9th April 2025

Dear Councillor

You are summoned to the Meeting of Perton Parish Council, to be held in the Board room, Perton Civic Centre on Monday 14th April 2025 at 7.00pm.

Yours faithfully



**Mrs Becky Hodgetts,**

**Clerk to the Council**

*All persons attending this meeting are hereby notified that this meeting will be recorded to assist the Parish Clerk in the compilation of minutes. The recording will be deleted once the minutes have been approved.*

**AGENDA**

## **210/24 - Public Open Session**

Members of the Public are invited to address the Parish Council (limited to 3 minutes per person as per Standing Order number 3G) *Time for this session is limited to 30 minutes as per Standing Order number 3F.*

## **211/24 Apologies for Absence –** to note apologies received from Councillors

## **212/24 To receive reports for information**

1. Police, Fire and Crime reports
2. Weekly Clerk’s reports – previously distributed also available on the website

## **213/24 Declaration of Interest** To receive Declarations and Other Interests from the Agenda. Councillors are reminded of their responsibility to declare any disclosable pecuniary and other interests they may have in any item of business on the agenda. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest, as defined by regulations made by the Secretary of State under the Localism Act 2011.

## **214/24 Code of Conduct – Dispensation -** To approve requests for Code of Conduct Dispensations.

## (A request for a dispensation must be made in writing to the Clerk and be granted by decision of the Council)

## **215/24 Minutes**

1. To approve minutes of the Parish Council meeting held on 10th March 2025 [2025.03.10 March minutes](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishCouncil2/Ed0dgXlNJphJiEDFoB9zX6oBq50VA16L0YyDYc8TliPFvw?e=HfP2OF)
2. To approve minutes of the extra ordinary Parish Council meeting held on 20th March 2025 [2025.03.10 March PPC minutes](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishCouncil2/Ed0dgXlNJphJiEDFoB9zX6oBq50VA16L0YyDYc8TliPFvw?e=HfP2OF)
3. To receive for information draft minutes or notes from the following committees/working parties:
	* 1. Pavilion & Playing Fields working party 6th March 2025 [25-03-06 PPF WP Minutes](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishOffice/EZn1eWwjI8lFgU84I5KNbYYBiTyKTPuVY_gvUCAfJQfF9g?e=JQRXkY)
		2. HR Committee meeting held on 19th March 2025 [2025.03.19 HR minutes](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishCouncil2/ET6BaVv7WPdAl8C9DZNu01gBXSgnP03LP6OE9rgC_Lhr2Q?e=Gaebkk)
		3. Allotments Committee meeting held on 26th March 2025 [Allotment Minutes 2025.03.26](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishCouncil2/EYwn280jtnFApXlj8VrWl9MBQ5Mpd46ot7xueWV7O1pZHg?e=GmS9gp)
		4. Finance Committee meeting held on 8th April 2025 [Finance minutes 08.04.2025](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishCouncil2/EYlmeUGDyKJPlEaf_83XY6sB3-aV70T29pOA-nYhvHgjLQ?e=2vSdyX)

## **216/24** **Staffordshire County Council**

## To receive for information written report from the County Councillor

* + - 1. To consider the option for verge remedial work at bluebell walk, Wrottesley Park Road £1,890
			2. To consider solar Pole mounted Real Time Display bus information at a cost of £6,750

## **217/24 Finance**

1. To approve list of Payments for March 2025 [Accepted expenditure transactions](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishCouncil2/EdrxGbkm0yBMtnqzDhR00E0BvKe9pMZXyXSUmJuIoHir7A?e=x3OLmZ)
2. To receive the Cash Book to date for information [Financial Summary Cashbook to date](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishOffice/EXsdlFu6U3JBiDZ3mOa-xcQBVqzQS1KXfinxkZCjfu4w5g?e=OND2TM)
3. To receive the Income Statement to date for information [Summary of Income April 2024 - March 2025](https://pertonparishcouncil.sharepoint.com/%3Ax%3A/s/ParishOffice/ESu9nlBO88NKt0ZbY1_BNJIBKFRKiUHye-kLrsJZuJWqDg?e=0JOxcS)
4. To receive the Expenditure and Budget to date for information [Financial Budget Comparison](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishOffice/EXGYlffS0PZLoUr3df0GUYQBaqGhUH7ffMEus3cNQo2wSA?e=diNUSS)
5. To consider the concessionary room hire rate application from Perton Carnival
6. To consider annual renewal to Society of Local Council Clerks at a cost of £360
7. To consider annual renewal to Staffordshire Parish Council Association at a cost of £979.53

## **218/24 Allotments**

## To review and approve the constitution for plot holders to form an Association [Allotments Association Constitution](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishOffice/EXTk8dL7_4tNjvHHv3V-EiIBRgZaxPs5SD638fneXl_tUQ?e=wJuB51)

1. To confirm change of arrangements for trough installation at a cost of £550

## **219/24 BKV -** To receive an update

## **220/24 Pavilion and Playing Fields**

## To receive an update on recent works at the Pavilion

* + - 1. To receive an update on the Parkrun events
			2. Update on lease
			3. To consider setting a budget for storage at the Pavilion of £6,000 from s106 funding
			4. To consider setting a prepayment budget of £500 for the Football oversight Committee use. To be managed by the Parish Office

## **221/24 Flicks in the Sticks -** to consider one off film show cost for school holiday

## **222/24 Gardeners Question Time** **-** to confirm details of the BBC visit on 13th May 2025

## **223/24 Citizen of the Year -** to consider nominations received

## **224/24 Wrottesley Village –** Use of play area at the development

## **225/24 Policies and documents as recommended by the HR Committee**

1. For adoption
2. Sexual Harassment [Sexual Harassment Policy](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishOffice/EVeG6tt3YTlOujj2eqJmK_MBdYgarnh4EMQxJFetasALNQ?e=WuJoIB)
3. For review with amendments
4. Annual Leave [Annual leave Policy](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishOffice/Eed81SQ2ccRMo4OY05pWrhsBQO-7__jfs2N14SiR2IEaJw?e=pqT82Z)
5. Attendance & Absence [Attendance and Absence Policy](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishOffice/EabCI-jjERpGrUVpKPGxlqkBxvkIgd3jj59YUy2-anY0CQ?e=Dfl30N)
6. Capability [Capability Policy](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishOffice/EUsjFeKNFVFNsEfSqR08M0MBcIJLUP6Pk96S1j2R75gnaw?e=XqN2O1)
7. Disciplinary [Disciplinary Policy](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishOffice/Ednf90swootOqu3c2GxlOX4BMe8PoqRsRyNAGRDE0CTssA?e=XpgYO0)
8. Flexible working [Flexible Working Policy](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishOffice/EYi1e1MTWyNOup6rLzgfXZcBNEkj4AABR40kmvG6GFORzg?e=QvyXKk)
9. Grievance [Grievance Policy](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishOffice/EZsz1lzJy2FJnb0gbPqvf_EByVlTPtbd7u4hkBcWSKBmkg?e=CNjCIe)
10. Annual Appraisal
11. To review with no amendments
12. Employee Code of Conduct [Employee Code of Conduct](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishOffice/ERE849k2mvZBvJWZvnSvsFMBQekVUZBsuT2IILFm1RPwdw?e=RJstTJ)
13. Risk assessments for adoption
14. Manual handling [Manual Handling](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishOffice/ESVSq9Y2Oe1NjQQgl8EW9ScBpt5LJs0wl7bwh-jgzOEm3A?e=vw1rid)
15. Terrorism [Terrorism](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishOffice/ER0XbAsby8BFhkpOCf1L-MMBI3bLFK-bYS5YncV86lDoVQ?e=2eRZPH)
16. First Aid [First Aid](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishOffice/ESIFnleqtUxMgT35631tYR4BQSWaGhl1zC2egCQOxWSOJQ?e=2nIYRK)
17. Employee appraisal amendments [Performance management and Appraisal](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishOffice/EQ0rIri5Fn5Mi2-0OlMJHIkB7FfnBai3nZ42aDqBVF4g_A?e=wMwdUA)

## **226/24 South Staffordshire Council**

1. To receive for information written reports from District Councillors
2. To consider response to the Public Spaces Protection Order Consultation for Anders Square
3. Planning Applications:

**Applications for consideration previously distributed**:

**Application no**. : 25/00265/FULHH

**Location**: 9 Carisbrooke Road, Perton, WV6 7UU

**Proposed:** Single storey rear extension with mono-pitch sloping roof.

**Application no**. : 25/00153/FULHH

**Location**: 27 Paxton Avenue, Perton, WV6 7SG

**Proposed:** Single storey side extension.

**Application no**. : 25/00293/FULHH

**Location**: 8 Dunster Grove, Perton, WV6 7RU

**Proposed:** Rear kitchen/dining room extension.

**Applications returned since previous meeting**:

**Application no**. : 25/00142/FULHH

**Location**: 12 Jedburgh Avenue, Perton, WV6 7XR

**Proposed:** Retrospective application for 6ft boundary fencing for privacy.

**Comments**: Perton Parish Council raised no objections to this proposal

**Application no**. : 25/00249/FULHH

**Location**: 52 Hawksmoor Drive, Perton, WV6 7TE

**Proposed:** First floor side extension with front and rear dormer windows and accommodation in attic space.

**Comments**: Perton Parish Council raised no objections to this proposal

**Application no**. : 25/00064/FULHH

**Location**: 32 Grasmere Avenue, Perton, WV6 7PW

**Proposed:** Single storey side/rear extension for garage, downstairs WC and dining room. New porch and canopy to front of property.

**Comments**: Perton Parish Council raised no objections to this proposal

## **227/24 Date and time of next meeting – Perton Civic Centre, Board room 7pm**

Annual Parish Meeting – 28th April 2025

Annual meeting of Perton Parish Council – 12th May 2025

**CONFIDENTIAL AGENDA**

**PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

In pursuance of the powers contained in section 1 of the above act, I move that the press and public be excluded from the meeting on the grounds that the business about to be transacted is of a confidential nature and that publicity will be prejudicial to the public interest.

## **228/24 Staffing**

To consider additional staffing requirements for the Playing Fields and Pavilion

**Crime & Disorder Implications**Section 17 of the Crime & Disorder Act 1998, places a duty on a local authority to consider crime and disorder implications and to exercise its various functions with due regard to the likely effect of the exercise of those functions and to do all that it 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.