if there is no improvement within the specified time period, in the conduct which has been the subject of a final written warning
- if another instance of misconduct has occurred and a final written warning has already been issued and remains in force.

- 27 The Council will consider very carefully a decision to dismiss. If an employee is dismissed, he/she will receive a written statement of the reasons for his/her dismissal, the date on which the employment will end and details of his/her right of appeal. If the sub-committee decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file. Action taken as a result of the disciplinary meeting will remain in force unless it is modified as a result of an appeal.

#### **The appeal**

- 28 An employee who is the subject of disciplinary action will be notified of the right of appeal. His/her written notice of appeal must be received by the Council within five working days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.
- 29 The grounds for appeal include;
- a failure by the Council to follow its disciplinary policy
  - the sub-committee's disciplinary decision was not supported by the evidence
  - the disciplinary action was too severe in the circumstances of the case
  - new evidence has come to light since the disciplinary meeting.
- 30 Where possible, the appeal will be heard by a panel of three members of the staffing committee who have not previously been involved in the case. This includes the Investigator. There may be insufficient members of the staffing committee who have not previously been involved. If so, the appeal panel will be a committee of three members of the Council who may include members of the staff committee. The appeal panel will appoint a Chairman from one of its members.

- 31 The employee will be notified, in writing, within 10 working days of receipt of the notice of appeal of the time, date and place of the appeal meeting. The employee will be advised that he/she may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official.
- 32 At the appeal meeting, the Chairman will:
- introduce the panel members to the employee
  - explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the disciplinary decision
  - explain the action that the appeal panel may take.
- 33 The employee (or companion) will be asked to explain the grounds for appeal.
- 34 The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, usually within five working days of the appeal hearing.
- 35 The appeal panel may decide to uphold the disciplinary decision of the staffing committee, substitute a less serious sanction or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file. *The principles*
- 36 If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved.
- 37 The appeal panel's decision is final.

## PRIVACY (DATA PROTECTION) POLICY

1. *This policy is provided to you by Lapley, Stretton and Wheaton Aston Parish Council which is the 'data controller' for your **personal data**. It sets out our approach to the handling of personal data. This is defined as any information which allows you (residents, employees and others) to be identified from that data (for example your name, photographs, videos, email address, or address)*
2. *We can be contacted at Office F028, South Staffordshire Business Hub, Wolverhampton Road, Codsall WV8 1PX 01902 327091 07495789051 or by email at [office@wheatonastonparishcouncil.gov.uk](mailto:office@wheatonastonparishcouncil.gov.uk)*
3. *The Council will abide by all of the law that applies to the processing of personal data including the General Data Protection Regulation (the "GDPR"), the Human Rights Act 1998 (which sets out a person's 'right' to respect for family life etc.) and the Data Protection Act 2018.*
4. The council will comply with the data protection principles. These say that the personal data we hold about you must be:
  - *Used lawfully, fairly and in a transparent way. **We do this by providing privacy notices/ information.***
  - *Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes. **Again through the giving of notices/ information.***
  - *Relevant to the purposes we have told you about and limited only to those purposes*
  - *Accurate and kept up to date.*
  - *Kept in a form that identifies you only as long as necessary for the purposes we have told you about. **The Council has retention/ erasure guidance that it follows.***
  - *Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.*

## Sharing your personal data

On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. In relation to facilities or events for the community. Your rights and your personal data

How we lawfully process personal data

### Your rights

- (i) The right to access personal data we hold on you
- (ii) The right to correct and update the personal data we hold on you
- (iii) The right to have your personal data erased
- (iv) The right to object to processing of your personal data or to restrict it to certain purposes only
- (v) The right to data portability
- (vi) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained
- (vii) The right to lodge a complaint with the Information Commissioner's Office.

5. The council is a public authority and has certain powers and duties.

Most of your personal data is processed for compliance with a legal obligation

7. The council will implement your rights under the GDPR. To exercise your rights, please contact us at the details below, and we will do our best to

respond to your request. The council's Privacy Policy provides more information about

our data processing activities and the rights you have in relation to your personal data.

For more information, please contact us at the details below. We will do our best to respond to your request.

This Privacy Policy sets out how we process your personal data. It is intended to help you understand our data processing activities and the rights you have in relation to your personal data.

If you have any questions about this Privacy Policy, please contact us at the details below. We will do our best to respond to your request.

We will do our best to respond to your request. For more information, please contact us at the details below.

For more information, please contact us at the details below. We will do our best to respond to your request.

We will do our best to respond to your request. For more information, please contact us at the details below.

We will do our best to respond to your request. For more information, please contact us at the details below.

We will do our best to respond to your request. For more information, please contact us at the details below.

8. We keep this Privacy Policy under regular review and we will place any updates on [www.wheatonastonparishcouncil.gov.uk](http://www.wheatonastonparishcouncil.gov.uk). Please contact us if you have any questions about this Privacy Policy or to exercise all relevant rights, queries or complaints.

Implemented: July 2018

Reviewed: May 2020, July 2022, July 2024, July 2025

Lapley, Stretton and Wheaton Aston (LSWA) Parish Council is committed to engaging with and empowering its residents and communities so that they can be actively involved in decisions that affect them. The Council will work proactively to strengthen and improve working relationships with our partners; statutory bodies, organisations, local business and voluntary groups. LSWA Parish Council aims to be responsive to the needs of the local community and to involve its parishioners in the Council's decision-making about the issues which affect them including planning, delivery of services and the future of the area.

To achieve this, the Council will provide its parishioners with:

- relevant information about services, policies and decisions that might affect or interest them;
- opportunities for them to have their say about decisions, services and plans through consultations, surveys and conversation
- opportunities to get involved, over and above informing and consulting, to a greater influence over decisions and delivery.

In doing so, the Council will follow the principles set out below and will:

### Honesty and openness

- Make clear the purpose of any engagement activity and use the right methods (proportionate to the significance of the issues) to engage the local community
- Be clear about what can be influenced
- Use honest, accurate and unbiased information

### Listening

- Listen and respond to individuals and communities, enabling and empowering parishioners to play an effective role in setting priorities, designing services and influencing decisions to shape their local area.

### Inclusion

- Undertake fair and impartial engagement to a high standard to ensure that all parishioners are offered equal opportunities to participate in issues that may affect them and make a difference.

### **Working together**

- Act together when appropriate with a consistent approach to community engagement.
- Share knowledge and information openly with parishioners and partner organisations, whilst respecting confidentiality.
- Use what has been learnt from contact with local people to better understand and engage with the community, and to improve the services it delivers.

### **Keeping in touch**

- Provide feedback and demonstrate the changes that are made as a result of engagement. The Council will use the following tools as appropriate to:
  - a) Provide a 'suggestion box' in each village for residents to post correspondence
  - b) inform - posters, fliers and publications including Contact and the Annual Report - Public and specific meetings including Parish Council meetings, Annual Parish Meeting - Presentations, briefings. - Website updates, Email, social media
  - c) consult - Questionnaires and surveys - Online surveys and e-consultation (via the internet). - community groups. - Discussion/focus groups/forums/e-forum. - Written consultation through letter or email. - Consultation events/workshops/ /exhibitions/general events - Public, neighbourhood or specific meetings - Documents or information available in offices, public buildings or online. - Verbal consultation with community representative acting as a scribe.
  - d) Involve - Working parties - Public or specific targeted discussion meetings with interested parties - Public or stakeholder workshops to identify issues and shape options, - Public visioning events, ideas competitions, interactive displays. - Online discussion forums. - Community led plans (e.g. parish plans/neighbourhood plans)/community action plans. - Comments and complaints.

### **Council Surgeries**

LSAW PC will hold a combined Surgery ahead of each Parish Council meeting (where practical) with local PCSO's to provide an opportunity for local residents to meet with their Parish Councillors and/or PCSO's in person. Parish Councillors will be present to answer questions, discuss local issues and receive feedback on the work of the Parish Council.

### **Newsletters**

LSWA Parish Council commits to produce a regular newsletter to engage with parishioners and update on the work undertaken between the periods.

The Parish Council Office plays a neutral role so that residents can be confident that they are receiving impartial information and support

Adopted March 2020, Reviewed March 2021, April 2022, July 2023, July 2025

Next Review: July 2027

## **Training and Development Policy**

### **Council's Commitment**

Lapley, Stretton and Wheaton Aston Parish Council (LSWA PC) recognises that training its Clerk and Councillors will help deliver the highest level of service to parishioners. The Council encourages and fully supports any relevant training and Continuous Professional Development employees may wish to undertake.

A training budget is annually reviewed, this enables Councillors and staff to attend training sessions relevant to their area.

LSWA PC aim to equip all of the council's staff and Councillors with good knowledge and skills in order to carry out their roles and maintain effective working practices. The council will provide training and development opportunities as it deems necessary and relevant. Prospective Councillors and applicants for the post of Clerk should be made aware of this policy.

### **The Benefits of Training, Learning & Development**

- Training improves the quality of the services and facilities that LSWA PC provides.
- Training enables the Parish Council to achieve its aims and objectives; the Council aims to achieve the use of the General Power of Competence for which continuous training for the Clerk is essential.
- Training ensures processes and legislation are duly and accurately followed.
- Training gives staff and Councillors a sense of value and confidence in their role. In offering training the Council is fulfilling its aim to be an encouraging, proactive and rewarding organisation to be part of.
- It is the policy of LSWA Parish Council that all staff and Councillors are entitled to training. New Councillors will be supplied with a copy of NALC The Good Councillors Guide and NALC Being a Good Employer by the Clerk and they are expected to read them. In due course all new Councillors are expected to attend the training for new Councillors offered by the SLCC and SPCA. The Clerk is to notify new Councillors when these courses are taking place.

### **Strategy**

- The Clerk and Assistant Clerk are to familiarise themselves with the National Training Strategy and share relevant information with Councillors.
- Councillors are expected to attend ongoing training to keep them up to date with developments in policy, legislation, finance and planning.
- The Clerk and Assistant Clerk are required to work towards CiLCA, or a higher qualification if CiLCA has already been obtained, as agreed in the acceptance of office. The Clerk is also encouraged to attend ongoing training to keep up to date with developments in policy and legislation, specifically with regard to Audit Regulations, Data Protection and the new GDPR, Employment Law and Planning.
- From time to time additional specific training may be required to accompany a project, for example in information technology. Should the budget allow the Council will support the Clerk and Councillors in attending such training.
- Should any Councillor or the Clerks find accessing required training difficult they should make this known to the Chairman.
- The Clerk and Assistant Clerk are expected to keep up to date with developments in the sector and identify and highlight to the council any training required.
- Training requirements for all staff is annually reviewed by their line managers as part of their appraisal process.
- Training will be reviewed in light of any changes to legislation or quality systems relevant to the council; such as new equipment, complaints received or incidents which highlight the needs for training and requests from staff and Councillors.
- All councillors are required to attend the SPCA course 'Councillor Fundamentals' as soon as is practicably possible after taking office

- Councillors who wish to progress to a Chairman role must attend the SPCA course on Chairmanship prior to the role being secured

### **Publications**

- The Clerk will be permitted to purchase (within the training budget) relevant publications that will assist in the training and CPD. Clerk is also encouraged to suggest useful publications to Councillors.

### **Training Activities**

Each role has different approaches for training, dependent on what the job role entails.

Councillors are:

1. Invited to an induction session
2. Given copies of 'the good councillor' guide and all relevant policies
3. Given access to training provided mainly by SCC, SSC and SPCA
4. Able to claim reasonable expenses for attendance at other Council related meetings
5. Given bulletins and other relevant information

The Clerk and Assistant Clerk are:

1. Invited to an induction session
2. Given all relevant documentations and policies
3. Access to training mainly provided by the SSDC, SPCA and SLCC
4. Given bulletins and other relevant information
5. Given regular feedback from the relevant line manager

Other members of staff are:

1. Given access to any necessary training sessions and online training in their field provided by relevant organisations
2. Given an induction from relevant employees
3. Shown around the premises and any other relevant areas
4. Advised to watch the manual handling training video
5. Made aware of the COSHH information

### **Guidance for support**

Support for qualifications, training and personal development can include financial assistance towards the cost of tuition, examinations and resource materials in addition to half / day release and time off for study leave and taking the examination. Any financial and non-financial support to training and development is entirely at the discretion of the council.

Any financial support in excess of £1000, including the offer of a loan, will always be conditional upon the employee's agreement to either a full or partial repayment of the financial support provided. The council reserves the right to reclaim financial support where the employee;

- Leaves the council during the duration of the course, or up-to 1 year following completion of the course.
- Fails to complete the training
- Fails to attend training without good reason

### **Study leave**

Where individual requires study leave to undertake mandatory training, they will be able to take all the leave within normal working hours.

Where individuals require study leave to undertake study which is not mandatory but part of the individual's formal continuous professional development, the council will contribute up to 50% of study leave time

Where individuals require study leave to undertake training which is not mandatory but part of the individual's desire for career development, the council will contribute up to 5 days study leave per annum for courses which are directly related to the individual's role.

Time off for study leave must be approved in advance. To make a request the individual is asked to write to the Clerk (or Chairman of the Council), setting out the details of the course of study, how it relates to their work, and the time being requested.]

**No study leave will be granted where individuals undertake study which is not required for their role, or not directly related to their role. However, the Clerk (or Chairman of the Council) will consider requests for flexible working to allow the study to take place, as long as the needs of the council can be met**

## **ASSET DISPOSAL POLICY**

### **1. INTRODUCTION**

The term fixed assets means property, plant and equipment with a useful life of more than one year. The Council has a duty towards the electorate to ensure that all assets are properly managed, controlled and recorded.

### **2. CONTENTS**

The Parish Council will maintain a Fixed Asset Register of items in excess of £150 which is the property of Lapley, Stretton and Wheaton Aston Parish Council.

It will be updated annually. A record of assets and their values is required to:

- Provide information to Councillors as to the assets under their control.
- Provide information or decision making purposes.
- Provide information for external reporting, insurance and audit purposes.

The method of fixed asset valuation for first registration on the asset register is at acquisition cost. Meaning that once recorded in the register, the recorded value will not change from year to year until disposal. Commercial concepts of depreciation, impairment adjustments and revaluation are not required for this method of asset valuation.

### **3. REGISTER CONTENT**

The following information will be recorded;

- Description of asset including date acquired
- Location of asset
- Disposal or amount received
- Reason for disposal
- Replacement insurance value

### **4. NEW ASSETS**

It is important that the council consider the creation and maintenance of new assets. Once identified, any new assets will be financed from any number of sources including; the precept, earmarked reserves, grants, sponsorship and borrowing.

### **5. MAINTENANCE**

Assets will be inspected regularly and maintained to a satisfactory standard.

## 6. DISPOSAL

The authority to dispose of assets over £250 either by destroying, selling them or otherwise, will lie with the Parish Council, under £250 the Clerk, in conjunction with the Chairman, can dispose of assets. Any revenue obtained from the disposal of an asset will in normal circumstances be credited to the budget heading which originally purchased the asset.

## 7. REVIEW

To be reviewed annually.

### Tree Policy for Service Requests

#### **Introduction**

Lapley, Stretton and Wheaton Aston Parish Council (LSWA PC) has adopted parts of South Staffordshire District Council's Tree Strategy which are relevant in order to maintain a consistent approach to tree management in the Parish.

Trees are a highly valued feature of the parish; they make an enormous contribution to the character and beauty of our landscape and create /maintain environments rich in biodiversity. LSWA PC values its trees and recognises both the human and environmental benefits of having a healthy and sustainable tree population.

We also recognise that although trees are a positive feature, they can be the cause of a range of problems, from being a nuisance or inconvenience to potentially causing serious injury or even death. As a tree owner we have a direct responsibility for ensuring our trees do not pose a danger to the public or property and are managed appropriately. This policy sets out Lapley, Stretton and Wheaton Aston Parish Council's approach to tree management.

We aim to inspect our tree stock at an appropriate frequency, depending upon number of pedestrians, vehicles and other targets either passing beneath or within falling distance of the tree, to ensure continued public safety. Following inspection the trees will be assigned a risk classification which will inform their prioritisation for maintenance works.

#### **Policy scope**

This policy applies to all trees under LSWA PC ownership

Set out below is an overview of responsibility for tree related issues which are not specifically managed by LSWA PC

Trees growing on land which is owned by South Staffordshire Council (SSC) are the responsibility of SSC (telephone 01902 696000/ website [www.sstaffs.gov.uk](http://www.sstaffs.gov.uk))

Trees growing on land which forms part of the adopted highway are the responsibility of the Highways Authority, Staffordshire County Council. (Telephone no. 0300 111 8000 Website: [www.staffordshire.gov.uk](http://www.staffordshire.gov.uk)).

Although we believe this policy to be as comprehensive as possible, we acknowledge it does not cover every situation. LSWA PC reserve the right to exercise discretion in application of this policy when to do so would be in the best interests of the Council and its residents.

### **The importance of trees in the urban and rural landscape**

Trees are important features in the landscape. They help to create an attractive environment, making the Parish a better place to live, work, study and visit. They bring colour and contrast, screen unsightly structures, give privacy and soften the hard lines of streets and landscapes. Not only do trees have a visual quality, but they also enhance the environment in less obvious ways:

- they improve air quality by filtering airborne dust, smoke and fumes;
- they absorb traffic noise in built-up areas and can help limit noise pollution;
- they reduce temperature extremes by providing shelter in hot weather and insulation in cold weather; trees adjacent to buildings can reduce air conditioning and heating costs;
- they act as a screen, increasing privacy in residential roads and gardens;
- they convert carbon dioxide to oxygen, increasing the quality of the air locally and helping to reduce the „greenhouse effect“;
- they provide food and habitat for birds and other wildlife, thus supporting nature conservation value and biodiversity;
- research has shown that trees provide many psychological and health benefits and have been shown to reduce stress significantly.

### **Trees on LSWA Parish Council owned / managed land**

The Council has discretionary power to provide and maintain trees on open spaces and amenity land under the Open Space Act 1906. As such we have a responsibility to maintain trees within our ownership / management to ensure they are in a safe condition and not causing an unreasonable danger or actionable nuisance. All enquiries regarding trees on LSWA Parish Council land should be directed to the Council on 07495789051 or email [office@wheatonastonparishcouncil.gov.uk](mailto:office@wheatonastonparishcouncil.gov.uk)

#### **4.1 Inspection of trees**

We work to a risk-based approach to tree management: a programme of inspection identifying and prioritising potential hazards. LSWA PC employ a suitably qualified contractor to undertake the works .

#### **4.2 Tree maintenance**

Our tree maintenance work will be conducted as a result of information gathered during proactive tree inspections. However, reactionary tree maintenance will always form a key element of overall tree maintenance operations and normally originates from the following:

- programmed and routine inspections by a qualified tree inspector/consultant.
- ad-hoc inspections by a council operative following enquiries, reports and service requests;
- reports from residents;
- enquires from County, District and Parish Councillors;
- reports from utility companies;
- cyclic maintenance;
- emergency works (e.g. resulting from high winds).

The following categories will be used when prioritising tree works:

<b>Priority</b>	<b>Response</b>
Priority 1: Urgent Public Safety	From within 24 hours to one week depending upon the risk
Priority 2: Non-urgent but essential work	Between 1 to 6 months depending upon risk and time of year
Priority 3: Desirable	12 months where possible
Non-priority	No action proposed

A tree could warrant immediate attention if, for example:

- it has snapped or blown over;
- it is rocking (roots are damaged);
- it is uprooted but held up by another tree or building;
- a large branch has broken off or is hanging off the tree;
- it or its branch is blocking the road or footpath;
- it or its branch is blocking access to property;
- it has fallen on to a structure, such as a building or car.

A tree may be a risk to people or property but does not require immediate attention if: for example

- it is dead;
- it is dying (few leaves in summer or dieback in the crown);
- its bark is loose and falling off;
- mushrooms or fungi are growing on or near the tree;
- old splits and cracks are in the trunk or large branches;
- smaller branches or twigs are falling from the tree.

Trees will be made safe via pruning or felling and we would use the most cost effective approach. However, for certain high value trees we would consider other options to reduce the risk to an acceptable level. This would include options to reduce the likelihood of the tree failing or the likelihood of persons being close to the tree if it did fail.

### **Additional information**

#### **Safety**

Where there is a clear and foreseeable threat to personal safety of residents, visitors or property directly related to the condition of a tree action will be taken to minimise that risk. The unfounded fear of tree failure will not result in action to prune. Risks that are an indirect consequence of the tree (e.g. slippery leaves etc.) will only be dealt with in extraordinary circumstances and when other options are not available.

#### **Obstructing the Highway, Road Signs and Streetlights**

Staffordshire County Council is responsible for trees on the highway pavements and verge and for ensuring private garden trees do not form an obstruction to roads and paths. They can be contacted on 0300 111 8000 or email [highways@staffordshire.gov.uk](mailto:highways@staffordshire.gov.uk)

Where trees owned by Lapley, Stretton and Wheaton Aston Parish Council may affect the highway we will ensure that adequate clearance is maintained based on the classification of the road and types of vehicle that use it.

Similarly the Council will endeavour to ensure its trees do not obscure road signs, signals and lighting. The purpose of street lighting is to illuminate the carriageway and paths. The Council will not normally take action to improve illumination from or to a private property.

### **Television, Satellite, Radio and other Broadcasting and Receiving equipment**

A TV licence is a permit for an individual to operate a receiver it is not a guarantee of getting a good or any reception. Providers of terrestrial and satellite equipment both broadcasting and receiving cannot expect the Council to prune trees to improve or gain reception. In many cases it is possible to resolve issues of poor reception involving trees by finding an engineering solution. The Council will only consider requests to prune trees to improve reception where all the following criteria are met:

- Efforts to find an engineering solution to the problem have been unsuccessfully exhausted.
- The work considered necessary to allow or improve reception is consistent with good arboricultural practice and will not unduly affect the health or amenity value of the tree and can be executed within current financial constraints

### **Loss of Daylight and affecting Views**

Action will only normally be considered where the separation between the tree trunk and the window of the nearest habitable room (dining room, lounge, kitchen, study or bedroom but specifically excluding WCs, bathrooms, utility rooms, landings and hallways) less than half the height of the tree or where the separation between the edge of the canopy and window is less than 2 metres.

Where a situation falls within these guidelines cases will be considered according to proximity and account will also be taken of the orientation of the tree to the affected window(s). The Council may on occasion carry out a consultation on proposed tree works and should those works prove to be unpopular with the rest of the community then the proposed works may be modified or possibly not carried out at all.

Whilst the occupant of a property may wish to have a more expansive view across neighbouring land there is no legal right to a view. It should be remembered that trees and other vegetation are frequently planted as a screen to obscure nearby properties, to increase privacy and/or to provide a more naturalistic environment. The Council will not normally take action to create or maintain a view. There is no legislation limiting the height to which trees and hedges are allowed to be grown.

### **Pruning under Common Law Rights and Tree Preservation Orders**

A neighbour may cut back any branches from trees that overhang their property boundary without reference to the tree owner whether that is the Council or a third party (the cost of carrying out those works would generally be borne by the neighbour unless the tree owner agreed to pay or share the costs). Branches must only be cut to the boundary line and placed back on the owner's land unless he has given permission for their disposal. Access to the tree owner's land or any pruning beyond the boundary line should not be carried out without the express permission of the owner.

Please note: Your common law rights are removed if the tree is protected by a tree preservation order or is within a conservation area. In these circumstances an application is required to be made to South Staffordshire Council for any tree works. Failure to do so is potentially a criminal offence carrying a large fine. It is advised that before carrying out any tree works the Council are contacted to check for the presence of any tree preservation order or conservation order.

### **Petals, Leaves, Seeds, Twigs and Fruit**

Seasonal change affects trees in that they will shed petals, leaves, seeds, twigs and fruit. This detritus is often carried freely on the wind and is largely outside the control of the Council. Clearing of leaves from gutters and pathways and removal of self-set seedlings are considered to be normal routine seasonal maintenance which property owners shall be expected to carry out.

### **Birds and other Wildlife**

Trees form a habitat for wildlife by providing areas for nesting and bat roosts as well as being a source of food and shelter. If bird-droppings are an issue pruning is not usually a solution as the birds will continue to perch on the remaining tree branches.

### **Honeydew**

Honeydew or sticky deposits are the sugary excretions of aphids and other insects that feed on the sap of tree leaves. Honeydew is not readily controllable by pruning and cleaning of affected surfaces can be considered to be routine maintenance.

It is sometimes possible to improve some of the above situations through planned tree maintenance, however only if such work is identified as providing a significant and long term benefit will any work be carried out.

### **Root Damage and Subsidence**

Cases of direct root damage will be considered on an individual basis. A balance will be struck between the nuisance experienced by individuals and the benefits offered by the tree to the wider community.

### **Drain Blockage by Tree Roots**

Tree roots do not have the capacity to break into a sound drain but they can exploit any existing leak. The removal of one tree will not prevent roots from another tree or other vegetation from exploiting the same opportunity. The appropriate way to deal with tree root blockage of drains is to ensure that the drains are watertight. Accordingly the Council will not normally take action in response to complaints that Council managed trees are blocking drains unless the removal of the tree is necessary to effect a safe repair i.e. trenching so close to the tree will cause the tree to become unstable or liable to wind blow.

### **Subsidence**

Tree related subsidence damage is a complex issue generally associated with shrinkable clay soils but may be caused by other factors such as leaking drains. Each case will need to be considered on an individual basis with clay related subsidence in this district being unusual. Where damage has occurred the Council will require that appropriate assessment and monitoring is undertaken by the property owner to demonstrate that the specific tree is involved and that such evidence be submitted in support of any request for action. You should contact your house insurance company if you have concerns about subsidence.

Requests for action based on an un-quantified concern of damage occurring at some time in the future will not be considered.

### **Reducing the Height of Trees**

This work is not recommended or considered appropriate for trees except in exceptional circumstances. It is a destructive form of pruning which can seriously weaken the tree as the cuts seldom heal leaving the tree exposed to disease and decay which in turn creates a risk of failure that may not have previously been present. Additionally any new growth is weakly attached and prone to breaking so rather than eliminating a danger the heavily pruned tree is more likely to become a greater risk. The new growth tends to be denser and the tree quickly reaches and regains the original height forming an ugly and disfigured tree.

### **Solar Panels**

The inclusion of solar panels on building is increasing within the District and across the UK as a whole. The Council recognises the importance of solar panels and the green energy that they supply. This cost benefit to the local area must be weighed against the environmental and health benefit which trees also bring to the local community. For this reason the positioning and design of solar panels must take into account the location and growth of existing trees. We will not carry out works to reduce or remove established trees for solar panels. With regards to any new planting areas that we propose we will assess and design planting around existing solar panels so as hopefully not to cause any concern in the future.

### **Commenting on Officer's Decisions**

The Council will assess every enquiry on its own merits with the expertise of officers in this area, and will consider the age, condition and suitability of the tree in every case. Any necessary/possible works that follow current industry best practice standards and Council policies and which are possible within current budgets/financial constraints will be considered accordingly. The Council will ensure as far as is reasonably practicable that its tree stock is kept in a healthy condition and any necessary works are carried out to ensure continued safety and retention of the tree(s).

In some cases the works requested may be against industry standards and/or have a dramatic effect on the health of the tree and/or involve increased future maintenance and costs. In any of these cases the Council will seek to see if there is an alternative option such as carrying out lesser works that might alleviate some of the issues/concerns but which may not completely address all aspects of the original enquiry.

In cases where it is felt that the Council has not carried out appropriate works or where the Council has not fully carried out works in line with its policies there is a formal route for making Appeals and Complaints through the Council's procedures. This is a formal process where more information can be found at <https://wheatonastonparishcouncil.gov.uk/your-parish-council/policies-and-procedures/or-by-calling-07495789051>.

### **How we will maintain the tree stock**

- In 2018 a tree survey was completed to assess the stock
- A two year programme for the recommended works was completed in 2020
- 2021 a follow up tree survey was conducted
- 2022 any further recommended work was completed
- May 2022 survey required on the Cedar at Lapley Green- completed and highlighted that the stock is adequate
- June 2022 the Oak at Primrose Play area was resitographed, this will be monitored every three years. A survey is due June 2025
- The council will commit to repeating the tree survey every eight years

- Survey due in 2029

Policy implemented March 2021

Review every three years

Reviewed April 2023

Reviewed July 2025

Due for review July 2028

## **LAPLEY, STRETTON AND WHEATON ASTON PARISH COUNCIL BRING YOUR OWN DEVICE POLICY**

### **INTRODUCTION**

Bring Your Own Device (BYOD) covers the use of personal devices such as laptops, smartphones and tablets, to enable access to council information.

There are increased information risks associated with this, such as making sure that council information is kept secure even if your personal device is lost, stolen or used by another person. All councilors are provided with a Samsung Galaxy tablet that is for Council use only and therefore the use of councilor personal devices is not encouraged. Please see the Tablet agreement for information on data use on the tablets.

However, it is acknowledged that there may be an occasion where a personal device is used

### **SCOPE**

This policy is intended to reduce the risks by clearly outlining individual responsibilities, minimum requirements and acceptable use.

The policy is for all employees, elected members, co-opted members, contractors and third parties who access the council's information using a personal device.

Breach of this, or any other Parish Council policy may result in disciplinary action or, in case of councilors, a referral to the Monitoring Officer.

### **DEVICE OWNERS RESPONSIBILITY**

If you use your personal device to access council information, you are responsible for protecting the device. This includes ensuring the device is not used by anyone else to gain access to council information – even if you think the information is not confidential.

Device owners are expected to behave in accordance with Lapley, Stretton and Wheaton Aston Parish Councils' (LSWA PC) policies whilst using personal devices to work for the council.

We strongly recommend that you password protect your devices.

As the device owner, you have some specific responsibilities:

- a) Do not lend anyone your device to access LSWA PC information or networks;
- b) Any private information or applications on the device are entirely your own responsibility;
- c) Always take appropriate steps to maintain the security of LSWA PC information;
- d) Ensure that your device is compliant or confidential and that security software is up-to-date;
- e) If you think your access to council information has been misused, or that council information has been breached or shared inappropriately you must notify the council;
- f) You are responsible for the safekeeping of your personal data;

- g) Any personal device used may be subject to 'discovery in litigation'. This means that it could be used as evidence in a lawsuit against LSWA PC. Your data could be examined by representatives of LSWA PC and also by other parties in any lawsuit.
- h) Adhere to the IT and Cyber security policy

## **REVIEW**

This policy to be reviewed annually.

## **Lapley, Stretton and Wheaton Aston Parish Council Planning Policy**

### **Introduction**

Lapley, Stretton and Wheaton Aston Parish Council is the recipient of Planning Applications submitted to South Staffordshire Council within the wards of Lapley, Stretton and Wheaton Aston as part of their consultative process. LSWA PC may make comments and/or recommendations on any Planning Application but the final resolution is made by South Staffordshire Council.

### **Planning Working Group**

- LSWA PC shall set up a Planning Working Group consisting of not less than three Councillors.
- The Planning Working Group will meet to consider each application individually ahead of a full council meeting and make recommendations to full council.
- The Planning Committee shall meet prior to each full Community Council Meeting.
- All decisions made shall be at full council and recorded along with the reasons for those decisions.
- Any recommendations, along with the reasons for those recommendations, shall be sent to South Staffordshire Council as soon as possible after the meeting.
- Where a Councillor has a personal or prejudicial interest they will declare that at the appropriate time and be exempt from discussions on that planning application as outlined in our Code of Conduct.
- Where the Planning Working Group becomes aware or is notified of any planning infringements they will notify South Staffordshire Council as the Planning Authority.

### **Timescale**

- Normally the consultative period is twenty-one days.
- Any minor applications that are received and cannot be dealt with by the Planning Working group in conjunction with Full Council before the consultative period expires shall be dealt with by the Clerk in consultation with the working group Chairman under delegated powers.
- The Clerk should use best endeavours to notify all members of any applications that cannot be brought before the next regular meeting before the consultative period expires.
- The Clerk will provide paper copies of applications where requested by members

### **Public Attendance**

Any member of the public can attend any Full council meeting where the decision is made and may be allowed to speak, either for or against any application, during the public forum

The Council encourages local residents whether individuals, or representatives of interested parties to come and make representations to the council. All planning meetings related to individual planning or developer applications will be held in public

When considering policies or responses to large scale developments LSWA PC reserves the right to hold meetings for members only where access to privileged information before formal applications could prejudice the Council's position.

### **Appeals/Planning Application Amendments**

Any decisions or recommendations made will not be amended unless additional information is submitted that is relevant to the original application.

### **Site Visits**

Site visits will not normally take place, if one is required members must not visit the site alone and should be aware of associated risks.

### **Carbon Neutrality**

We expect all planning applications for development to pro-actively demonstrate how they are compatible with both BHPCs and Staffordshire County Council's declaration of a climate emergency and support the ambition of both organisations in reaching net zero emissions by 2050.

This includes:

- that any construction activity seeks to use low-carbon and carbon neutral materials wherever possible and maximises material efficiency.
- that the subsequent operation of any development maximises the potential use of renewable energy – for power, heating and mobility, as relevant
- The construction is as energy efficient as possible, and will be resilient to the future climate changes that are expected at that location (for instance in relation to flood risk, heat stress etc.)
- 

### **LSWA PC Climate Change Policy**

LSWA PC have adopted a climate change policy which states that on making a representation to a planning comments the use of sustainable materials and green energy be considered

### **Acceptable grounds for objecting to a planning application:**

#### **Planning policy:**

conflict with Structure Plan» Local Plan , Adopted core strategy, National planning framework

- contrary to government planning policy guidance
- not complying with councils informal policy guidance
- prejudice comprehensive development of an area
- exceptional personal circumstances
- Replies from statutory and non-statutory agencies (e.g. Environment Agency, Highways Authority who will be consulted anyway.)
- Representations from others - neighbours, amenity groups and other interested parties so long as they relate to land use matters.

#### **Special designations:**

- loss of important Tree Preservation Order trees
- inappropriate development in Green Belt
- harm to landscape of National Park or Area of Outstanding Natural Beauty/National Scenic Area
- threat to wildlife or geological features of Site of Special Scientific Interest
- conflict with character of Conservation Area
- damage to historic or architectural value of Listed Building
- harmful to the setting of listed Building
- destroying archaeological remains or monuments

**Planning History:**

- losing important socially beneficial uses
- reducing housing accommodation in area of housing shortage
- other applications refused and no change the circumstances
- contrary to inspector's views in previous appeal decision
- incompatible with existing planning permission

**Site Considerations:**

- over development insufficient garden or amenity land
- lack of private space.
- excessive bulk or scale
- introducing unnatural features
- spoiling natural or existing contours
- incompatible with the design of existing buildings
- \*loss of important trees, hedges or other vegetation
- threatening a public right of way
- insufficient parking spaces
- failure to meet council's access and onsite turning standards
- loss of important wildlife habitats
- harm to rare plants or animals
- destroying traditional field patterns loss of high quality agricultural land
- public sewers inadequate
- risk of flooding or creation of flood risk
- threat to health of occupants through previous contamination

**Neighbours**

- overlooking adjoining properties
- blocking natural daylight
- generating noise, disturbance, smells, pollution
- unsociable hours of operation

**Surrounding Area**

- Dominating nearby buildings
- Conflict with the pattern of development
- Poor relationship with adjoining buildings
- Visually damaging in the landscape or in the setting
- Conflict with the character of the area
- Environmental damage caused by vehicles
- Inconvenience for pedestrians
- Road system is inadequate
- Prejudice highway safety
- loss of open space
- Losing historic street pattern
- Adverse effect on rural economy
- Adverse effect on loss of employment
- threat to viability
- creating imbalance between jobs and homes
- failure to meet housing needs
- better alternative sites needed

- Effects on an area - this includes the character of an area, availability of infrastructure, density, over-development, layout, position, design and external appearance of buildings and landscaping
- The need to safeguard valuable resources such as good farmland or mineral reserves.
- Highway safety issues - such as traffic generation, road capacity, means of access, visibility, car parking and effects on pedestrians and cyclists.
- Public services - such as drainage, water supply and availability of schools.
- Public proposals for using the same land
- Effects on a specially designated area or building - such as green belt, conservation areas, listed buildings, ancient monuments and areas of special scientific interest.
- Effects on existing tree cover and hedgerows.
- Nature conservation interests - such as protection of badgers, great crested newts etc.
- Public rights of way
- Flooding or pollution.
- A desire to retain or promote certain uses - such as playing fields, village shops and pubs.
- Prevention of crime and disorder
- Presence of a hazardous substance directly associated with a development
- Precedent - but only where it can be shown there would be a real danger that a proposal would inevitably lead to other inappropriate development.

## **OPEN SPACES POLICY**

Adopted Sept 2017

Reviewed Sept 2022

Reviewed Sept 2025

Latest review and amendment July 2025

### **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 327091/07495789051

#### **6. Pet burials or memorials in public parks and open Spaces**

##### **🗑 Disposal of Dead Animals in Public Spaces**

- Any deceased animal (wild or pet) found in a public open space, including parks, playgrounds, or car parks, is collected and removed by the council immediately for hygienic disposal—typically via pet crematorium services
- Deceased pets in public areas are handled like other animal carcasses—no option to bury, leave or mark them with memorials.

##### **Legal & Environmental Considerations**

###### **1. Land Ownership & Regulations:**

- Public parks and open spaces are owned by the Council. No permission is granted for burials or memorials except via formal council schemes, which LSWA PC does not currently offer for pet burials.

- Under the **Local Authorities' Cemeteries Order 1977**, burial of human remains or pets in unauthorized areas such as public parks is prohibited unless the land is designated as a cemetery or burial ground.

###### **2. Health & Environmental Guidelines:**

- Council policy treats pet remains as waste, not for informal burial.

- **Animal By-Products (Enforcement) (England) Regulations 2013**, enacted under **Regulation (EC) No 1069/2009**, classifies dead pets as Category 1 or 2 waste. This means they must be collected and disposed of in approved facilities to prevent risk to public and environmental health.

- The **Environmental Protection Act 1990** imposes a duty on local authorities to ensure waste, including animal remains, is disposed of safely to avoid contamination of water supplies, soil, or exposure to the public.
- Informal burials in public open space can breach contamination control protocols and undermine land use designations under planning law and environmental regulations. There is no provision or exception in LSWA PC’s regulations for burying your pet or commemorating it in a public park or open space
- Creating any kind of memorial—plaque, marker, flowers—is treated as an unauthorised installation and likely to be removed, since it falls outside permitted council-managed uses.

**🐾 Alternatives You Can Pursue**

- Bury your pet at home: Legal on private land (with restrictions regarding euthanised animals and burial depth)
- Use a licensed pet cemetery or crematorium: These facilities allow respectful burials and permanent memorials.
- Council-approved memorial options: LSWA PC does offer a scheme—such as dedicated plaques, memorial benches, or trees—for a donation (application required)

**🔗 Summary**

- **✗** Burial in public park and open spaces is **not allowed**.
- **✗** Personal memorials in open space: Treated as **unauthorised** and **likely removed**.
- **☑** Proper disposal: Council will remove and cremate and recharge pet owner
- **☑** Alternatives: Private burial (on your land), licensed pet cemetery, or approved memorials via councils (if available).

Signed..... Chairman.....

Meeting closed at pm

**Council Attendance**

Date	RN	JH	MS	WM	DW	DH	Sue W	JF	AA	VR	MG	Total Attendance
22/5/245	X	X	X	X	X	X	X	X	X	X	X	11
10/7/245	X	X	Ap	X	X	X	X	Ap	-	X	Ap	7
4/9/25												
16/10/25												

6/12/25													
---------	--	--	--	--	--	--	--	--	--	--	--	--	--

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

DRAFT