4th June 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, 9th June 2025 at 7.00pm.

Yours faithfully



**Mrs B Hodgetts**

**Clerk to the Council**

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

# AGENDA

## **Public Open Session**

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

**PRESENTATION:**

**Darren Allen South Staffordshire Tree Inspector & Tree Team Operational Manager**

## **20/25 To note apologies for Absence**

## **21/25 To receive reports for information**

1. Police, Fire and Crime reports
2. Weekly Clerk’s reports – previously distributed also available on the website
3. Written report from the County Councillor

## **22/25 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.

## **23/25 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)

## **24/25 Minutes**

1. To approve minutes of the Parish Council meeting held on 12th May 2025 [2024.05.12 PPC minutes](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishCouncil2/EUmUwv_oxcxCjICbBPV-uZUBp76B7c0adm0VYLNittRNWw?e=bQ1aYo)
2. To receive for information draft minutes or notes from the following committees/working parties:
	* 1. Notes from the County Councillors meeting held on 28th May 2025 [Hodges informal meeting 28.05.25](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishCouncil2/ERq21BXogkRNoC6Xw8IXLeoBLahLAgHM6fyf1QtPN6fpbw?e=ytnWud)
		2. Finance meeting held on 3rd June 2025  [03.06.2025 Finance minutes](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishCouncil2/Eb1HwS6zjt5OhPxFg3L_OdgByw1YRzxfEr54S46qB59LLg?e=wv151w)

## **25/25 Finance**

1. To approve list of Payments for May 2025 [Accepted expenditure transactions - May 2025.docx](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishCouncil2/EQPu9Q3bNEBDpkpmk4KfkhwBXA7DhOPtHEFCYQB10DKrJA?e=9Ekocq)
2. To receive the Cash Book to date for information [Financial Summary Cashbook to date.docx](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishOffice/ESq3eeLX5gBLml-F1dO1mGwBYAn36o7Tpr_i0UZaKKSfUQ?e=cEnIkm)
3. To receive the Income Statement to date for information [Summary of Income](https://pertonparishcouncil.sharepoint.com/%3Ax%3A/s/ParishOffice/EdFzHvG3eVRIi-LeNCZGaLsBpVp8qdPI-CF2mHkZRJ4aTA?e=8uwbbE)
4. To receive the Expenditure and Budget to date for information [Financial Budget Comparison](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishOffice/Ee1kNx00NuZMgkofpio6xvcBITYC6e3KdSt_q2LFdtlJOQ?e=tLiSc7)
5. To consider purchasing another ‘Lest We Forget’ Bench at a cost of £407.50 + vat.
6. To consider maintenance options for the Outdoor Gym – recommended silver plan at a cost of £1,000 + vat per year [Maintenance Plans - 2025.pdf](https://pertonparishcouncil.sharepoint.com/%3Ab%3A/s/ParishOffice/EaKSEIDBLY5IpEj13cM10vcBtFhB3I2g5QZG5iBCAtRnYQ?e=stzYAM)
7. To consider grant application from FC Perton [grant form v2 (1) FC Perton.docx](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishOffice/EUQ97cDq3YpHjyyH_w-XuhYBVOJzdDT47Ma0orNHKLfHmw?e=dmx1B1)
8. To consider options for purchasing a projector and screen suitable for use in the Lakeside Hall
9. To consider options for installing microphones in the Board Room
10. To confirm Civic Centre hire charges for SSDC Chairmans Civic Service Sunday 27th July 2025

## **26/25 To review the following documents with recommendations :**

1. Financial Regulations - with amendments [Financial Regulations 2025](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishOffice/EYQBOtx5n-FDpraKt-f8_GEBNfMqamHE5ZdrrIx7UBQ5Yw?e=beTEDB)
2. IT Policy – for adoption [IT Policy.docx](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishOffice/EbRWAwva-V1Ch6JpyUUdVK8BSgaNHnnbWfj11ckViEwG1A?e=hr4VXT)
3. Committee Terms of Reference with recommended amendments:
	* 1. Human Resources Committee [HR Committee Terms of Reference.docx](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishOffice/Ef6gJMK5xfhInVEZ67riKjgBqGEeUZOyS8tYz4WSDApgnA?e=AJ393O)
		2. Finance Committee [Finance terms of Reference.docx](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishOffice/ERc4Hw0B0tFGkQP9qtV0U4kBGyGa-kX-s9YQNO9K_0Vdqw?e=N3Ohez)
		3. Management Committee [Management Committee Terms of Reference.docx](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishOffice/EVFBzqeniiZIke3zkrQpFK0BtqECYWcze8LgqWRAnA5Shg?e=zdoZXS)
		4. Allotment Oversight Committee [Allotment Oversight Committee Terms of Reference.docx](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishOffice/EToLnJgF7bdAkz33ZtZthTIBeXbXACJXcUb-3LJVVoOH3Q?e=ATCkYZ)
		5. Planning Committee [Planning Committee Terms of Reference.docx](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishOffice/EXFDg_dQFlBAtybxWtK5a_QBTZKjC9HxNS85KsNnysuQsQ?e=C71xO2)
		6. Working Party [Working Party terms of reference.docx](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishOffice/EW1WUxKdRIZIszQ2Z0iPleQB8LhnR6O70IeM0Z15Fknk3g?e=8GiqXR)

**27/25 Playing Fields and Pavilion**

* + - 1. To consider membership to Staffs Playing Field Association – annual fee £20 [SPFA Circular for Parish Councils Association.pdf](https://pertonparishcouncil.sharepoint.com/%3Ab%3A/s/ParishOffice/Eaf67w6HSjRBgE36HqfcxD8BiFvbk5W2rPeYUDfA8cOJtw?e=8uotLg) & [Staffs PFA website](https://www.staffsplayingfieldsassociation.com/)
			2. To consider fencing arrangement to section off the compound

## **28/25 South Staffordshire Council**

1. To receive for information written reports from District Councillors
2. To discuss local assets that the Parish Council would like to consider acquiring
3. To receive an update on flooding issues [Flooding meeting SSDC 270525.docx](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishOffice/EQNVuTuGKoNNluT8nHvivJ8BksTaHs0GNU7i_TmJebnRjQ?e=hS2Tqm)
4. To consider managing energy usage through Zellar software free licence  [carbon reporting software - email](https://pertonparishcouncil.sharepoint.com/%3Au%3A/s/ParishOffice/EStlmzw499tIpDkhpCqkJAMB2dJLm2jHnMz1oLzeR3Ryhg?e=ix4MfO)  & [Zellar website](https://www.zellar.com/)
5. Planning Applications:

**Application no**. : 25/00435/FULHH

**Location**: 44 Beverston Road, Perton, WV6 7UG

**Proposed:** Rear single storey extension with flat roof.

**Application no**. : 25/00376/FULHH

**Location**: 1 Stanley Court, Perton, WV6 7TG

**Proposed:** Two storey side extension.

## **29/25 - Date and time of next meeting – Perton Civic Centre, Board room 7pm**

Full Council Meeting of Perton Parish Council – 14th July 2025

**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.