# **Minutes of the Annual meeting of Perton Parish Council, held at Perton Civic Centre on Monday 10th May 2021, 7.00pm**

## **PRESENT:**

Councillors Mrs PA Allen (Chairman), AA Bourke, D Glynn (Vice- Chairman), N Caine, P Davis, Mrs L Dew,

K Elder, Mrs R Heseltine, C Rathbone, J Sherlock, J Turner, Mrs B Walters, Ms S Wilkes

Parish Clerk Mrs B Hodgetts

Assistant Parish Clerk Mrs L Higgins

Members of the public – Three

PCSO A Tooth (part of meeting)

## 01/21 - PUBLIC OPEN SESSION

Two Members of CAMRA who are also Perton residents have asked the Parish Council to look at registering the Pear & Partridge pub as an Asset of Community Value. The provisions do not restrict in any way who the owner of a listed asset can sell his property to, or at what price. The District Council will have the final decision.

The Clerk to contact the brewery on behalf of the residents to try and find out what will be happening to the building and also who owns the property.

It was also suggested that the Wrottesley Arms could also be considered as an Asset of Community Value.

To add this item to the next agenda for consideration.

## 02/21 – ELECTION OF CHAIRMAN

Cllr K Elder was nominated and seconded. **Resolved** that Cllr K Elder be elected Chairman for the year 2021/22.

## 03/21 – DECLARATION OF ACCEPTANCE OF OFFICE

Declaration of Acceptance of Office to be signed in the Clerk’s office as soon a possible.

## 04/21 - APOLOGIES FOR ABSENCE

Apologies received and noted from Cllrs Mrs A James. The new County Councillor J Abrahams also sends his apologies.

## 05/21 – ELECTION OF VICE CHARIMAN

Cllr D Glynn was nominated and seconded. **Resolved** that Cllr D Glynn be elected Vice Chairman for the year 2021/22.

## 06/21 - POLICE MATTERS AND REPORT

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

Additional comments

Parking is an issue especially around the schools. PCSO’s should be given more powers. **Resolved** Clerk to contact the new Police & Crime Commissioner Ben Adams and invite to attend a Parish Council meeting.

## 07/21 – MEMBERSHIP OF COMMITTEES

Due to the ongoing restrictions and legislation changes, the council may like to consider changing some of the committees to working parties, or to hold informal discussions prior to the meeting to ensure face to face contact at meetings are kept to a minimum. Councillors are asked to consider this option to discuss at the next meeting.

Members of the Committee and Chairman appointed under Standing order 4d vi)

**Resolved** Committees to comprise of the following members;

1. MANAGEMENT (6 plus 2 Ex-officio members)

Cllr Mrs P Allen

Cllr A Bourke

Cllr N Caine

Cllr P Davis

Cllr D Glynn (ex-officio PC Vice Chairman)

Cllr Mrs R Heseltine Chairman

Cllr Mrs A James

Cllr Mrs B Walters

Cllr K Elder (Ex-officio PC Chairman)

1. FINANCE (5 plus 2 Ex-officio members)

Cllr D Glynn, (ex-officio PC Vice Chairman) Chairman

Cllr Mrs P Allen

Cllr P Davis

Cllr K Elder (Ex-officio PC Chairman)

Cllr Mrs R Heseltine

Cllr N Caine

One vacancy

1. HUMAN RESOURCES (7 plus 2 Ex-officio members)

Cllr Mrs P Allen

Cllr A Bourke

Cllr P Davis

Cllr L Dew

Cllr K Elder (Ex-officio PC Chairman)

Cllr D Glynn (ex-officio PC Vice Chairman)

Cllr Mrs R Heseltine

Cllr J Turner

Cllr Mrs B Walters Chairman

1. PLANNING (6 plus 2 Ex-officio members)

Cllr Mrs P Allen

Cllr D Glynn (ex-officio PC Vice chairman)

Cllr N Caine

Cllr K Elder (Ex-officio PC Chairman) Chairman

Cllr Mrs A James

Cllr C Rathbone

1. ALLOTMENTS

Cllr Mrs P Allen

Cllr A Bourke

Cllr P Davis Chairman

Cllr K Elder (ex-officio PC Chairman)

Cllr D Glynn (ex-officio PC Vice Chairman)

Cllr Mrs R Heseltine

Cllr C Rathbone

## 08/21 – CHEQUE SIGNATORIES

**Resolved** that the following members will remain as cheque signatories;

Cllr Mrs P Allen

Cllr D Glynn

Cllr N Caine

Cllr P Davis

Cllr K Elder

Cllr Mrs R Heseltine

Mrs R Hodgetts (Parish Clerk)

## 09/21 – REPRESENTATIVES FOR PERTON PLAYING FIELDS ASSOCIATION

**Resolved** that the following members be Parish Council representatives;

Cllr Mrs P Allen (Trustee)

Cllr P E Davis (SSDC Representative)

Cllr Mrs E Dew

Cllr K Elder

Cllr D Glynn

Cllr Mrs A Heseltine

Cllr C Rathbone

## 10/21 - DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations were received.

## 11/21 - REQUESTS FOR CODE OF CONDUCT DISPENSATIONS

No requests for dispensation received.

## 12/21 - MINUTES

1. **Resolved** that the minutes of the Parish Council Meeting held on 26TH April 2021 were a true and correct record and signed by the Chairman.
2. Noted for information the minutes of the following committees:

* Finance Committee held on 4th May 2021
* Human Resources Committee held 5th May 2021 – the minutes note that a working party for Health & Safety be set up.

## 13/21 - FINANCE

1. **Paid Expenditure Transactions** between 01/04/21 and 30/04/2021

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Cheque | Paid date | Tn no | Gross |  | Details |
| DDbRates04 | 30/04/21 | 4302 | £1,431.25 | South Staffordshire Council | Rates - April |
| DDbASH04 | 30/04/21 | 4303 | £148.22 | Ash Waste Services | General & Recycle Waste |
| DDbWebsite0 | 30/04/21 | 4304 | £30.00 | Kalidescope | Website & Email Hosting |
| BacsReimRH0 | 30/04/21 | 4305 | £69.99 | Norton | Anti Virus Software Subscription |
| BacsSPCASu | 30/04/21 | 4306 | £763.00 | Staffordshire Parish Council Association | Annual Subscription SPCA / NALC |
| BacsH&S04 | 30/04/21 | 4307 | £300.00 | John Ellis Associates Limited | Quarterly H&S Consultancy Services |
| BacsDTE04 | 30/04/21 | 4308 | £108.00 | Down to Earth | Grass Cutting to Playground - March |
| BacsBPaySub | 30/04/21 | 4309 | £60.34 | Brightpay | Monthly Subscription - 6 Months |
| BacsSPCAT04 | 30/04/21 | 4310 | £30.00 | Staffordshire Parish Council's Association | Staff Training - Good Employment Practice |
| BacsAE04 | 30/04/21 | 4311 | £84.00 | Acquiesce Environmental Compliance Ltd | Legionella Monitoring April |
| BacsIR04 | 30/04/21 | 4312 | £3,191.67 | Inland Revenue | Tax & NI - March |
| BacsPEN04 | 30/04/21 | 4313 | £3,535.51 | Staffordshire County Pension Fund | Pension - March |
| BacsBT04 | 30/04/21 | 4314 | £72.54 | British Telecom | BT Telephone & Broadband - March |
| BacsAsAb04 | 30/04/21 | 4316 | £3,420.00 | Assa Abloy | Installation New Automatic Door |
| BacsGas04 | 30/04/21 | 4317 | £659.25 | Contract Natural Gas Ltd | Gas Supply - March |
| BacsSalaryM001 | 30/04/21 | 4318 | £9,465.77 | Salaries | Month 01 (April) |
| BacsSPCAT04 | 30/04/21 | 4319 | £30.00 | Staffordshire Parish Council Association | Staff Training - Effective Comms and Media |

**Total £23,399.54**

1. Cash book received and noted for information, copy attached to these minutes.
2. Income statement received and noted for information.
3. Expenditure and budget to date received and noted for information.
4. **Resolved** to allow the continued use of BACS payments with payment schedule emailed to councillors weekly.

## 14/21 – GRANT REQUEST

The Royal Wolverhampton NHS Trust Staff Choir – A copy of their accounts has been requested, nothing received to date.  **Resolved** to discuss again when further information is received.

## 15/21 - STAFFORDSHIRE COUNTY COUNCIL

1. No report received. Jak Abrahams was elected as the County Councillor for Perton & Pattingham for the term 2021-2025.
2. Flooding at Dippons Lane – An update on this issue was given by Cllr Mrs P Allen. **Resolved** Clerk to contact the County Council Technical Officer to update on the culvert.

SSDC are very keen to help with this matter and have contacted Environmental Health.

The path at the side of the pump house is not registered with the land registry, this could be registered as a legal Right of Way when the issues have been resolved.

This matter to be kept on the agenda until further progress is made.

1. A grant of £5,000 to promote the High Street is available to all parishes. **Resolved** to discuss the following suggestions with parish enablers:

* Friendship bench
* Benches/sensory garden in green space between library and children’s play area
* Wildflower planting between chip shop and Severn Drive

## 16/21 - SOUTH STAFFORDSHIRE COUNCIL

1. District Councillor verbal reports were noted for information,

**Cllr P Davis - verbal report**

Various meetings attended and a very interesting planning presentation. Residents matters being followed up. Damaged kerb barrier at the junction of Jenny Walkers Lane/Pattingham Road reported for the third time

The barrier at Kingswood Common that stops overnight parking and flytipping has been repaired and is now waiting to be re-installed.

**Cllr AA Bourke - verbal report**

Various meetings attended and a planning presentation. Continuing with the community actions.

**Cllr Mrs P Allen – verbal report**

Resident issues being followed up. A session on master planning for a new settlement was presented to District Councillors.

By the Summer there will be a consultation on new housing , it was suggested that the Parish Council may need to hold a public meeting.

The development at Wrottesley Park Road will hopefully commence at the end of June.

The boundary review is continuing looking at the number of Councillors and parish boundaries.

**Cllr Mrs R Heseltine – verbal report**

Various meetings attended. Compliance from South Staffordshire residents has been invaluable to reduce the rate of Covid infections.

Cllr Heseltine will make the Community Safety meeting aware of the parish council comments on the powers of the PCSO and the ANPR camera for the bus lane.

A Chairman’s event was held on 19th April when a new salon was opened. It was nice to have an event to attend at last.

**Cllr N Caine – verbal report**

Dog fouling is still a problem especially in Dippons Lane and around the Schools. Approximately 400 stickers have been put on lampposts. Noisy dogs are also an issue.

larger litter bins have been requested at various locations, but especially at the war memorial.

Paths around Dippons Wood need to be extended and re-surfaced.

Temporary signs on the Pavilion car park have been good, and should be made more permanent.

Covid Marshalls are out and about and giving advice on compliance. If anyone has concerns please contact Environmental Health at South Staffordshire Council or speak to them when they are in the area.

1. Rats are a real problem in Perton not just around the lakes. A meeting with a representative from South Staffordshire Council is due to be held on 12th May. A report to be given at the next Parish Council meeting by those members . An American Mink has possibly been spotted in the area.
2. SSDC have requested feedback on the Locality Forums and their podcasts. Clerk to forward the following comments.

* The Locality Forums were informative especially the Climate Change session.
* The podcasts were fascinating but a little boring, perhaps they could be presented in a more interesting way.

The Parish Council should now be looking at the action notes from the last Climate Change forum before the next forum.

## 17/21 - CLERKS REPORT

Weekly reports having previously been distributed were noted for information.

## 18/21 – ENVIRONMENTAL REPORT

A verbal report was given by Cllr K Elder. The Great Perton Spring Clean is being advertised and already residents are volunteering. The dates are 28th May to 13th June. The library staff are supporting the World Environment Day on 5th June. The Natural Burial Ground are also supporting the campaign.

It was suggested that the schools be made aware of the campaign.

There is a need to refine where the litter can be left to ensure that it is collected in a timely manner.

Archaeology In Mind have an online presentation on Zoom showing the details of the dig in Bluebell Walk.

## 19/21 – POLICIES & TERMS OF REFERENCE

1. Policies for review
2. Standing Orders
3. Financial Regulations
4. Financial Framework

**Resolved** that the following were reviewed with no amendments.

1. Policies for adoption
2. Whistle blowing
3. Lone Worker
4. Training

**Resolved** that the policies be adopted.

1. Committee Terms of Reference
2. Allotment
3. Finance
4. Human Resources
5. Management
6. Planning

**Resolved** that the Terms of Reference were reviewed with no amendments.

## 20/21 – HOLIDAY ENTITLEMENT

**Resolved** that all employees with more than 5 days annual leave from 2020/21 can carry over for two years as per Government guidelines dated 13th May 2020.

The staff were thanked for all their hard work during the last 12 months.

## 21/21 - DATE AND TIME OF NEXT MEETING

Full Council Meeting of the parish Council - Monday 14th June 2021 at 7pm

**Meeting closed at 9.01pm**

**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.

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

Chairman

**Agenda item 06/21**

**PERTON PARISH COUNCIL MEETING CRIME REPORT. FROM APRIL 12th 2021**

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/drugs X8 reports-ASB--- 5 neighbour disputes and 3 kids causing issues low level. 1 report of a knife seen by a male on Anders square, police and dog patrols attended on urgent response, this was a negative area search and nothing on CCTV.
* Operations are being held in relation to Thefts of vehicles and theft from vehicles, Catalytic converter thefts OP JACKAL and OP DISRUPT. Other operations are being run which are OP SCRAMBLE for off road bikes and OP LIGHTENING traffic offences.
* Operation to tackle drug dealing at Pavilion and St Andrews Drive are ongoing and patrolled regular.
* Police still have no powers to deal with parking. Parking Buddies for parking are at Perton Academy and Perton Middle School and should be put out by school each morning and afternoon.
* Working in partnership with Council to carry out joint visits to supermarket, shops, fuel station in Perton area to combat the wearing of face masks.
* Serious crime is normally put out on Smart Alerts. PLEASE FORWARD YOUR NAME EMAIL ADDRESS TO PCSO SIAN FRYER IF YOU WOULD LIKE ME TO SIGN YOU UP. Sian.fryer@staffordshire.pnn.police.uk
* PCSO Fryer is involved with joint operations with West Midlands police who are coming cross boarder and working together re ASB, knife crime and thefts
* VEHICLE CRIME – X1 theft of car , enquiries are still ongoing
* Road Crime police has being doing joint visits with neighbourhood police to tackle crime. Drugs crime

**PCSO 23042 Fryer**

**Agenda item 13/21 b)**

**Financial Summary - Cashbook**

Summary between 01/04/20 and 31/01/21 inclusive.

Balances at the start of the year

# Ordinary Accounts

Co-operative Bank £3,253.47

HSBC Current Account £14,806.80

Petty Cash Accounts £250.00

Public Sector Deposit Fund £116,000.00

**Total £134,310.27**

|  |  |  |  |
| --- | --- | --- | --- |
| RECEIPTS | Net | Vat | Gross |
| Parish Council | £117,534.95 | £0.00 | £117,534.95 |
| Civic Centre | £1,656.50 | £0.00 | £1,656.50 |
| Total Receipts | £278,009.16 |  | £119,191.45 |

|  |  |  |  |
| --- | --- | --- | --- |
| PAYMENTS | Net | Vat | Gross |
| Parish Council | £11,826.48 | £50.77 | £11,877.25 |
| Civic Centre | £10,797.66 | £724.63 | £11,522.29 |
| Total Payments | £22,624.14 | £775.40 | £23,399.54 |

**Closing Balances**

**Ordinary Accounts**

Co-operative Bank £3,253.47

HSBC Current Account £10,598.71

Petty Cash Account £250.00

Public Sector Deposit Fund £216,000.00

Total £230,102.18

Uncleared and Unpresented effects

Statement Closing Balances

**Ordinary Accounts**

Co-operative Bank £3,253.47

HSBC Current Account £10,598.71

Petty Cash Account £250.00

Public Sector Deposit Fund £216,000.00

Total £230,102.18