# **Minutes of the meeting of Perton Parish Council, held at Perton Civic Centre on Monday 9th May 2022, 7.00pm**

## **PRESENT:**

Councillors Mrs P Allen, AA Bourke, R Bradley, N Caine, P Davis, K Elder (Chairman), D Glynn (Vice- Chairman), Mrs R Heseltine, C Rathbone, J Sherlock and J Turner, Mrs B Walters and Ms S Wilkes, Mrs A James

Parish Clerk Mrs B Hodgetts

Assistant Clerk Mrs L Higgins

Members of the public – 5

Also in attendance was PCSO A Tooth (part of the meeting)

## 01/22 - PUBLIC OPEN SESSION

Questions related to maintenance of kerb, verges and alley ways were raised. Dandelions have especially been an issue this year. There is no evidence of spraying.

County Councillor confirmed that this is an issue over the whole district and County Council say it is a lack of resources so only one weed spray will take place this year in parts.

Why are some roads swept with the road sweeper and others not? They are also very patchy, surely they should sweep where council trees and land are to stop them going into the drains!

Clerk to confirm how many weed sprays are completed each year and if it is being properly done.

The alleyways are overgrowing again, there is also ownership issues. Alleyways between Hoylake and Portrush, and St. Andrews and Formby. An issue with ransom strip planting has been reported to County.

## 02/22 – ELECTION OF CHAIRMAN FOR THE TERM 2022/23

A secret ballot was requested by two councillors as per Standing Order 3s, it was **Resolved** that Cllr K Elder be elected Chairman for the year 2022/23.

## 03/22 – SIGNING OF CHAIRMAN’S DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Declaration of Acceptance of Office signed.

## 04/22 - APOLOGIES FOR ABSENCE

No apologies received.

## 05/22 – ELECTION OF VICE-CHAIRMAN FOR THE TERM 2022/23

**Resolved** that Cllr D Glynn be re-elected as Vice Chairman for the year 2022/23.

## 06/22- POLICE, FIRE AND CRIME REPORT

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

## 07/22 – MEMBERSHIP AND CHAIRMAN OF THE FOLLOWING COMMITTEE/WORKING PARTIES

**Resolved** Committees to comprise of the following members as per Standing Order 4vi);

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

Cllr C Rathbone

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

1. YOUTH WORKING PARTY

Cllr Mrs P Allen

Cllr R Bradley

Cllr K Elder (ex-officio PC Chairman) **Chairman**

Cllr D Glynn (ex-officio PC Vice Chairman)

Cllr J Sherlock

Cllr Mrs B Walters

PCSO A Tooth

Matthew Wells

1. QUEEN’S JUBILEE WORKING PARTY

Cllr Mrs P Allen

Cllr K Elder (ex-officio PC Chairman) **Chairman**

Cllr D Glynn (ex-officio PC Vice Chairman)

Cllr Mrs R Heseltine

Cllr J Turner

1. HEALTH & SAFETY WORKING PARTY

Cllr Mrs P Allen

Cllr Mrs Dew

Cllr Mrs R Heseltine

Cllr Mrs b Walters **Chairman**

## 08/22 – 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)

## 09/22 – 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

Cllr AA Bourke

## 10/22 – DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

20/22 b) Barrier on Pavilion car park

Cllrs Mrs P Allen, P Davis, K Elder, D Glynn, Mrs R Heseltine, C Rathbone and N Caine (Dispensation granted minute no. 180/21) also Cllr A Bourke

17/22 a) Wrottesley Park Development allotments

Cllrs N Caine and D Glynn (Dispensation granted minute no. 180/21)

## 11/22 - REQUESTS FOR CODE OF CONDUCT DISPENSATIONS

The following dispensation requests were received and approved;

20/22 b) Barrier on Pavilion car park Cllrs A Bourke

## 12/22 - MINUTES

1. **Resolved** that the minutes of the Parish Council Meeting held on 11th April 2022 were agreed as a true and correct record.
2. Noted for information the draft minutes of the following committees/working parties:
* HR Committee meeting held on 13th April 2022
* Allotment Committee meeting held on 27th April 2022
* Finance Committee meeting held on 3rd May 2022
* Queens Platinum Jubilee working party meeting held on 5th May 2022

## 13/22 - FINANCE

1. **Paid Expenditure Transactions** between paid between 01/03/22 and 31/03/22.

**Resolved** payments approved.

**Payment**

**Reference Paid date Tn no Gross Details**

DD ASH03 01/04/22 4594 £150.10 Ash Waste Services General & Recycle Waste Collection

DD Rates04 01/04/22 4595 £1,431.25 South Staffordshire Council Rates - April

Bacs RefDep 12/04/22 4596 £100.00 Refunded Deposit 02/04/22

Bacs AE RA 12/04/22 4597 £354.00 Acquiesce Environmental Legionella Risk Assessment

Bacs DTE03 12/04/22 4598 £108.00 Down to Earth Grass Cutting to Playground -31/03/22

Bacs PEN03 14/04/22 4599 £3,730.29 Staffordshire County Pension Fund Pension - March

Bacs IR03 14/04/22 4600 £3,738.30 Inland Revenue Tax & NI - March

Bacs BT03 19/04/22 4601 £73.28 British Telecom Telephone & Broadband Charges

CHG HSBC03 20/04/22 4602 £8.20 HSBC UK Bank Charges

Bacs SCC 21/04/22 4603 £1,800.00 Staffordshire County Health & Safety SLA 2022/23

Bacs Elec03 21/04/22 4604 £480.31 Eon Next Electricity Charges - March

Bacs SPCA 22/04/22 4605 £775.89 Staffordshire Parish Council Ass. Annual Subscription

DebitCard 26/04/22 4606 £46.80 Sainsbury's Refreshments for APM 25/04

Bacs 27/04/22 4607 £27.50 The Community Foundation Best Kept Village Competition Entry

Bacs 29/04/22 4608 £10,753.77 Salaries M01

Co-op Bank - 12/04/22 4609 £500.00 Kingsway Food Bank Donation

Bacs 29/04/22 4610 £250.00 Refunded Deposit 30/04/22

Bacs 29/04/22 4611 £50.00 Refunded Deposit 14/05/22

**Total**  **£24,377.69**

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.

## 14/22 – AUDIT

1. Internal Auditors report – Reminded that payments in advance have to be recorded correctly. **Resolved** to approve the Internal Auditor Report received for 2021/22.
2. Accounts for Year End - **Resolved** that the Annual Accounts for year ending 31st March 2022, having previously been distributed be approved.
3. Annual Governance Statement - **Resolved** that the Annual Governance Statement having previously been distributed be approved. The Chairman and Clerk signed the statement.
4. Annual Accounting Statement - **Resolved** that the annual accounting statement having previously been distributed be approved. The Chairman and Clerk signed the statement.

PCSO Tooth joined the meeting. Was PCSO Tooth aware of how many ‘ring’ doorbells the Police still have available from the District Council Crime reduction initiative. He agreed to confirm the number. The Harm Reduction hub manage the criteria for distribution. This can be revisited in the future should it be necessary.

## 15/22 – POLICIES FOR REVIEW

* 1. Standing orders – **Resolved** to remove Standing order 26 Remote meetings as this is no longer legal.
	2. Financial regulations – **Resolved** no amendments required.
	3. Financial framework - **Resolved** no amendments required.
	4. Code of Conduct – **Resolved** no amendments required.
	5. Scheme of delegation – **Resolved** to remove reference to Coronavirus.

## 16/22 – LEGIONELLA

1. **Resolved** that the Chairman will be the Duty holder
2. **Resolved** that the Parish Clerk will be the Responsible Person

## 17/22 WROTTESLEY PARK ROAD DEVELOPMENT

1. **Allotments**
2. Update noted.
3. **Resolved** to approve the architect design as agreed by the Allotment Committee. There is some query who will own the hedges.
4. **Resolved** that the Clerk, in conjunction with the Chairman, can advertise for tender when it is appropriate and all the relevant legal issues have been dealt with.
5. Payment of S106 money will be requested from the developer by South Staffordshire District Council. The District Council have a new contract that will need signing.
6. **Housing Development**
7. The timber frames are due to be delivered onto site week commencing 30th May 2022. The costs for installation of the utilities are still unknown. An approximation will be forwarded by the developer. It may be worth the Developer attending a meeting to provide an official update.
8. Names for the development were discussed, it was **Resolved** that either Perton Fern Fields or Fern Fields Perton would be appropriate. Fern Fields was the name of the First World War

airfield which was operational from October 1916 to 1918 and was used by no.38 Squadron.

1. **Resolved** that Cllr Mrs P Allen and Mrs R Heseltine will collaborate and suggest 10 names that will reflect the history of Perton. Clerk to arrange a meeting with the Authority Address Custodian at District Council.

## 18/22 – QUEENS PLATINUM JUBILEE

1. Perton Jubilee Rose Garden – David Austin Rose have confirmed that they will give 15% discount on the Elizabeth rose and at least 50% discount on all other roses. The Clerk to liaise with David Austin for advice on ground preparation. There will be an opportunity for sponsorship. The County Councillor may have a fund for this purpose and would be happy to contribute. Information to be forwarded to the Clerk.
2. The National Big Lunch is to be held on Sunday 5th June 2022, an update was given and noted. **Resolved** Clerk to contact The Church At Perton to see if the church would be available should it be a wet day.

Anyone who has a memory of the Royal Family that they would like to share for the memory board, please pass to the Parish Clerk.

1. Supervising bouncy castle - The bouncy castle originally booked was to be supervised by the Parish Council which was not appropriate. After much research a local company will charge £40 for 4 hours supervision and £55 for the castle. **Resolved** to approve the costs. The cost of the prebooked castle of £75 will be deducted from the cost of the event.
2. A Photographer can be made available to create a historical record at a cost of £250. **Resolved** to source alternatives.
3. A proposed firework event for November was discussed but still awaiting further costing

## 19/22 - STAFFORDSHIRE COUNTY COUNCIL

1. The County Councillor updated the council on matters including

DHP meeting - Trescott - progressing with the speed reduction, legal team instructed to proceed with the traffic regulation order. Cllr J Turner to update the action group.

Severn Drive – Highways team to assess the conditions of the anti-slip surface.

ANPR now installed.

There were no proposals for signage for Bluebell Wood but have provided a link which he will fund.

Continue getting the gulleys cleared on Wrottesley Park Road.

Highways will not provide the cost of removing the speed bumps at both chicanes, but a safety survey is to be completed.

No news on the Wrottesley Park Roads weight limit and white lining filter lane on A41.

£15 million additional investment on roads this year.

A new contract is being negotiated to stop the ‘silly’ repairs when potholes are repaired but others close by are left. Marked potholes denotes that the defect has been looked at not that it will be repaired.

1. Flooding at Dippons Lane. The County Councillor has agreed to look at funding the cost of ditch clearing through the Divisional Highway Fund if there are funds available. Clerk to obtain information on the process for Contractor approval from Staffordshire County Council. The culvert will be cleared and repaired as necessary when the ditches are cleared.
2. Japanese Knotweed has been identified in the pathway behind Perton First School. **Resolved** Cllr N Caine will contact the County Councillor with further information.

## 20/22 - SOUTH STAFFORDSHIRE COUNCIL

1. District Council written report presented from Cllr Mrs R Heseltine and Cllr P Davis. Verbal reports presented by Cllrs P Allen, N Caine and AA Bourke. The reports were noted for information.
2. Barrier on the Pavilion car park. The Playing Fields Association have agreed to fund £500 towards the barrier. **Resolved** the Parish Council will provide £1,000 towards the overall approximate £3,000 cost. The balance will be met by South Staffordshire Council.
3. The Wellbeing Equestrian Centre – Dippons Lane, waiting for further information from enforcement.
4. Planning Applications:

**Applications for consideration previously distributed:**

**Application no**.: 22/00266/FUL

 **Location:** 3 St Andrews Drive, Perton, WV6 7YL

**Proposed**: single storey rear extension

**Application no**.: 22/00365/FUL

 **Location:** Highcroft, Holyhead Road, Kingswood, WV7 3AN

**Proposed**: double storey side and single storey rear extension

**Planning Applications returned since last meeting:**

 **Application no**. : 22/00299/FUL

 **Location:** 12 Formby Avenue, Perton, WV6 7YU

 **Proposed**: first floor side extension

**Comments**: No objections received

 **Application no**. : 22/00336/FUL

 **Location:** 10 Cabot Grove, Perton, WV6 7YQ

**Proposed**: double storey side and single storey rear extension

**Comments**: No objections received

## 21/22 – Reports - to note and receive for information

Weekly Clerk’s Reports previously distributed

## 22/22 - Date and time of next meeting – Perton Civic Centre, Board room 7pm

Full Council Meeting of Perton Parish Council – 13th June 2022

**Meeting closed at 8.57pm**

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

Chairman

Financial Summary - Cashbook

 Summary of receipts and payments between 01/04/22 and 30/04/22 inclusive. This may include

 transactions with ledger dates outside this period.

 Balances at the start of the year

 **Ordinary Accounts**

 Co-operative Bank £2,544.22

 HSBC Current Account £20,262.42

 Petty Cash Account £250.00

 Public Sector Deposit Fund £156,000.00

 Total £179,056.64

 RECEIPTS Net Vat Gross

 Parish Council £108,469.19 £0.00 £108,469.19

 Civic Centre £2,094.50 £0.00 £2,094.50

 Total Receipts £110,563.69 £0.00 £110,563.69

 PAYMENTS Net Vat Gross

 Parish Council £13,567.09 £331.91 £13,899.00

 Civic Centre £10,308.52 £170.17 £10,478.69

 Total Payments £23,875.61 £502.08 £24,377.69

Closing

**Ordinary Accounts**

Co-operative Bank £2,044.22

HSBC Current Account £106,948.42

Petty Cash Account £250.00

Public Sector Deposit Fund £156,000.00

Total £265,242.64

Uncleared and Unpresented

Statement Closing

**Ordinary Accounts**

Co-operative Bank £2,044.22

HSBC Current Account £106,948.42

Petty Cash Account £250.00

Public Sector Deposit Fund £156,000.00

Total £265,242.64