# **Minutes of the meeting of Perton Parish Council, held at Perton Civic Centre on Monday 14th March 2022, 7.00pm**

## **PRESENT:**

Councillors Mrs P Allen, N Caine, P Davis, Mrs L Dew, K Elder (Chairman), D Glynn (Vice- Chairman),

Mrs R Heseltine, C Rathbone, Cllr J Sherlock, J Turner, Mrs B Walters

Parish Clerk Mrs B Hodgetts

Members of the public – 4

Also present County Councillor J Abrahams and PCSO A Tooth

A minutes silent reflection was held to consider what is happening in the world today, particularly Ukraine.

## 154/21 - PUBLIC OPEN SESSION

No questions raised by the public present.

## 155/21 - APOLOGIES FOR ABSENCE

Apologies received and noted from Councillors AA Bourke, R Bradley and Mrs A James.

## 156/21 - POLICE, FIRE AND CRIME REPORT

1. A written report received from PCSO A Tooth was made available for members.

Cllr P Davis presented 30mph stickers for wheelie bins which will be distributed to residents in Severn Drive. These have been provided by the Safer Roads Partnership. Further supplies to be sought.

1. A presentation from South Staffordshire Community Wellbeing and Partnership Officer Maggie Quinn explained the principles behind the Locality Enablers.

SSDC have managed to obtain some funding for youth provision aged between 8 and 13 years old. Collaboration with the Parish Council Youth Working Party will be essential to ensure there is no conflict in services.

Unfortunately, Inspector Louise Booker was unable to attend.

## 157/21 - DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

The following Declaration of other interests were received;

Mrs P Allen 160/21 e) Grant request for Perton Carnival.

160/21 f) Concessionary room hire request for Perton Carnival.

161/21 a) & b) room hire charges.

165/21 d) Playing Fields Tree planting.

N Caine 161/21 a), b), d) & e) room hire charges.

165/21 d) Playing Fields Tree planting.

P Davis 161/21 a), b) & e) room hire charges.

165/21 d) Playing Fields Tree planting.

Mrs L Dew 165/21 d) Playing Fields Tree planting.

K Elder 165/21 d) Playing Fields Tree planting.

D Glynn 161/21 b) & e) room hire charges.

Mrs R Heseltine 165/21 d) Playing Fields Tree planting.

160/21 e) Grant request for Perton Carnival.

160/21 f) Concessionary room hire request for Perton Carnival.

C Rathbone 165/21 d) Playing Fields Tree planting.

Mrs B Walters 165/21 d) Playing Fields Tree planting.

160/21 e) Grant request for Perton Carnival.

160/21 f) Concessionary room hire request for Perton Carnival.

## 158/21 - REQUESTS FOR CODE OF CONDUCT DISPENSATIONS

No request for dispensations received.

## 159/21 - MINUTES

1. **Resolved** that the minutes of the Parish Council Meeting held on 14th February 2022 were agreed as a true and correct record.
2. Noted for information the draft minutes of the following committees:

* Management Committee meeting held on 16th February 2022.
* Allotment Working Party held 24th February 2022.
* Queens Platinum Jubilee working party meeting held 7th March 2022.
* Finance Committee held on 8th March 2022.

## 160/21 - FINANCE

1. **Paid Expenditure Transactions** between paid between 01/02/22 and 28/02/22.

**Resolved** payments approved.

**Payment**

**Reference** **Paid date** **Tn no** **Gross** **Details**

Bacs 01/02/22 4542 £84.00 Acquiesce Environmental Legionella monitoring/Testing January

Bacs 01/02/22 4543 £184.92 Halls SMS Toilet Rolls, Hand Towels & Centre Feed

DD 01/02/22 4544 £120.48 Ash Waste Services General & Recycle Waste

Bacs 02/02/22 4545 £250.00 Refunded Deposit 29/01/22

Bacs 02/02/22 4546 £50.00 Refunded Deposit 29/01/22

Bacs 02/02/22 4547 £840.00 D L S Electrical Removal of Christmas Lights in Anders

Bacs 07/02/22 4548 £64.92 ESPO First Aid Kit Refill, Stationary and Cleaning Products

Bacs 07/02/22 4549 £6.99 Amazon Halogen Light Bulbs

Bacs 07/02/22 4550 £3,883.20 Unitty installation of Water Heaters and works

Bacs 09/02/22 4551 £540.00 Weston Sawmill Payment sent in error – Refund Duplicate

Bacs 11/02/22 4552 £2,879.30 Staffordshire County Pension

Bacs 11/02/22 4553 £2,760.98 Inland Revenue Tax & NI - January

Bacs 16/02/22 4554 £952.80 Edge IT Systems Ltd Annual Licence Fee

Bacs 16/02/22 4555 £717.50 GM Consultants and Oaken Windows - Boardroom Windows

Bacs 16/02/22 4556 £308.34 Your Printer Cartridge Printer Cartridges Company

Bacs 16/02/22 4557 £72.54 British Telecom BT Telephone & Broadband

CHG HSBC 20/02/22 4558 £6.20 HSBC UK Bank Charges

Bacs 21/02/22 4559 £300.00 Arts Alive Screening of 'Love Sarah'

Bacs 21/02/22 4560 £617.55 PPL/PRS Royalties

Bacs 21/02/22 4561 £215.84 Ricoh Rental and copy charges: 1st November - 31st January

Bacs 22/02/22 4562 £540.64 Eon Next Electricity Supply - January

Bacs 24/02/22 4564 £66.00 Fenland Leisure Products Ltd Play Area Safety Surface Repair

Bacs 25/02/22 4563 £10,628.31 Salaries M11

DDB 25/02/22 4565 £169.87 Siemens Quarterly Lease - Feb-Apr

Bacs 28/02/22 4566 £28.90 Victorian Plumbing Ltd Single Lever Basin Tap

Credit Card 28/02/22 4567 £13.68 Screwfix Direct Replacement Trap Seal

Credit Card 28/02/22 4568 £62.91 Derbyshire Services Bin Bag Holder Hoop Ring x8

Bacs 28/02/22 4569 £25.20 Edge IT Systems Ltd End of Year Webinar

**Total £25,311.07**

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

Councillors Mrs P Allen, Mrs R Heseltine and Mrs B Walters left the room.

1. Grant request received from Perton Carnival of £328.61. **Resolved** to approve a grant of £400.
2. Perton Carnival request for a grant concessionary room hire. **Resolved** that the Civic Centre can be used free of charge on Monday 2nd May 2022.

Councillors Mrs P Allen, Mrs R Heseltine and Mrs B Walters returned.

## 161/21 ROOM HIRE CHARGES 2022/23

1. Standard room hire - **Resolved** to increase all room hire by £1 per hour.
2. Concessionary room hire - **Resolved** to increase all concessionary room hire by £1 per hour.
3. Production Package - **Resolved** no increase for 2023 show. To be reviewed in 2023.
4. Lakeside Community Church - **Resolved** no increase.
5. Storage Charges - **Resolved** no increase.

## 162/21 MEETING DATES 2022/23

**Resolved** to approve the proposed meeting dates from May 2022 to April 2023.

## 163/21 - ALLOTMENTS

An update on the allotment site was presented and noted. Severn Homes are looking at the costs for fencing, water connection and electricity, also ownership of the hedges to be clarified. The amount of car parking to be provided by Severn Homes to be confirmed.

The architects have started the process of plotting the site and the Parish Council is looking at options for ploughing the field.

There are currently 50 residents who have confirmed they would still be interested in a plot, 16 have not yet responded.

The Clerk is confirming with HMRC the rules for reclaiming VAT.

Clerk to confirm what planning permission is required for the site, including car parking.

The Patron of the Allotment Society, HRH Prince Charles, has given approval for any allotment site created this year can be named (xyz) Platinum Jubilee Allotments. **Resolved** that the Clerk to invite a member of the Royal family to officially open the allotments.

## 164/21 - DEVELOPMENT WROTTESLEY PARK ROAD

An update report was presented to members. There is some concern with the drainage from the site, water is already running into a drainage ditch. **Resolved** that a meeting with County Council flood officers, Severn Trent and Severn Homes be arranged to discuss the concerns.

## 165/21 – QUEENS PLATINUM JUBILEE

1. A draft plan of the rose garden was presented to the council. There is lot of work required to prepare the site and roses would not be planted until later in the year. **Resolved** that the garden should include more varieties with royal connections.
2. The national Big Lunch is to be held on Sunday 5th June 2022. Funding from the Arts Council for specific Jubilee Events has been submitted. A draft day of events has been received from the events company Dangerous Sheep at a cost of £3,500, this can be stripped back if funding is not successful. **Resolved** the Clerk to confirm whether the activities listed would be free of charge. Further information will be available for the April meeting.

The Wrottesley Arms Pub has arranged for 4 days of live bands but is happy to collaborate with the Parish Council.

1. A proposed firework event for November to be discussed at a future meeting.

Cllr Mrs P Allen suggested that any councillors that wished to, could donate a month’s allowance to be put into a Jubilee fund. Anyone who would like to do this, to contact the Parish Clerk.

1. Tree planting on the playing fields has been completed. The creation of the path has had to go back out to tender so will be completed at a later date**.** There has been concerns raised by residents around visibility across the field**.** This can be avoided by raising the crown of the trees, this will not be a requirement for a couple of years as the trees grow.  **Resolved** the District Council will manage this as part of their management plan. A site meeting to be arranged.

## 166/21 – CITIZEN OF THE YEAR AWARD

Only one nomination has been received and it was **Resolved** that Mrs Christine Hawthorne be presented with A Citizen of the Year Award at the Annual Parish Meeting on 25th April 2022. Christine started the painted stone Covid snake during lockdown.

## 167/21 - SOUTH STAFFORDSHIRE COUNCIL

1. District Council written report presented from Cllr Mrs R Heseltine and verbal reports presented by Cllrs P Allen, N Caine and P Davis. The reports were noted for information.

Breast Screening is returning to Codsall on April 4th for 24 weeks. **Resolved** Clerk to see if further information can be provided to put on the website. The Parish Council also felt it would be good to hear the outcome for the service.

1. Information on the Climate Change Prize through South Staffordshire District Council was presented for information. Any organisation in the village can apply, it will be promoted at the science fair on Saturday 19th March.
2. **Applications for consideration previously distributed:**

**Application no**.: 22/00152/FUL

**Location:** 26 Dunster Grove, Perton, WV6 7RU

**Proposed**: Double storey side extension, partially above the existing garage to provide kitchen and utility extension at ground floor with 2 bedrooms and bathroom above

**Application no**.: 22/00209/FUL

**Location:** 6 The Belfry, Perton, WV6 7YX

**Proposed**: First floor corner infill extension

**Application no**.: 22/00202/FUL

**Location:** 15 Ayrton Close, Perton, WV6 7PE

**Proposed**: Two storey side extension and single storey extension to front and rear

No objections raised on the above applications.

**Planning Applications returned since last meeting:**

**Application no**. : 22/00117/FUL

**Location:** Manesty, Pattingham Road, Perton, WV6 7HD

**Proposed**: Rear balcony extension and loft conversion

**Comments**: No objections received

**Application no**. : 22/00129/FUL

**Location:** Amber Verde, Pattingham Road, Perton, WV6 7HD

**Proposed**: Replacement dwelling of the bungalow for a large contemporary home

**Comments**: No objections received

## 168/21 - STAFFORDSHIRE COUNTY COUNCIL

1. County Councillor Abrahams gave a verbal report. Unfortunately a meeting with the Strategic Community Infrastructure Manager had to be delayed where the camera, road markings , speed check on Severn Drive were due to be discussed.

Projects for the Divisional Highway Programme (DHP) are due to be put forward for 2022/23. Councillors suggested the speed humps at the chicane on Parkway, unfortunately the DHP would not cover the cost of this but a case for this will be put forward.

Continuing the case for speed reduction in Trescott, Severn Drive road surface, 7.5tonne weight limit on Wrottesley Park Road and signage for Bluebell Wood along Wrottesley Park Road.

Cllr Abrahams will see if there are any funds for defibrillators.

1. Flooding at Dippons Lane: The Chairman and County Councillor Abrahams met with a representative from Severn Trent to discuss the flooding and the Pump House. Unfortunately the issues do not appear to be easily solved. Severn Trent do not feel they are responsible for filling the ditch as a result of their works. Another date will be arranged when Highways representatives and the flooding team can also attend.
2. Pedestrian Crossing at Richmond Drive – Several residents have requested that the County Council consider a pedestrian crossing at the junction of Richmond Drive with The Parkway. The school crossing patrol at this site is no longer there. The County Council have considered this previously but several issues with safety were raised at that time. It was suggested that mitigation signage could be installed. County Councillor Abrahams will put the case forward.
3. Re-instatement of road markings on A41 traffic lights to allow more cars to queue to filter left into Wrottesley Park Road. Cllr Abrahams will take this forward.
4. An update with the ANPR was provided. The camera should be active by 1st April, signage has already been installed.

## 169/21 – REPORTS

1. Weekly Clerks reports having previously been distributed were noted for information
2. The Wild Trout Trust report was forwarded to Severn Trent and South Staffordshire Council. South Staffordshire Council confirm they have looked at the report and will be looking to include some of the detail on a wish list of future works within the green space management plan. A lot of the recommendations within the report are subject to capital works and funding.

Severn Trent have also read the report and didn’t see any implications to them, but the Councillors felt that there were specific items around flooding. The Parish Council will pursue this.

## 170/21 - DATE AND TIME OF NEXT MEETING

Full Council Meeting of the Parish Council - Monday 11th April 2022 at 7pm, Perton Civic Centre.

**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.

**171/21 – Staffing**

**To discuss and agree staffing matters**

1. Salary award increase – A pay award has been reached which will be back dated to 1st April 2021.
2. Review of staff pay scales **Resolved** a full salary and contract review to be completed by the HR Committee with proposals to Full Council.
3. Relief caretaker – **Resolved** employment of a relief caretaker to be looked at by the HR Committee with proposals to Full Council .

**Meeting closed at 9.35pm**

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/21 and 28/02/22 inclusive. This may include

transactions with ledger dates outside this period.

Balances at the start of the year:

**Ordinary Accounts**

Co-operative Bank £3,253.47

HSBC Current Account £14,806.80

Petty Cash Account £250.00

Public Sector Deposit Fund £116,000.00

**Total £134,310.27**

RECEIPTS Net Vat Gross

Parish Council £237,638.17 £0.00 £237,638.17

Civic Centre £58,317.61 £0.00 £58,317.61

Total Receipts £295,955.78 £0.00 £295,955.78

PAYMENTS Net Vat Gross

Parish Council £136,626.51 £4,217.53 £140,844.04

Civic Centre £105,163.94 £4,545.45 £109,709.39

Total Payments £241,790.45 £8,762.98 £250,553.43

Closing

**Ordinary Accounts**

Co-operative Bank £2,544.22

HSBC Current Account £10,918.40

Petty Cash Account £250.00

Public Sector Deposit Fund £166,000.00

Total £179,712.62

Uncleared and Unpresented

Statement Closing Balances

**Ordinary Accounts**

Co-operative Bank £2,544.22

HSBC Current Account £10,918.40

Petty Cash Account £250.00

Public Sector Deposit Fund £166,000.00

**Total £179,712.62**