

**ALREWAS PARISH COUNCIL**

**ALREWAS PARISH COUNCIL MEETING MONDAY 11 DECEMBER  
2023 TO BE HELD AT THE VILLAGE HALL STARTING AT 7.30PM**

Dear Cllrs

**You are summoned to attend a meeting of Alrewas Parish Council to be held at the Village Hall which starts at 7.30pm on Monday 11 December 2023.**

**Kathryn Powell,  
Clerk to Alrewas Parish Council,  
30 November 2023**

No Agendas and papers will be provided in physical form but they will be available to download on the Alrewas Parish Council website before the meeting. Cllrs will be available for discussions with residents from 7pm.

If members of the public have a question/query or wish to give a report to the Parish Council, please contact the Clerk by email [clerk@alrewasparishcouncil.org.uk](mailto:clerk@alrewasparishcouncil.org.uk) with the details, **no later than 48 hours** prior to the scheduled meeting.

**Matters listed as "for report" will not normally be discussed unless a Cllr indicates to the Clerk prior to the meeting that they wish to raise the matter.**

**AGENDA**

**1 Apologies**

- a To receive and approve apologies for absence:
- b To note if the meeting is quorate

**2 Declaration of Members' new Interests**

- a To declare any new Interests
- b To approve any Dispensations

**3 Minutes**

- a To approve the Minutes of the monthly meeting held on 13 November 2023  
**APC/23-24/5/M**
- b To consider the progress made on actions **APC/23-24/6/1**

**4 Public Participation**

- a) To **RESOLVE** to suspend Standing Orders
- b) Members of the public
- c) District Cllrs
- d) County Cllr
- e) To **RESOLVE** to reinstate Standing Orders

## **Matters for discussion/approval**

### **5 Planning**

- a To consider planning applications from Lichfield District Council **APC/23-24/6/2**

### **6 Financial matters**

- a **To RESOLVE:** to approve the Accounts for November 2023 **APC/23-24/6/3**  
**circulated separately**
- b **To RESOLVE:** to approve the Cheques for Payment list for December 2023  
**APC/23-24/6/4 circulated separately**
- c To consider: a verbal update from Cllr Moss on online banking

### **7 Revised draft Grants procedure**

- a **TO RESOLVE:** to approve the revised Grants Application Procedure for immediate implementation **APC/23-24/6/5**

### **8 Cllrs Surgery 2 December 2023**

- a To consider a verbal report on the recent public surgery

### **9 CCTV Training update**

- a To consider a verbal update from the Clerk

### **10 HS2**

- a To consider an update from Cllr Moss on the meeting held between representatives of HS2 and local Parish Councils following the government's announcement of the cancellation of the northern section of the HS2 project.

### **11 Speed Watch training**

- a To consider a verbal update from Cllr Wilcox

### **12 Council Working groups (Standing item – reports when required)**

a Communications

To note: that the Newsletter will be delivered to residents shortly

b Environment and Development Working Group

c Quarry working group

d Traffic Management working group

e Walkfield working group

Noted: that the Sport Forum met on 15 November 2023 and that notes from the meeting have been circulated to Cllrs.

f Utilities working group

### **13 Residents comments/correspondence**

- a To note that correspondence includes:

- A further complaint about the barbed wire fence on Statfold Lane referred to the Cotton Close residents' committee and confirmation has been received that the wire has been removed.
- Noted: Concerns over aggregate lorries travelling through the village was raised with CEMEX, but it appears that the lorries were not visiting their site.

## **Matters for report**

### **14 Update on Planning Applications**

- a To note the update **APC/23-24/6/6**

### **15 Weekend Parking**

- a To note: that the Surgery has not been able to agree to the Parish Council's request to allow residents to use their car park at weekends due to insurance and public liability issues.

### **16 Correspondence received since the last meeting**

- a To note that correspondence includes:
- HS2 construction information including road closures
  - Notification of local government services pay agreement for 2023
  - Information from SCC on bus service changes
  - Information from SCC on business support
  - SCC Newsletter
  - SCC Communities consultation November 2023
  - Updates from Staffordshire Libraries and Archives
  - Information from SCC on funding opportunities
  - Training information for Cllrs and Officers from SPCA and SLCC circulated
  - Information from LDC on business support
  - Information from LDC on revised vehicular access to central Lichfield
  - information on LDC car parking fees and charges review provided by Cllr Eagland
  - Information and updates from SPCA and SSLC including on training opportunities
  - Updates from the Rural Services Network
  - Updates from CPRE
  - Update from the East Midlands Airport Airspace Change Stage 2 project

### **17 Police Liaison**

- a To note the Smart Alerts (already circulated)
- b To note that PCSO Horton provided a written report in November 2023 which was circulated to Parish Cllrs

### **18 Update from the Civic Society (Standing item – report if required)**

### **19 Parish Council Diary**

- a Past dates: Cllrs' Surgery at the George and Dragon Date 2 December 2023
- b Future dates:

### **20 Date of the next Parish Council Meeting**

- a To note that the next meeting will be held on **Monday 15 January 2024** at 7.30pm in the Village Hall
- b To note that the agenda deadline is **12 noon on Thursday 4 January 2024**

Kathryn Powell, Clerk, 28 November 2023.

**ALREWAS PARISH COUNCIL**

**MINUTES OF THE MEETING OF ALREWAS PARISH COUNCIL HELD  
ON MONDAY 13 NOVEMBER 2023 AT THE VILLAGE HALL STARTING  
AT 7.30PM**

**Present:**

Cllr D Whatton (Chair), Cllr D Moss (Vice Chair), Cllr J Reilly, Cllr G Adams (Minutes), Cllr E Lawler, Cllr M Lomas, Cllr R Stephenson, Cllr M Wilcox, Cllr S Keane.

In attendance: CCllr J Eagland, DCllr S Wilcox.

**1 Apologies**

a Received and approved: apologies for absence from Parish Clerk who had a family commitment.

b Noted: that the meeting was quorate.

**2 Declaration of Members' new Interests**

a Noted: that no new Interests were declared.

b Noted: that no new Dispensations were requested.

**3 Minutes**

a Approved: the Minutes of the monthly meeting held on 11 Sep 2023, with one small amendment (see action sheet) (**APC/23-24/4/M**). **ACTION: Clerk**

**4 Public Participation**

f) **RESOLVED:** to suspend Standing Orders.

g) District Cllrs: Noted:

Pedestrianisation in Lichfield centre will start soon for 6 months. Citizens' views will be collected before final decision. Taxis will collect by the old library. Council will announce plans for the old Debenhams building before the end of the year.

Food waste will have to be collected weekly from March 2024. Plans are being developed

Emerging Local Plan is in development

Application for planning permission for Leisure Centre to be considered in December.

The area currently screened by hoardings opposite the City train station will be levelled to make a temporary car park. Building will follow. Plans being developed to move the bus station to the same side of the road as the train station. Multi storey car park will be demolished to open up the space.

Display signs on City entry to show number of parking spaces available will be erected soon.

h) County Cllr: Noted:

SCC officers would like to come and talk to the Parish Council about Cemex.

Agreed officers to be invited. Chair to decide when. **ACTION: Chair & Clerk**

Councillor Eagland noted that there would be Voluntary and Community money available next year.

- i) Update from the Quarry Working Group was taken here to allow Mr Stuart Threlfall to speak.  
 Cllr Eagland chaired recent meeting. HS2 Phase 1 has been slowed down and HS2 phase 2 cancelled. All works will stay. Environmental works will continue as will bridges and tunnels  
 Cemex at Orgreave is only now ready to start quarrying and so we expect activity in the next few weeks.  
 There will be an effect on Cemex of less demand from HS2 and we should expect planning applications from Cemex to alter their terms of working.  
 No plan for out of hours working despite planning agreement.  
 Complaint regarding the visual appearance and colour used has been upheld.  
 New road signs have been requested to alert drivers to new road layout.
- j) **RESOLVED:** to reinstate Standing Orders.

## **Matters for discussion/approval**

### **5 Planning**

a Considered: **23/01089/FUL** a planning application with regard to 16 Mill End Lane (**APC/23-24/5/2**):

There was general concern that this planning permission had been made with several consecutive changes. Concern regarding effect on the Church, drains and neighbours was expressed. The Chair agreed to write to LDC although the date for responses had passed. **ACTION: Chair**

### **6 Financial matters**

a. **Approved** the Accounts for September 2023 (**APC/23-24/5/3**)

b **Approved:** the Accounts for October 2023 (**APC/23-24/5/4**)

c **Approved:** the Cheques for Payment list for November 2023 (**APC/23-24/5/5**)  
**ACTION: Chair/Clerk/Vice Chair**

d **Approved:** The completed AGAR (**APC/23-24/5/6**)

#### **b. Budget for 2024/25**

a **Noted:** Report of the budget setting working meeting 9 October 2023. (**APC/23-24/5/7**)

b **Approved:** the project spending discussed at the budget setting meeting in October 2023 following removal of the query on agreement of the £3,000 for Walkfield at Item 9. (**APC/23-24/5/8**) **ACTION: Clerk**

c Considered: the Precept to be requested from LDC for 2024-25 - This was discussed in detail and will be brought back to a future meeting for final resolution. (**APC/23-24/5/9**) **ACTION: Clerk**

d **Approved:** The revised Grants procedure was agreed with an extra line allowing for the Chair to make an exception to the date grants are required in exceptional circumstances (**APC/23-24/5/10**) **ACTION: Cllr Adams**

e A move to online banking was agreed. Cllr Moss will examine different account options and bring it back to a future meeting. (**APC/23-24/5/11**) **ACTION: Cllr Moss/Clerk/Accounts Officer**

## **8 Dates of Parish Council Meetings for 2024**

a The proposed dates of Parish Council meetings for 2024 were agreed. (**APC/23-24/5/12**)

## **9 Online Civility & Respect training**

a AGREED: that this training was not needed. **ACTION: Clerk**

## **10 CCTV training and related issues**

a Due to the absence of the Clerk, this was deferred until a later meeting. **ACTION: Clerk**

## **11 Community Speedwatch proposal**

a Cllr Wilcox explained that there were 5 volunteers for speedwatch and that training was being

arranged. Approved: to purchase the equipment. **ACTION: Cllr Wilcox/Clerk**

## **12 Overgrown vegetation**

a Agreed to get the overgrown hedge on Micklehome cut back at a cost of £150 and in the George & Dragon alleyway - £80. **ACTION: Cllr Wilcox**

## **13 Slow Ways**

a Agreed to pass this on to John Pegg who may be interested **ACTION: Clerk**

## **14 CPRE membership**

a Agreed to pay for basic £36 CPRE membership **ACTION: Clerk.**

## **15 Council Working groups (Standing item – reports when required)**

a Communications:

December newsletter will be finalised in the next 3 weeks

Alrewas Parish Council Facebook page is growing steadily

b Environment and Development Working Group

Trees are thriving. A working party cut the areas and sowed seed for wildflower areas. Carnell's laid the ecogrid and donated topsoil and seed to cover it.

Daffodils have been planted in the entrance area. Thank you letter to go to Carnells. **ACTION: Clerk**

Plans for next year are benches, a sign and hedgerows.

Expenditure on seeds -£150, Stakes and timber for compost bin - £150, and weed suppressant - £21 was agreed. **ACTION: Cllrs Moss & Adams**

d Quarry working group

A report was made under agenda item 4.

e Traffic Management working group

Meeting held with SCC officers and Cllr Eagland about feasibility study for a crossing. The Parish Council has fed in concerns.

The request to undertake the feasibility study will be made to Amey this week although we are advised it could take a year. Cllr Eagland will try and move this forward more quickly.

Quote from Morgan & Bond Ltd accepted as long as it includes all requirements.

**ACTION: Clerk**

f Walkfield working group

There are a few areas in the play area and MUGA that need resolving. The handyman will do those

that do not affect the actual equipment

Issue regarding the football pitch is resolved. It does require aerating and seeding to keep it in a

reasonable condition. Grant opportunity being looked at

**ACTION:**

#### **Cllr Moss**

Walkfield meeting with Cricket Club, tennis club etc to take place this week

#### g Utilities working group

New name given to Water management working group

Cllrs Lomas & Stephenson have been given a map of areas of excess surface water and have

walked key areas of the village with John Walton to test out whether the drains were blocked.

Some drains were silted up and these will be reported on the SCC website.

Villagers to be asked to 'adopt' the drain near their home and if silted up to report it to SCC.

Agreed: Utilities Working Group to meet with SCC officers to talk about regular drain maintenance

Scheduling.

**ACTION: Cllrs**

#### **Stephenson & Lomas**

### **16 Residents comments/correspondence**

a Noted: that correspondence included:

- Further complaints about the barbed wire fence near Cotton Close have been taken forward by Cllr Wilcox and the Clerk
- Complaint about a fallen tree partly blocking the Trent and Mersey canal at lock 12 reported by the Clerk to the CRT
- Invitation sent to Cllrs to attend a Dementia Friendly event at the RBL on 25 October 2023
- Report of decaying wood on the Statfold Lane Bailey Bridge referred to SCC as it carries a public footpath
- Query from a resident about the hedging on Dark Lane referred to Cllrs Moss and Adams
- Concern from a resident about the dangerous state of the railings and Give Way sign at Kents Bridge referred by the Clerk to Staffordshire Highways and the CRT
- Report of a suspicious van in Alrewas October 2023 referred to Staffordshire Police and LDC's Environmental Support team who confirmed that this was not one of their vehicles
- Complaint about heavy construction lorries on Micklehome Drive referred to the Traffic Management Group
- Concern about a failed streetlight near the George and Dragon alleyway reported by the Clerk to SCC Highways
- Query from a residents about the planned kerbstone work by SCC referred to SCC for clarification which has been received

### **Matters for report**

### **17 Update on Planning Applications**

a Noted: the update **APC/23-24/5/14**

## **18 Correspondence received since the last meeting**

a Noted: that correspondence included:

- Fire & Rescue Service regarding a change to procedure – attendance at house fires to include 3 officers only. Discussion. Agreed to write regarding dangerous practice. **ACTION: Chair**
- HS2 construction information including road closures
- Invitation to a public HS2 roadshow at Cappers Lane, Lichfield 23 October 2023
- Invitation from HS2 to webinars on funding opportunities
- Further information from Highways England on planned works on the A38
- Further information from contractors on Rykneld Street Old Burton Road closure
- Information from SCC on road repairs including repair work on kerbstones on Main Street in January 2024
- Information from SCC on bus service changes
- Information from SCC on business support
- SCC Newsletter
- SCC briefing on Storm Babette 19 October 2023
- Information from SCC on schools affected by RAAC concrete
- Updates from Staffordshire Libraries and Archives
- Information from SCC on funding opportunities
- Training information for Cllrs and Officers from SPCA and SLCC circulated
- Information from LDC on business support
- Update from LDC on the Social Progress Index
- Information and updates from SPCA and SSLC
- Updates from the Rural Services Network
- Updates from CPRE

## **19 Police Liaison**

a Smart Alerts which had been circulated to Cllrs - noted.

## **20 Update from the Civic Society**

Noted: that the Civic Society are working with the Jubilee Garden group on planting proposals.

More bulbs had been purchased for planting around the village - noted

## **21 Parish Council Diary**

a Past dates: Invitation from the Alrewas and District RBL Branch, to the Battle of Britain Commemorative Service at St Stephen's Church Fradley, 17 September 2023 – Cllr Whatton attended

Invitation from the Alrewas and District RBL Branch to the unveiling of a mural at the RBL Club, 30 September 2023 - Cllr Whatton attended

Keep Alrewas Tidy litter pick 28 October 2023, organised by Cllr Wilcox

Invitation from the NMA to the National Service of Remembrance 11 November 2023 and to the Armistice Day Service – Cllr Whatton attended

Service of Remembrance at Alrewas Church – APC represented by Cllr Lawler who did a reading and laid a wreath

b Future dates: Cllrs' Surgery at the George and Dragon to take place 12 – 1 on Saturday 2<sup>nd</sup>

December. Cllr Lomas, Moss, Whatton & Wilcox to attend. Police to be invited.

**ACTION: Clerk**

## **22 Date of the next Parish Council Meeting**

- a To note that the next meeting will be held on **Monday 11 December 2023** at 7.30pm in the Village Hall
- b To note that the agenda deadline is **12 noon on Thursday 30 November 2023**

Cllr Gail Adams  
15 November 2023.  
Unconfirmed

## ALREWAS PARISH COUNCIL

Cllrs are asked **to consider** the updated Action Sheet

KP, Clerk, November 2023

**UPDATED ACTION SHEET FROM THE NOVEMBER 2023 MEETING INCLUDING THE OCTOBER 2023 BUDGET SETTING MEETING**

**Actions greyed out have been completed. Bold italics indicate an update**

Action no	Action	Responsible	Deadline	Completed	Comments
<b>November 2023</b>					
<b>1</b>	Amend Budget meeting notes to take out 2 x important in note about LDC contract at the Church	<b>Clerk</b>	20/11/23	<b>YES</b>	
2	SCC to be invited to talk at PC about Cemex.	<b>Chair to decide when appropriate.</b> <b>Clerk to invite</b>			
<b>3</b>	Letter to LDC about concerns regarding planning permission 23/01089/FUL	<b>Chair to write immediately</b>	15/11/23	<b>YES</b>	
<b>4</b>	Amend notes of budget setting meeting to remove '?' on £3,000 for Walkfield	<b>Clerk</b>	15/11/23	<b>YES</b>	
<b>5</b>	Precept needs further	<b>Clerk</b>	15/11/23	<b>YES</b>	

	discussion/ Future agenda item				
6	Chairs action in exceptional circumstances to be added to Grants procedure	<b>Cllr Adams</b>	15/11/23	<b>YES</b>	
7	Consider best online account for PC to use.	<b>Cllr Moss to consider.  Clerk to place on agenda</b>			<b>Update on December 2023 agenda</b>
8	Book Village Hall for meetings for 2024	<b>Clerk</b>	20/11/23	<b>YES</b>	
9	Inform civility and Respect trainer that APC will not be taking up training at this time	<b>Clerk</b>	20/11/23	<b>YES</b>	
10	CCTV training and related issues – to go on future agenda	<b>Clerk</b>	15/11/23	<b>YES</b>	On December agenda
11	Order Speed Watch equipment	<b>Cllr Wilcox/Clerk</b>	20/11/23	<b>YES</b>	
12	LDC to be asked to cut down foliage in Micklehome and G&D alleyway	<b>Cllr Wilcox</b>	20/11/23	<b>YES</b>	
13	Slow Ways details to be passed on to John Pegg	<b>Clerk</b>	20/11/23	<b>YES</b>	
14	CPRE membership. To join at basic £36	<b>Clerk</b>	15/11/23	<b>YES</b>	To be paid in the December 2023 cheque

	level				run
15	Thank you letter to Carnells for ecogrid – from Chair	Clerk	20/11/23	YES	
16	Buy seeds, weed suppressant and stakes for Jubilee Garden	Cllrs Moss and Adams	15/11/23	YES	
17	Accept quote from Morgan & Bond for posts for SIDS. Make sure quote includes applying for permission to dig	Clerk			Awaiting a site meeting with SCC Highways
18	Look into grant opportunity for maintaining football pitch	Cllr Moss			
19	Utilities working group to meet with SCC officers	Cllrs Lomas & Stephenson			
20	Letter to be sent to Fire & Rescue service about reducing manpower on tenders to house fires	Chair			
21	Councillor surgery at George & Dragon on 2 <sup>nd</sup> December. To be arranged with G&D and police invited	Chair and Cllr Wilcox			
<b>October 2023</b>					

6	Discuss wildflower planting with NMA staff	<b>Cllr Lomas</b>	Ongoing		
<b>September 2023</b>					
3	Micklehome Drive traffic issues – Traffic Management Group to continue to consult with local police	<b>Traffic Management Working Group</b>	ongoing		<b>Report from a resident of construction traffic using Micklehome Drive as a route through the village reported to the Traffic Management Group 2/11/23</b>
13	Contact insurance company about damaged dog bin prior to purchase from LDC	<b>Clerk</b>	30/9/23	<b>NO</b>	<b>November 2023 meeting decided to purchase a new bin from LDC</b>
15	Revise lease and contact the Football Club	<b>Clerk</b>	20/9/23		
18	Remind residents to clear up after their dogs and put posters near the George and Dragon	<b>Communications Group</b>	30/9/23		<b>Possible purchase of signs from SCC being investigated</b>
<b>July 2023</b>					
2	Invite Highways Team to September 2023	<b>Clerk</b>	18/7/23	<b>YES</b>	<b>No response so will chase for a future</b>

	meeting				<b>meeting</b>
<b>June 2023</b>					
11	Contact Crest Nicholson about a contribution to the cost of the bollard and a "No ball games" sign	<b>Cllr Wilcox</b>	30/6/23		
12	Contact Cadent about repairs to their damage	<b>Cllr Wilcox</b>	30/6/23		
19	Ask Mr Coates to cut branch at Jubilee Garden	<b>Cllr Moss</b>	30/6/23		
<b>May 2023</b>					
9	Arrange Parish Event 2023/24	<b>Communications working group</b>	31/3/24		
<b>March 2023</b>					
17	Discuss pedestrian crossing with CCllr Eagland	<b>Cllr Adams</b>	Ongoing		
<b>January 2023</b>					
4	Arrange a meeting SCC Officers, AMEY. APC	<b>CCllr Eagland</b>	ongoing		

	representative and CClr				
<b>November 2022</b>					
5	To arrange a meeting with SCC representatives, SCC Officers, APC and representatives from the NMA re the cycleway	<b>Clerk</b>	21/11/22		<b><i>On hold waiting for a meeting between CClr Eagland and SCC</i></b>
6	To discuss cycleway project with HS2 at the Open meeting	<b>Cllr Threlfall</b>	On hold		<b><i>On hold waiting for a meeting between CClr Eagland and SCC</i></b>
<b>April 2022</b>					
16	Ask Crest Nicholson to install lifebelts	<b>Cllr Wilcox</b>	26/4/22		<b><i>Ongoing. No response yet June 2022. Chased July 2022. Still no response. Cllr Wilcox to raise in face to face meeting</i></b>

**ALREWAS PARISH COUNCIL**

Cllrs are **ASKED** to make recommendations on the applications received from LDC.

KP, Clerk  
November 2023

**Planning applications for consideration December 2023**

<b>Number</b>	<b>Applicant</b>	<b>Site</b>	<b>Proposal</b>	<b>Case Officer</b>	<b>Observations by</b>
<b>December 2023</b>					
<b>23/01311/ FUH</b>	Mr & Mrs Asker	Homestead Farm, The Cottage, Croxall Rd	Erection of single storey rear extension and decking area		16/12/23
<b>23/01243/ FUH</b>	Mr J Davies	5 Selwyn Close	Erection of detached garage	Tom Watts	16/12/23

Papers 3 and 4 circulated separately

**ALREWAS PARISH COUNCIL**

Cllrs are asked **TO APPROVE** the revised grant application process and form, for immediate implementation.

KP, Clerk,

November 2023, revised November 2023

**REVISED GRANT APPLICATION PROCESS**

**1 Introduction**

At the budget working group meeting held in October 2023 Cllrs agreed to recommend that that grant application process be revised. The proposed process was considered at the November 2023 meeting and revisions requested. Cllrs are now asked to approve the revised procedure.

**2 The proposed amended grant process**

1. A set amount would be allocated yearly from Parish Council funds for grants to local organisations and projects, and this amount would not be exceeded in any financial year
2. This grant application process applies only to the small grants intended to support local organisations which is allocated by the Parish Council from the Precept raised from local residents. Any other external funding, e.g. CIL money or other external grants will not form part of the core grant funding as an amount cannot be guaranteed in any one year.
3. Grant applications will be considered once a year at the April meeting. Any grant applications not received by the Clerk by 31 March of each year, will not be considered at the April meeting and will not receive funding from the Parish Council in the financial year
4. The Chair of the Parish Council can, in exceptional circumstances, accept a grant application outside of this timescale for consideration by the Parish Council
5. The Clerk will notify all applicants of the outcome of their grant applications as soon as possible after the April Parish Council meeting
6. The recipient organisation will be required to provide a report to the Parish Council by the end of October in the year when the grant is received to show how the grant has been used. This will enable the Parish Council to demonstrate the proper use of public funds.

### 3 The revised application process information and application form

# Alrewas Parish Council

Chairman of the Council: Councillor Dave Whatton

**c/o Royal British Legion Club  
Rykneld Street  
Alrewas  
Staffordshire  
DE13 7AX**

Email: [clerk@alrewasparishcouncil.org.uk](mailto:clerk@alrewasparishcouncil.org.uk)

#### APPLICATION FORM FOR A FINANCIAL GRANT

- 1 Alrewas Parish Council wishes to support local organisations with small grants to support local projects. It is **not** a body that is equipped to award substantial grants and donations. There are many other organisations, both within the Public and Private sectors, which are better equipped and funded. All the money this Parish Council spends comes from a precept on Council Taxpayers within the Parish.
- 2 The Parish Council will give consideration to applications received for awards from local organisations normally located within the Parish. Each financial year a small number of grants will be allocated. Generally no single award will be greater than £1000 and most will tend to be much smaller.
- 3 Grant applications will be considered **once a year only** at the April Parish Council meeting and must be submitted to the Clerk by **31 March** of each year. Any application forms received after the **31 March** in each financial year will not be considered in that financial year so please make sure that you send the application form to the Clerk by the deadline.
- 4 The fact that you (or your organisation) may have received a grant in a previous year does not prevent you from applying again this year, nor does it guarantee you will be successful in receiving a further award in any following year.
- 5 Awards will generally not be granted to commercial organisations.
- 6 Awards will be made only to organisations that can show a specific financial need and can clearly indicate the intended benefits to the Parish and its residents.
- 7 The Parish Council will require a report to show how the money has been used to enable it to demonstrate appropriate use of public funds. The recipient organisation

must provide a report to the Parish Council on how the grant has been used within 6 months of the application being agreed i.e. **by 31 October** for consideration at the November meeting of the Parish Council.

- 8 All awards will be extensively publicised within the district.
- 9 In order to allow the Parish Council to consider your application fairly please give as much detail as possible. This will assist the decision making process.
- 10 Any money allocated by the Parish Council is specifically for the purpose agreed. The Parish Council reserves the right to clawback money allocated if:-
  - a Insufficient information is provided to show how the money has been used.
  - b The money has been used for a purpose other than that for which it was originally awarded.
- 11 All applications must be sent via the Clerk to the Parish who will acknowledge receipt within seven days.
- 12 All correspondence must be directed via the Clerk to the Parish Council. If you wish to enquire about the progress of your application please contact the Clerk to the Parish whose address, telephone number and email address appears at the top of this document.

If you have any difficulty completing this form please contact the Parish Clerk for assistance.

**ALREWAS PARISH COUNCIL**

**Outcomes of planning applications considered November 2023 – November 2022**

Councillors are asked to note the outcomes of applications, where decided by LDC

KP  
Clerk, November 2023

<b>Number</b>	<b>Applicant</b>	<b>Site</b>	<b>Proposal</b>	<b>Case Officer</b>	<b>Observations by</b>	<b>Parish Council rec</b>	<b>LDC decision</b>
<b>November 2023</b>							
<b>23/01089/ FUL</b>	Mrs Holmes	16 Mill End Lane	Erection of no 1 dwelling to replace existing garage	Katherine Harvey	6/11/23 extension for response agreed	Whilst the Council did not oppose the application, it was unable to support it either, and made the following observations which we would ask the Planning Committee to take into account when deciding on this application.	Pending

						<p>APC noted the multiple planning applications made for this proposal, to the point where the proposals have increased the utility of the proposed building, considers that the several ongoing changes have undermined the planning process, and question whether approval would have been granted if this application was the initial one submitted to LDC.</p> <p>The neighbour objection to the application should</p>	
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**APC/23-24/6/5**

## **ALREWAS PARISH COUNCIL**

Cllrs are asked **TO APPROVE** the revised grant application process and form, for immediate implementation.

KP, Clerk,

November 2023, revised November 2023

### **REVISED GRANT APPLICATION PROCESS**

#### **1 Introduction**

At the budget working group meeting held in October 2023 Cllrs agreed to recommend that that grant application process be revised. The proposed process was considered at the November 2023 meeting and revisions requested. Cllrs are now asked to approve the revised procedure.

#### **2 The proposed amended grant process**

7. A set amount would be allocated yearly from Parish Council funds for grants to local organisations and projects, and this amount would not be exceeded in any financial year
8. This grant application process applies only to the small grants intended to support local organisations which is allocated by the Parish Council from the Precept raised from local residents. Any other external funding, e.g. CIL money or other external grants will not form part of the core grant funding as an amount cannot be guaranteed in any one year.

9. Grant applications will be considered once a year at the April meeting. Any grant applications not received by the Clerk by 31 March of each year, will not be considered at the April meeting and will not receive funding from the Parish Council in the financial year
10. The Chair of the Parish Council can, in exceptional circumstances, accept a grant application outside of this timescale for consideration by the Parish Council
11. The Clerk will notify all applicants of the outcome of their grant applications as soon as possible after the April Parish Council meeting
12. The recipient organisation will be required to provide a report to the Parish Council by the end of October in the year when the grant is received to show how the grant has been used. This will enable the Parish Council to demonstrate the proper use of public funds.

### 3 The revised application process information and application form

# Alrewas Parish Council

Chairman of the Council: Councillor Dave Whatton

**c/o Royal British Legion Club  
Rykneld Street  
Alrewas  
Staffordshire  
DE13 7AX**

Email: [clerk@alrewasparishcouncil.org.uk](mailto:clerk@alrewasparishcouncil.org.uk)

#### APPLICATION FORM FOR A FINANCIAL GRANT

- 13 Alrewas Parish Council wishes to support local organisations with small grants to support local projects. It is **not** a body that is equipped to award substantial grants and donations. There are many other organisations, both within the Public and Private sectors, which are better equipped and funded. All the money this Parish Council spends comes from a precept on Council Taxpayers within the Parish.
- 14 The Parish Council will give consideration to applications received for awards from local organisations normally located within the Parish. Each financial year a small number of grants will be allocated. Generally no single award will be greater than £1000 and most will tend to be much smaller.
- 15 Grant applications will be considered **once a year only** at the April Parish Council meeting and must be submitted to the Clerk by **31 March** of each year. Any application forms received after the **31 March** in each financial year will not be considered in that financial year so please make sure that you send the application form to the Clerk by the deadline.
- 16 The fact that you (or your organisation) may have received a grant in a previous year does not prevent you from applying again this year, nor does it guarantee you will be successful in receiving a further award in any following year.
- 17 Awards will generally not be granted to commercial organisations.
- 18 Awards will be made only to organisations that can show a specific financial need and can clearly indicate the intended benefits to the Parish and its residents.
- 19 The Parish Council will require a report to show how the money has been used to enable it to demonstrate appropriate use of public funds. The recipient organisation

must provide a report to the Parish Council on how the grant has been used within 6 months of the application being agreed i.e. **by 31 October** for consideration at the November meeting of the Parish Council.

- 20 All awards will be extensively publicised within the district.
- 21 In order to allow the Parish Council to consider your application fairly please give as much detail as possible. This will assist the decision making process.
- 22 Any money allocated by the Parish Council is specifically for the purpose agreed. The Parish Council reserves the right to clawback money allocated if:-
  - a Insufficient information is provided to show how the money has been used.
  - b The money has been used for a purpose other than that for which it was originally awarded.
- 23 All applications must be sent via the Clerk to the Parish who will acknowledge receipt within seven days.
- 24 All correspondence must be directed via the Clerk to the Parish Council. If you wish to enquire about the progress of your application please contact the Clerk to the Parish whose address, telephone number and email address appears at the top of this document.

If you have any difficulty completing this form please contact the Parish Clerk for assistance.

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**ALREWAS PARISH COUNCIL**

**Outcomes of planning applications considered November 2023 – November 2022**

Councillors are asked to note the outcomes of applications, where decided by LDC

KP  
Clerk, November 2023

<b>Number</b>	<b>Applicant</b>	<b>Site</b>	<b>Proposal</b>	<b>Case Officer</b>	<b>Observations by</b>	<b>Parish Council rec</b>	<b>LDC decision</b>
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