# **Minutes of the meeting of Perton Parish Council**

# **held on Monday 12th October 2020, 7.00pm**

Meeting held virtually via Microsoft Teams.

Members were informed that the meeting would be recorded and deleted once minutes were approved.

## **PRESENT:**

Councillors Mrs PA Allen (Chairman), D Glynn (Vice- Chairman), AA Bourke, R Bradley,

N Caine, P Davis, Mrs L Dew, K Elder, Mrs R Heseltine (part of the meeting), Mrs A James, C Rathbone, J Sherlock, J Turner, Mrs B Walters and Ms S Wilkes

Parish Clerk Mrs B Hodgetts

Admin Assistant Mrs L Higgins

Members of the public – PCSO Fryer (part of the meeting), County Councillor K James (part of the meeting)

## 45/20 - PUBLIC OPEN SESSION

No residents in attendance

7.00 pm Chairman imposed standing orders.

## 46/20 - APOLOGIES FOR ABSENCE

No apologies required

## 47/20 - POLICE MATTERS AND REPORT

A written report received from PCSO S Fryer was accepted for information and a copy attached to these minutes.

## 48/20 - DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

The following declarations were made:

* All councillors present declared an interest in item 62/20
* Cllr N Caine – agenda reference 51/20a payments to Staffordshire Parish Council’s Association.
* Cllr Mrs P Allen and Mrs B Walters – agenda reference 60/20 Perton Youth Club
* Cllrs Mrs P Allen, D Glynn, Mrs L Dew, K Elder, Mrs R Heseltine, C Rathbone, N Caine

J Sherlock, Ms S Wilkes – agenda reference 58/20

## 49/20 - REQUESTS FOR CODE OF CONDUCT DISPENSATIONS

No requests for dispensation received.

## 50/20 - MINUTES

1. **Resolved** that the minutes of the Parish Council Meeting held on 14th September 2020 were a true and correct record. The Chairman to sign in the Clerk’s office as soon as practical.
2. Noted for information the minutes of the following committees:
* Human Resources Committee meeting held on 30th September
* Finance Committee meeting held on 6th October 2020
* Management Committee Meeting held on 7th October 2020

## 51/20 - FINANCE

1. **Paid Expenditure Transactions** between 01/09/20 and 30/09/20

**Cheque** **Paid date** **Tn no** **Gross** **Details**

DDbRates09 30/09/20 4148 £1,435.00 South Staffordshire Council Rates - September

DDbWebsite0 30/09/20 4149 £30.00 Kalidescope Website & email hosting/maintenance

BacsMGD 30/09/20 4150 £196.00 Mgd Solutions Graffiti removal

BacsHalls 30/09/20 4151 £165.65 Halls SMS Various: see parts

DDbASH 30/09/20 4152 £152.64 Ash Waste Services General & recycle waste

BacsSPCA 30/09/20 4153 £75.00 Staffordshire Parish Council’s Ass Training: Website Accessibility

BacsRHReimb 30/09/20 4154 £30.74 Dulux Decorator Centre Paint for Admin office

BacsFirst4Floo 30/09/20 4155 £1,090.00 First 4 Flooring Carpet & tiles - Clerk's & Admin office

BacsDtE08 30/09/20 4156 £108.00 Down to Earth Grass cutting - playground 26th Aug

BacsAma 30/09/20 4157 £35.89 Amazon Replacement Water Filter cartridges

BacsBHReimb 30/09/20 4158 £139.99 Amazon Reception desk cough protection shield

BacsBHReimb 30/09/20 4159 £117.93 Swift Direct Blinds Blinds - Clerk's & Admin office

BacsBHReimb 30/09/20 4160 £10.20 The Stationery Office Health & Safety Law A3 poster

BacsAE 30/09/20 4161 £168.00 Acquiesce Environmental Legionella monitoring/testing July/Aug

BacsESPO 30/09/20 4162 £92.78 ESPO Stationery//Covid consumables

BacsESPO 30/09/20 4163 £28.90 ESPO Disposable Aprons & Gloves

BacsBT08 30/09/20 4164 £92.76 British Telecom BT OneBill

BacsAmazon 30/09/20 4165 £98.95 Amazon Docking station for Clerk's laptop

BacsRedDep 30/09/20 4166 £100.00 Refunded Deposit PP: 19.12.20

BacsRefDep 30/09/20 4167 £100.00 Refunded Deposit WO: 27.06.20

BacsIR09 30/09/20 4168 £2,446.58 Inland Revenue Tax & NI - August

BacsPen09 30/09/20 4169 £3,003.72 Staffordshire County Pension - August

BacsSupStaffs 30/09/20 4170 £25.00 Support Staffordshire Annual Associate Subscription

BacsSalaryM06 30/09/20 4171 £11,466.31 Salaries Month 06 + Backpay salary award

BacsSPCA2 30/09/20 4172 £225.00 SPCA Training Cllr Fundamental-Be A Better

BacsUnitty 30/09/20 4173 £926.40 Unitty Remove & replace /leaking component

BacsMSO 30/09/20 4174 £406.08 Communicate Better MSOffice365 Business annual charge

BacsZur 30/09/20 4175 £3,485.78 Zurich Municipal Insurance Premium

DDbElec 30/09/20 4176 £24.03 Npower Business Electricity supply 4 Aug to 3 Sept

**Total** **£26,277.33**

1. Cash book received and noted for information
2. Income statement received and noted for information
3. Expenditure and budget to date received and approved

## 52/20 - STAFFORDSHIRE COUNTY COUNCIL

1. Report from County Councillor was received for information. Copy attached to these minutes
2. Representatives from Staffordshire County Council Highways department have agreed to attend the Parish Council meeting to be held on November 9th.

## 53/20 - SOUTH STAFFORDSHIRE COUNCIL

District Councillor written reports were accepted for information, copy attached to these minutes.

Additional comments reported;

A community litter pick event could be organised. To add to the next available agenda.

Cllr N Caine informed the meeting that he had put up more dog fouling stickers and he had also taken the bolt off the gate at Footpath 28 for the third time.

The Chairman reported that the Parish Council may wish to submit comments to the Planning White Paper Consultation. A briefing paper with suggested comments was distributed. **Resolved** Chairman and Clerk to submit comments on behalf of the Parish Council.

## 54/20 – PLANNING APPLICATIONS

* 1. 20/00798/FUL 5 Fowler Close - proposed side extension and access.

The Parish Council raised no objections.

* 1. 20/00779/FUL Longville, Pattingham Road - extension and alterations to existing dwelling.

 The Parish Council raised no objections.

## 55/20 - CLERKS REPORT

Weekly reports having previously been distributed were noted for information.

## 56/20 – ASSET REGISTER

**Resolved** to approve the list of assets and disposal of one laptop and one desk top computer.

## 57/20 – POLICIES FOR REVIEW

**Resolved** that the following policies were reviewed with no amendments:

1. Standing Orders
2. Financial Regulations
3. Financial Framework

The remaining policies will be reviewed at further Parish Council meetings.

## 58/20 – PERTON PLAYING FIELDS ASSOCIATION

**Resolved** to approve a grant of £2,000.

## 59/20 – PERTON VILLAGE SHOW

**Resolved** to approve free use of the Civic Centre for the show due to be held on 18th September 2021.

## 60/20 – PERTON YOUTH CLUB

The Chairman updated members. The junior youth club have not renewed the Pavilion lease with the Playing Fields Committee due to the current Covid-19 crisis. The Senior youth club will also not be opening during the current situation.

## 61/20 – BLACK POPLAR TREES

Black Poplar Trees are an endangered native species, they like wet land and can help with flooding. **Resolved** to research the cost and availability of whips.

## 62/20 – COUNCILLOR ALLOWANCES

**Resolved** Councillors to decide on an individual basis if they wish to donate all or part their monthly allowance back to the Parish Budget. Councillors will be required to put the request in writing to the Clerk.

## 63/20 – SUBWAY GRAFFITI REMOVAL

The contractor that is currently cleaning the subways monthly has moved abroad. The clerk informed the council that there was spare capacity in caretaker hours due to the reduced number of hirers which would enable the task to be brought back in house. **Resolved** to take the cleaning back in house and review April 2021.

## 64/20 – COVID – PERCY COBRA STONES

A Perton resident has agreed to take some pictures of the stones. Clerk waiting to arrange a meeting with a District Council representative to look at potential sites.

## 65/20 - COUNCILLOR ID BADGES

District Council can provide the cards for £5 each plus the cost of a Lanyard. Each card will have a photograph along with their name and Parish logo. **Resolved** to purchase ID Badges for each Parish Councillor.

## 66/20 - DATE AND TIME OF NEXT MEETING

Monday 9th November 2020 at 7.00pm

**Crime & Disorder Implications Section 17 of the Crime & Disorder Act 1998**

Where relevant any decisions made at the Parish Council meeting have taken this duty of care into consideration.

**Meeting closed at 8.57pm**

Signed ………………………………………………………………… Date: …………………………………………

Chairman

**Agenda item 47/20**

**PARISH COUNCIL MEETING CRIME REPORT 14/07/2020 – 14/09/2020**

Public bodies can only disclose information if they have the power to do so. Section 115 of the Crime and Disorder Act provides a power to exchange information where disclosure is necessary to support the local Crime Reduction Strategy and Partnership in achieving the aims of the Crime and Disorder Reduction Strategy and objectives outlined within it.

The degree of disclosure that takes place must be proportionate and relevant to the level of social ill or criminality it is intended to counter or prevent.

The information is only to be processed in relation to crime and disorder purposes. Information will be handled in accordance with the Data Protection Act 1998, the Human Rights Act 1998 and any other relevant legislation governing disclosures and will ultimately be disposed of in a secure manner.

* ASB X9 reports-ASB---X2 Mental health repeat caller.X2 Covid breaches ASB. X1 Perton 1st school has reported someone on the grounds. X1 Dog bite. X1 Sus male on phone. X1 neighbour dispute.x1 school issues.
* Operations are being held in relation to Thefts of vehicles and theft from vehicles. OP JACKAL and OP DISRUPT – OP CABLE is to tackle ASB and drugs. OP SPARKLE is to tackle bonfire night and ASB
* Operation to tackle drug dealing at Pavilion has been successful and we will continue to patrol.
* In process of doing joint work with enforcement officer from Council around parking at schools. Police still have no powers to deal with parking so hopefully this may help. Parking Buddies for parking are at Perton Academy and Perton Middle School and should be put out by school each morning and afternoon.
* Serious crime is normally put out on Smart Alerts. X3 ATTEMPT BURGLARY. The Pastures. Crowland Avenue. Wentworth. These were attempt burglaries where the offender has tried to get in rear door and tried to snap the lock with no entry. Enquiries are ongoing.
* CRIMINAL DAMAGE – X1 neighbour dispute
* Various cars seized for no insurance
* X2 DRUG DEALERS have been dealing around the local area of Perton have been arrested with a considerable amount of class A and class B on them.

 **PCSO 23042 Fryer**

 **Agenda item 52/20 -**

**County Councillor report**

**Keith James member for Perton & Pattingham – Monthly Report**

During the last month requests have been sent to the County Highways on matters concerning the closure of Heath House Lane to traffic that is the main route for Perton school pupils to travel to the High School. A copy of the request was also sent to the Cabinet member for schools at the County Council. Eventually the road was opened by the Contractors, Severn Trent Water.

The County Council Covid 19 Fund provided £2,600 for the Parish Council to support those residents in need in  Perton for the provision of food deliveries through a scheme organized by the Chairman, Penny Allen and the Parish Clerk, Becky Hodgetts for volunteers to supply those households that qualified for this cause in Perton.  I was able to support this application for payment.

There has been complaints received concerning the grounds maintenance contract for the spraying of weed killer in areas within Perton that are served by the District Council Street Scene Service. The County Council no longer provide this spraying as it was taken over by the District. I believe that the arrangement involves 2 sessions of spraying in Perton with a third option if necessary.

In response to a request for signage along Wrottesley Park Road at Bluebell Wood to show a crossing to Cranmoor at Brownies Farm shop. An application was made in August to the County Highways Manager. I will continue to press for an answer to this request.

Friends of Perton Library are organising a meeting area in Perton and have asked for funding that has been supported from my allocation at the County Council. I understand that this is to be granted. I see that a meeting of the Parish Council with the Cabinet member for Highways is being arranged to bring attention to the need for road surfaces to be addressed for repairs in Perton. I will support any improvements to these infrastructure needs throughout the Division of Perton.

**Agenda item 53/20 -**

**District Councillor reports**

**Mrs Rita Heseltine Member for Perton Lakeside - Monthly Report**

Since the last Parish Council meeting I have attended the following:

* Informal Cabinet Meetings: 4
* Planning Committee
* Local Outbreak Control Board: 2
* Covid Outbreak Briefings: 15
* Test and Trace: 3
* Overview and Scrutiny Committee
* Community Recovery Board Meeting
* Health and Steering Group Meeting with the contractors before building work began at the Council Offices
* Cabinet Members Briefing
* Community Safety Catch Up attended by CI Dave Wain
* Lead Member Briefings: 2

Wellbeing Select Committee.

We received a presentation given by a representative from the NHS and a very informative discussion/Q&A session followed which covered concerns relating to a lack of face to face GP consultations and availability of the ‘flu vaccine. There are 3 phases which include the current cohort plus shielded people – an additional 60,000; ‘flu jabs extended to the 50-64 age range. There is also much preparation in hand for a Covid vaccination programme whenever that may be viable.

The Committee’s work programme was also agreed.

Members Briefing Session:

This was a follow up to the one given in July relating to the pandemic. As the situation is changing on a daily basis a general update on the current local position was given to members by Dr. Richard Harling, Director for Health & Care (SCC) and Councillor Johnny McMahon. Members then had the opportunity for a Q&A session.

I have also taken part in the litter pick on 19.09.2020 and joined with Phil, Keith and Gill to weed and tidy the South Island.

I am dealing with a few confidential issues for some residents and liaising with the Street Scene team over some specific areas.

As the situation with Covid is rapidly changing – and not in a good way- may I remind everyone to be extra careful and to please obey the simple rules of **wearing a face covering, washing your hands on a regular basis and keeping your distance. Please pass this message on. Remember- complacency breeds the virus.**

**Cllr Philip Davis Member for Perton Dippons - Monthly Report**

Since my last report I have attended the following and carried out various other tasks as shown.

July 14th virtual environmental health briefing

July 15th individual Teams training with ICT officer

July 16th virtual meeting of Friends of Perton Library

July 19th maintenance of the south traffic island with Councillor Heseltine and Councillor Rathbone together with a Perton resident we collected 16 bags of weeds. The bags were removed the following day by our excellent Street scene Team.

July 21st, I attended a virtual meeting held by the SSDC Chairman. The purpose of this was to approve the appointment of the Director of Legal and Governance.

July 22nd a virtual meeting with Boundary commission representatives took place.

July 26th More maintenance of the South Traffic island with Councillor Heseltine and a village resident.

July 28th, I attended a virtual Overview and Scrutiny Committee meeting.

July 30th, I attended a virtual Asset Scrutiny Panel meeting.

August 2nd Litter picking Kingswood Common. Despite new bins and signage being provided by SSDC the area has an ongoing litter problem.

I recently had a conversation with Lorraine Fowkes (Director of Legal and Governance) re the possibility of introducing a by law encompassing the erection of for sale boards and the parking of cars etc on the Parkway verges. Unfortunately, because there is already a provision in place to help enforce this problem namely the enforcement team, Government would not consider such a move. However, the localities team are investigating other ways to help. My concern is what could happen next. Will we have pop up shops?

On August 23rd a resident informed me of the appearance of scrap tyres on the boundary of Kingswood Common this is due to a broken boundary fence on the Adventure Centre property. Officers at SSDC have requested the removal of the tyres from the common.

I have approached Officers at SSDC regarding the condition of the footpath from the A41 boarder with Wolverhampton. They have in turn approached Staffordshire County Council

to get the work done. It is mainly perennial weeds, but they are very unsightly and in complete contrast to the Wolverhampton side of the A41.

**Cllr Anthony Bourke Member for Perton East - Monthly Report**

17th Sept - Members briefing regarding the Governments proposed Planning White Paper.

The government are planning an overhaul of the planning procedure. The meeting was to understand the proposal and give a District Council formal response.

19th Sept – Community Litter Pick

Thanks to Phil for organising another very enjoyable and worthwhile event. A few new residents attended, which was encouraging.

22nd Sept - Overview & Scrutiny Committee Meeting

This months meeting was to review the Councils three Challenge Panels and to confirm what the panels will be working on over the next 12 months which will be:

* + Business Support
	+ Community Safety
	+ Local Government Boundary Review

A Finance update was also given. Although the District Council has taken a financial hit in some services such as their Leisure Centres there has also been savings and increased income from, for example, Green Waste Collection. We were told when the charge of £43.60 was introduced, that it was to make the service cost neutral – however the forecast is now that a profit of a minimum of £2m is to be made over 5 years!

22/09/20 - Spoke to Street Scene regarding clearing the sections of the stream that runs from the Pavilion, Gainsborough Drive and also the section from the Upper Lake to the Lower Lake where it runs under the Parkway.

23/09/20 - Members Briefing – Covid 19

An excellent session detailing Staffordshire’s updated situation with regards to the latest restrictions. The situation is ever changing but one of the key messages was that testing capacity needs to be urgently increased as it is struggling to cope.

24/09/20 - Standards & Resources Committee Meeting

Amongst the items discussed was the Local Government Ombudsman Annual Review Letter. This is very interesting and very complimentary to the District Council. During the year 2019/20, there were 9 complaints received against the council with none upheld. This compares to an average of 45% of cases that are upheld in similar authorities.

# **Minutes of the meeting of Perton Parish Council Human Resources Committee**

# **held on Wednesday 14th October 2020, 7.00pm**

Meeting held virtually via Microsoft Teams.

Members were informed that the meeting would be recorded and deleted once minutes were approved.

## **Present:**

Councillors Mrs PA Allen, D Glynn, AA Bourke, P Davis, Mrs L Dew, K Elder, Mrs R Heseltine, Mrs B Walters (Chairman)

Parish Clerk Mrs B Hodgetts

## HR06/20 - APOLOGIES FOR ABSENCE

No apologies received.

## HR07/20 - DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of disclosable pecuniary and other interests received.

## HR08/20 –MINUTES

**Resolved** that the minutes of the HR Committee meeting held on 30th September 2020, previously distributed, were a true and correct record and signed by the Chairman.

## HR09/20 – POLICIES

A copy of the following documents were distributed which will require the committee to review and amend where necessary.

1. Staff handbook
2. Training
3. Disciplinary
4. Absence management
5. Lone Worker
6. Contracts of Employment

The following items will require new policies to be put in place:

1. Code of Conduct for staff
2. Appraisal
3. Annual Leave
4. Maternity & Paternity
5. Capability

The Chairman explained that the three documents to start with should be the Code of Conduct, Terms of Reference and the staff handbook. The Terms of Reference to be deferred and clarification sought to ensure there are no contradictions in responsibility with the Management Committee.

Paper copies of all the documents to be available for councillors.

A draft Employee Code of Conduct was emailed to members, a full review will be completed at the next meeting. This document will form part of the contract and will require a signature from employees.

The Code of Conduct will be a Statement of Intent which will show where the policies will be available. This document will require a signature and will form part of the documents for new starters.

The Code of Conduct will document that gifts over the value of £20 must be declared and a record kept on file.

Amendments to the Staff handbook were agreed for further review at the next meeting.

Draft policies for the following to be circulated:

Appraisal

Grievance

Disciplinary

Capability

Policies to be discussed at a later date:

Paternity/Maternity

Absence

Annual Leave

## HR10/20 - DATE AND TIME OF NEXT MEETING

Wednesday 18th November 2020 at 7.00pm

**Meeting closed at 8.34pm**

Signed ………………………………………………………………… Date: …………………………………………

Chairman

# **Minutes of the Finance Committee meeting of Perton Parish Council**

# **Held via Microsoft Teams**

# **Tuesday 3rd November 2020 at 10.00am**

## **Present:**

Councillors Mrs PA Allen, D Glynn, Mrs R Heseltine and P Davis

Parish Clerk Mrs B Hodgetts and Admin Assistant Mrs L Higgins

## F11/20 - TO APPOINT A CHAIRMAN

**Resolved** that Cllr D Glynn be elected as Chairman of the Finance Committee until May 2021

## F12/20 - APOLOGIES FOR ABSENCE

Apologies were received and noted for J Sherlock.

## F13/20 - DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Declaration of disclosable pecuniary and other interests received for the following:

Perton Playing Fields Association grant payment - Councillors Mrs PA Allen, D Glynn, Mrs R Heseltine and P Davis.

## F14/20 - REQUESTS FOR DISPENSATION

No requests for dispensation received.

## F15/20 - MINUTES OF MEETING

**Resolved** that the minutes of the Meeting held on 6th October 2020, previously distributed, were a true and correct record and signed by the Chairman.

## F16/20 - ACCOUNTS PAID

The Clerk presented a list of payments up to 31st October 2020 . **Resolved** that all payments were correct and authorised.

## F17/20 - INCOME RECEIVED

The schedule of income received to 31st October 2020 was reviewed and accepted for information. It was noted that there was a considerable loss of income due to Covid-19 restrictions.

## F18/20 - BUDGET TO DATE

The budget to date was reviewed. A revised budget was presented to the committee, it was **resolved** to recommend the revised budget to the Full Council meeting on 9th November. Clerk to contact Perton Playing Fields Association to assess if any further grant will be required for 2020/21.

## F19/20 - RECONCILIATIONS

Due to the meeting being held virtually, it was resolved that the Chairman of Finance will arrange to view the documents when it is safe to do so.

## F20/20 - DATE AND TIME OF NEXT MEETING

Tuesday 8th December 2020 at 10.00am to be held virtually via Microsoft Teams.

**Meeting closed at 10.23am**

Signed ………………………………………………………………… Date: …………………………………………

Chairman