9th July 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 July 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)

## **33/25 To note apologies for absence**

## **34/25 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

## **35/25 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 or other interest, as defined by regulations made by the Secretary of State under the Localism Act 2011.

## **36/25 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)

## **37/25 Minutes**

1. To approve minutes of the Parish Council meeting held on 9th June 2025 [2024.06.09 June PPC minutes.docx](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishCouncil2/EfN2UlEAj3ZPqRNrqOoQgskBZWhBFLvJIapdE3rpgRkixg?e=DckjN5)
2. To approve minutes of the Extra Ordinary Parish Council meeting held on 23rd June 2025 [2024.06.23 June PPC minutes.docx](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishCouncil2/EZhdAK3s__dEnLC8y-dAmA8BLuOl1GRzHVKqUN1teUrT-Q?e=TwQQR5)
3. To receive for information draft minutes or notes from the following committees/working parties:
	* 1. Parkrun meeting notes 17th June 2025 [Meeting notes 5K 17.06.25.docx](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishOffice/Ea8a6tCNl3pHuUa8EYXJPw8BwiT3BYbOlvvZtSddKVp4RA?e=x8uEpD)
		2. HR meeting held on 18th June 2025 [2025.06.18 HR minutes.docx](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishCouncil2/EXtQIHyVhsNBtqJb1z7EdKABAVww8MYz5LvpXzJ9vYAZHw?e=Zjnr1V)
		3. Planning Committee held on 1st July 2025 [01.07.25 Planning minutes.docx](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishCouncil2/ETj-G4Qllb9IlYalCD0bVkUBYV92s7UHK4aFPpUVVmAqGw?e=9Iuod0)
		4. Allotment Oversight Committee meeting held 3rd July 2025 [Allotment Minutes 2025.07.03.docx](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishCouncil2/EXg1kfgPg8RFpHGZ0A5Ld8IBI9_9KQ_Qig2hUZwaTSvP2g?e=7NzYe9)
		5. Finance Committee meeting held on 8th July 2025 [3 - Finance minutes 08.07.2025.docx](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishCouncil2/ERzZi3yzQt9EnetU844J9U4BlAAFm2n_MfCmEwicY9DnCA?e=LUPN5w)
		6. Coaches meeting notes held on 30th June 2025 (to follow)
		7. Parkrun meeting held on 8th July 2025 (to follow)

## **38/25 Finance**

1. To approve list of Payments for June 2025 [Accepted expenditure transactions.docx](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishCouncil2/EU-Xd2q_oOFAjYEJNTvUnaIB0XJTSClLp5PoX45TWprDaw?e=4fWbhR)
2. To receive the Cash Book to date for information  [Cashbook to date.docx](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishOffice/EQETNOAreGVLkfsTQnrwziUBM_92Uex4jyY2NyfI5dkSQQ?e=0rtMTt)
3. To receive the Income Statement to date for information  [Income April 2025 - March 2026](https://pertonparishcouncil.sharepoint.com/%3Ax%3A/s/ParishOffice/EdFzHvG3eVRIi-LeNCZGaLsBpVp8qdPI-CF2mHkZRJ4aTA?e=m6koW4)
4. To receive the Expenditure and Budget to date for information [Financial Budget to date.docx](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishOffice/EbTAjNwnLn9Kp3XqBPpP37oBStIeqVUqW6KLmciSV9MC4A?e=NrlEtZ)
5. To consider purchasing a large monitor for CCTV in the Clerk’s Office approx. £250
6. To consider options for purchasing a projector and screen suitable for use in the Lakeside Hall
7. To consider options for installing microphones in the Board Room
8. To consider purchase of a bike for PCSO use at a cost of approximately £600.

## **39/25 To review the following documents with recommendations :**

## To consider the recommendations for the following policies :

1. Employee Code of Conduct – no amendments recommended. [Employee Code of Conduct.docx](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishOffice/ERE849k2mvZBvJWZvnSvsFMBQekVUZBsuT2IILFm1RPwdw?e=lUYWQb)
2. Maternity, Paternity and Adoption leave – amendments recommended. [Maternity, Paternity & Adoption Policy.docx](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishOffice/EXlzKX2E2bpMtrtNrBjDCwcBYZMA7XekXAUztD_VYlZHDw?e=bH5qOy)
3. Dependant / Emergency & Carers leave - amendments recommended. [Dependent Emergency Dependant carers Leave.docx](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishOffice/Ee4O3CiBLrZFqOSQDfut4hwBYSv4hQSWHQD4Fk7BN6uFew?e=ArD9jB)
4. Lone worker – no amendments recommended [Lone Worker Policy.docx](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishOffice/EXBXgFbv-jFFnR7Hb5osjfgB6u2Hwwi7YG93m48exmYAOw?e=yc4Lgt)
5. Training - amendments recommended [Training Policy b.docx](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishOffice/Ed4-sHFNR51Kr1kqwsZUuVcBzZ_v1V-VVD_LzaVdvZRlJA?e=q6tY3b)
6. Whistle blowing – no amendments recommended [Whistle blowing policy .docx](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishOffice/EcIVKGxAvnVGulcZedXW_TABI6nV_xIkviLShKSSXeGUVA?e=wJhDPW)
7. Employee Handbook - amendments recommended [Employee Handbook - revised 2025.doc](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishOffice/EfXHam9y9FZOk1ImUyCVnVoBm8rR0a7XtpqouAVR6UlTqg?e=njdRLM)
8. Petty cash references to be replaced by the prepayment card [Prepayment card.docx](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishOffice/EffWP4dDdc5DgM4yuIMRlkEBNgLGjpNGVmANeC3Rc4CQZg?e=pZB6IF)
9. Investment Strategy - no amendments recommended [Investment Strategy Policy.docx](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishOffice/ERQXrA3sNNpJvOCJ4KFd_tsBAaGcYb6bjgamnazRM9zNfw?e=XjWf2H)
10. Reserves Policy – no amendments recommended [Reserves Policy.docx](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishOffice/EdlaakFfhSZCsbBAntYmGjEB5LTyhv65oNA8AK9FGbZFWw?e=BaaXz2)

**40/25 Airfields of Britain Conservation Trust -** To receive an update and to confirm siting of the runway memorial

**41/25 Prinses Irene Brigade -** To consider options for the annual visit on Friday 7th Novembe**r**

**42/25 Woodland Trust –** To consider and agree the location for free trees

**43/25 Playing Fields and Pavilion**

* + - 1. Parkrun
1. To receive an update
2. To consider purchasing of key safe as per costs attached [Agenda item July 43-25.docx](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishCouncil2/ETDS7vOav45FlqY9c6dcnp8BGgqN1psU4ZF1RHje7SigRQ?e=dHtFU9)
3. To consider the purchase of a trolley for moving equipment around the playing fields as per costs attached
	* + 1. To receive an update on the Football
			2. Pavilion works to consider the following items:
4. Rewiring of Electrics as per quotation breakdown [Electrical work quotes.docx](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishCouncil2/EWJESonvAAtLir01DiiOQ68BG4f8mgqTog3U_jNoi6qoBA?e=lpw9Pv)
5. Fencing options for the compound
6. Kitchen refurbishment
7. Replacement rear door
	* + 1. To consider footpath improvements £4,330.90 + vat

**44/25 Allotments -** to consider the following items:

1. The National Allotment Society – annual membership renewal £70 + vat
2. Dissolution of Perton Jubilee Garden Allotment Association in accordance with Item 16 of the constitution
3. Dissolution of the Oversight Committee
4. To re-instate the Allotment Committee with amended Terms of Reference to be agreed
5. To create a Society affiliated to the Allotment Committee

## **45/25 South Staffordshire Council**

1. To receive for information written reports from District Councillors
2. To consider a parish council response to the Community Governance review [**Community Governance Review**](https://www.sstaffs.gov.uk/community-engagement/have-your-say-community-governance-review-2025)
3. Planning Applications:

**Appeal Decision**

**Application no**. : 24/01010/COU

**Location**: land at rear of 20 Farleigh Road, Perton, WV6 7RH

**Proposed:** change of use from agricultural to garden land

**Decision:** Appeal Dismissed

## **46/25 - Date and time of next meeting – Perton Civic Centre, Board room 7pm**

Full Council Meeting of Perton Parish Council – 8th September 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.