# **Minutes of the meeting of Perton Parish Council, held at Perton Civic Centre on Monday 26th September 2022, 7.00pm**

## **PRESENT:**

## Councillors, Mrs P Allen, R Bradley, N Caine (part of the meeting), Mrs L Dew, K Elder (Chairman),

## D Glynn (Vice Chairman), C Rathbone, J Turner and Mrs B Walters,

Parish Clerk Mrs B Hodgetts

Assistant Clerk Mrs L Higgins

Also in attendance:

County Councillor J Abrahams (part of the meeting)

PCSO S Fryer (part of the meeting)

Members of the public – Two

A minute’s silence was held to honour Her Majesty the Queen who passed away on 8th September 2022.

## 55/22 - PUBLIC OPEN SESSION

Two points raised regarding the maintenance of trees, River Penk and both lakes will be considered as part of the SSDC Green Space Management Plan.

## 56/22 - APOLOGIES FOR ABSENCE

## Apologies received and noted from Councillors AA Bourke, P Davis, Mrs R Heseltine J Sherlock

## 57/22 - POLICE, FIRE AND CRIME REPORT

1. PCSO S Fryer presented a written report received from PCSO A Tooth. The report was made available for members.
2. **Resolved** to invite the Police, Fire and Crime Commissioner to a locality 4 meeting on 28th November 2022. Clerk to invite Councillors from Pattingham, Codsall and Bilbrook Parish Councils.

## 58/22 - DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

67/22 a) SSDC Green Space Management Plan Grounds - Cllr K Elder

67/22 b) Planting of wild flowers between south outer and inner islands - Cllr K Elder

71/22 Forest of Mercia – Cllr K Elder

## 59/22 - REQUESTS FOR CODE OF CONDUCT DISPENSATIONS

1. No request for dispensation received.
2. The Civility and Respect Charter was discussed. Before the Council sign the pledge it was felt that Councillors, Clerk and Assistant Clerk should undertake training. **Resolved** Clerk to forward details of training events. Clerk to also confirm if there is any implication to the Code of Conduct.

## 60/22 - MINUTES

1. **Resolved** that the minutes of the Parish Council Meeting held on 11th July 2022 were agreed as a true and correct record.
2. Noted for information the draft minutes of the following committees/working parties:
* Health & Safety working party held on 28th September 2022
* Finance Committee meeting held on 4th October 2022

## 61/22 - FINANCE

1. **Paid Expenditure Transactions** between paid between 01/07/22 and 31/08/22.

**Resolved** payments approved.

**Payment**

**Reference Paid date Tn no Gross Details**

DD ASH06 01/07/22 4673 £150.46 Ash Waste Services General & Recycle Waste Collection

DD Rates07 01/07/22 4674 £1,435.00 South Staffordshire Council Rates - July

Bacs 06/07/22 4675 £130.00 Kalidescope pertonparishcouncil.gov.uk Domain

DD 07/07/22 4676 £10.51 Bright pay connect Monthly Subscript

Bacs N&B06 07/07/22 4677 £136.16 Nuts & Bolts Ltd Hedge Trimmer and Battery

DD Gas06 12/07/22 4678 £9,406.71 Total Energies Gas & Power Ltd Charges 09/12/21 - 22/06/22

Bacs Film06 12/07/22 4679 £300.00 Arts Alive Film Screening - Belfast

Bacs TA06 12/07/22 4680 £1,230.00 Thorne Architecture Ltd - Allotments Survey and Scheme

Bacs UKFC07 15/07/22 4681 £1,350.00 The UK Firework Company Ltd Public Firework Display - Deposit

Bacs PEN06 15/07/22 4682 £3,208.85 Staffordshire County Council June Pension Fund

Bacs IR06 15/07/22 4683 £3,005.29 Inland Revenue Tax & NI - June

DD BT06 18/07/22 4684 £77.50 British Telecom Telephone & Broadband Charges

Bacs 20/07/22 4685 £3,814.80 Plantscape 8 x Tier Planters & Weekly Maintena

Bacs NAS 20/07/22 4686 £66.00 National Allotment Society Membership Renewal

Bacs ESPO07 20/07/22 4687 £253.36 ESPO Stationary and Cleaning Products

Bacs EDGE07 20/07/22 4688 £93.60 Edge IT Systems Ltd Band Increase for Booking System

DD Gas06a 20/07/22 4689 £548.01 Total Energies Gas & Power Ltd Charges 22/06/22 -

Bacs 21/07/22 4690 £100.00 Refunded Deposit Walters - 16/07/22

DD Elec06 21/07/22 4691 £354.83 Eon Next Electricity Electricity Charges - June

CHG HSBC06 21/07/22 4692 £10.12 HSBC UK Bank Charges

DD Water07 25/07/22 4693 £227.15 Waterplus Water Charges 28/04/22 - 08/07/22

Bacs AE07 27/07/22 4694 £84.00 Acquiesce Environmental Complnce Ltd Legionella Monitoring

Bacs 29/07/22 4695 £10,757.26 Salaries M4

Bacs 29/07/22 4696 £104.49 Halls SMS Paper Towels & Centre Feed

Bacs 29/07/22 4697 £50.00 Refunded Deposit Jones - 23/07/22

**July Total £36,904.10**

DD ASH07 01/08/22 4698 £185.28 Ash Waste Services General & Recycle Waste Collection

DD Rates08 01/08/22 4699 £1,435.00 South Staffordshire Council Rates - August

Bacs SCC 07 03/08/22 4700 £160.00 Staffordshire County OHU Referral

Bacs 04/08/22 4701 £250.00 Refunded Deposit Millard - 29/07/22

DD 04/08/22 4702 £10.51 Brightpay Connect Monthly Subscript

Bacs DTE07 10/08/22 4703 £108.00 Down to Earth Grass Cutting to Playground - 13/07

Bacs PEN07 12/08/22 4704 £3,151.78 Staffordshire County pension – July Pension Fund

Bacs IR07 12/08/22 4705 £2,803.62 Inland Revenue Tax & NI - July

DD BT07 15/08/22 4706 £78.25 British Telecom Telephone & Broadband Charges

CHG HSBC07 21/08/22 4707 £10.62 HSBC UK Bank Charges

Bacs PCR07 22/08/22 4708 £57.83 Ricoh Rental and Copy Charges: 1st May - 31st July

Bacs AE08 22/08/22 4709 £84.00 Acquiesce Environmental Compliance Ltd Legionella Monitoring

Bacs TPIC 22/08/22 4710 £180.00 The Play Inspection Company Outdoor Annual Inspection

DD Elec07 22/08/22 4711 £343.18 Eon Next Electricity Electricity Charges - July

PettyCashTop 22/08/22 4724 £39.14 Sainsbury's Tea, Coffee, Sugar & Milk

PettyCashTop 22/08/22 4725 £67.12 Home & Motorsave General Maintenance Items

PettyCashTop 22/08/22 4726 £37.99 Just Keys Ltd Citizen of the Year Clock & Engravi

PettyCashTop 22/08/22 4727 £20.00 Codsall Flowers Citizen of the Year Flowers

PettycashTop 22/08/22 4728 £8.97 C & L Foods Betting Plants for Planters

PettyCashTop 22/08/22 4729 £30.00 Whitmore Reans Plumbers Replacement Tap Cartridges

BACS SSDC 23/08/22 4712 £43.60 South Staffordshire Council Garden Waste Subscription

DD Water08 24/08/22 4713 £98.98 Waterplus Water Charges 08/07/22 - 08/08/22

DD DMR08 25/08/22 4714 £169.87 Siemens Qtrly Lease - Aug-Oct

Bacs MSO 25/08/22 4715 £708.13 Communicate Better MSOffice365 Business Annual Subscri

Bacs 26/08/22 4716 £10,615.34 Salaries M5

DD Gas07 26/08/22 4717 £381.50 Total Energies Gas & Power Ltd Charges 29/06/22 - 31/07/22

CreditCard 08 26/08/22 4718 £53.09 Screwfix Direct Fire Exit Signs and Fixings

CreditCard 08 26/08/22 4719 £32.00 HSBC UK Commercial Card Annual Fee

Bacs DTE08 30/08/22 4720 £108.00 Down to Earth Grass Cutting to Playground - 17/08

Bacs SPC08 30/08/22 4721 £100.00 Staffordshire Property Repairs to emergency exit door Services

Bacs SGS08 30/08/22 4722 £306.00 S G S Systems Limited Fire Alarm Bulk Head Replacements

Bacs 31/08/22 4723 £124.00 Refunded Deposit Fazal - 20/08/22

**August total £21,801.80**

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.
4. External Auditor report - noted for information, no issues raised.
5. External Audit arrangements - **Resolved** to continue with the SAAA appointing arrangements from 2022/23 – 2026/27 financial years.
6. Parish insurance renewal from 1st October 2022. **Resolved** to approve the 5 year Long Term Agreement at £3605.32
7. **Resolved** Concessionary room hire rate approved for Dyspraxia Foundation (South Staffordshire)
8. Way finder post replacement vinyl’s – **Resolved** to replace with relevant headings at a cost of £363.60 + VAT

## 62/22 – CHILDREN’S PLAY AREA

1. Annual inspection report distributed breaks down what Parish Council staff can undertake, and which items require a qualified contractor. **Resolved** to accept the quotation for repairs from HAGS at a cost of £4808.46 + vat.

Clerk to contact the District and County Council to see if there is any funding available to help with costs. The Vice Chairman to ask the Wrottesley Arms if they can contribute to the repairs.

1. Councillors were made aware of the repairs required in the wet pour. There is substantial damage and the parish council are no longer able to ‘patch repair’. Four quotes were presented. Following discussion it was **resolved** to appoint DCM Surfaces at a cost of £17,999 which includes Heras fencing, if no cheaper quote can be obtained.

Cllrs Mrs P Allen and K Elder have both pledged rewards of £50 for any information leading to the identity of anyone causing damage to the surface or equipment.

## 63/22 - CHRISTMAS

1. **Resolved** to purchase a Christmas tree from Weston Sawmills at a cost of £500 + vat. This is an increase of £50 from last year.
2. The installation of the lights on the Christmas tree and around Anders Square costs £1780. **Resolved** to fund this from the Christmas budget heading.
3. **Resolved** the Christmas Fair committee can use the Civic Centre on Saturday 3rd December free of charge.

## 64/22 – POLICIES AND TERMS OF REFERENCE

1. **Resolved** to approve the amended Health and Safety terms of refence. Councillors K Elder and

 D Glynn will come along to the Health & Safety working group.

1. TheDignity at Work policy was deferred to a later date when the civility and respect training has been completed.
2. **Resolved** to adopt the Equality and Diversity Policy to replace the Equal Opportunities Policy. The Human Resources Committee to review in 12 months.

## 65/22 – PLATINUM JUBILEE

1. **Resolved** to approve the revised planting scheme for the Rose garden.
2. Community payback – unfortunately the community payback are not allowed to operate where there are people or traffic and are therefore not able to offer support in clearing the ground.
3. Firework display 6th November – there were some concerns using the playing fields due to grounds maintenance and marshalling the event. Perton Middle School have been approached to see if they would consider the Parish Council using their field. Unfortunately, no decision has been made yet. **Resolved** that should the school approve the display will go ahead, if the school do not agree the display will be cancelled with the loss of the 45% deposit already paid. Also it was agreed to donate £500 to the Middle School PTFA if the event goes ahead.

First aid will cost £100 for an hour and a half cover.

The play list - confirmed that the National Anthem will be played before the fireworks start.

Other members were reminded that they could donate to the fireworks by sending an email to the office confirming their contribution.

## 66/22 - STAFFORDSHIRE COUNTY COUNCIL

1. A verbal report received from the County Councillor Abrahams.
* Chaired a meeting with Silver Poplar residents and all branches of authority were present
* Site meeting at the Kingswood Activity Centre, the entrance for the buses is not clear and the buses park on the main road and the children have to walk. SCC say the site is clearly marked. Cllr Abrahams is contacting local farmers to see if they would clear the lane.
* Cllr Abrahams informed the council that no objections have been received to the proposed speed reduction through Trescott.
* Updates were not available for the white lining of the A41.
* Dippons Lane – from Lower Dippons the hedges along the length of the lane require cutting.
* Highway access to the new development for the show and view houses needs clarification.
* Cllr Abrahams to raise the question with highways, why Parishes are not always informed of work within the area.
* Why have some areas around Mercia Drive not had their footpaths repaired. The Clerk informed the Council that several years ago SCC had said that footpaths in that area required more work that just surface dressing and they hadn’t got any funding in the budget. Councillors to provide a map showing the affected roads.
* Wrottesley Road new development – there are some concerns with access when the show homes are open for viewing. There has been no highways approach to ensure safety.
* A drone view of the new development was shown. These will be shown regularly and linked from the parish website. The development is progressing well and the first five properties, the show and view homes will be completed in November 2022. The contractor on site uses local contractors where possible. The name of the development is called Wrottesley Village and the road names will be as agreed with SSDC and Royal Mail.
* The doctors are concerned that they have had no information from the developer and would like to be prepared for any influx of patients. **Resolved** Clerk to contact Severn Homes and request the approach the doctors to provide an update.

## 67/22 – GROUNDS MAINTENANCE

1. Draft Open Spaces Management Plan - **Resolved** a small working group was formed, Councillors

D Glynn, N Caine and Mrs P Allen volunteered. All councillors were welcome to be involved.

800 Fratelli bulbs are to be planted in the meadow areas. TPO trees to be included – a full map would be helpful.

1. Maintenance of the South Island was discussed. Heathers that were planted on the island were paid for by a donation. Clerk to look at the cost of the plants and how much was spent. **Resolved** that Civic Centre staff will maintain it through their contracted hours where there is available time.
2. Wildflower planting along the verge from the south outer and south inner island was agreed. **Resolved** Civic Centre staff to use the wildflower seeds donated.

Following a discussion on wildflower planting and conditions of items in Anders Square it was **Resolved** the Clerk obtains a quote for a camera covering Anders Square and play area.

## 68/22 - SOUTH STAFFORDSHIRE COUNCIL

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

9.30pm **Resolved** to move standing order 10a x) to allow further time to complete the agenda.

The life belts around the lake are facing the wrong way, should they be turned round. This can be looked at in the Open Spaces Management Plan. SSDC must consider the viability of the current cabinets.

1. Planning Applications:

**Applications for consideration previously distributed:**

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

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

 **Proposed**: Amended application for replacement dwelling with new contemporary eco home.

**Applications returned since last meeting:**

**Application no**. : 22/00546/FUL

 **Location:** 12 The Windrow, Perton, WV6 7TY

 **Proposed**: Single storey rear extension complete with new kitchen diner and utility, proposed second storey to have 3rd bedroom and en-suite.

**Comments**: No objections received

**Application no**. : 22/00672/FUL

 **Location:** Moorland House, Pattingham Road, Perton, WV6 7HD

**Proposed**: One and a half storey triple bay garage to front garden.

**Comments**: No objections received

**Application no**. : 22/00757/FUL

 **Location:** The Kingswood Centre, Barn Lane, Kingswood, WV7 3AW

 **Proposed**: Part retrospective changes to adventure equipment.

**Comments**: No objections received

**Application no**. : 22/00752/FUL

 **Location:** The Haven, Newport Road, Kingswood, WV7 3AJ

 **Proposed**: Addition of a single storey glass room located at the rear of the property in private garden

**Comments**: No objections received

**Application no**. : 22/00422/FUL

 **Location:** 61 Hawksmoor Drive, Perton, WV6 7TL

 **Proposed**: First floor side extension.

**Comments**: Perton Parish Council object to this proposal and view this application with concern as an over development of the site and a return to the original proposal for a six bedroomed house, which received many local objections and was withdrawn and a smaller proposal submitted in its place. This addition to the previously approved extension would be inappropriate in this location and the street scene. We note the residents' concerns.

## 69/22 – PRINCESS IRENE REGIMENT

1. Hosting the Princess Irene Regiment on one of their UK tours was discussed. **Resolved** to contact the regiment with the invitation.
2. **Resolved** to install an appropriate memorial to the regiment following discussion with the regiment.

## 70/22 – PERTON YOUTH CLUB

The new youth club is due to open on Friday 4th November in The Church At Perton.

## 71/22 – REPORTS TO NOTE AND RECEIVE FOR INFORMATION

1. Weekly Clerk’s Reports previously distributed
2. Clerks update on the following:

 **Foodbank**

A volunteer is collecting approximately 6 parcels a week. The Church do not think we need to order racking at the moment.

 **Wrottesley Park Development**

* Housing development

Discussed at item 66/22.

* Allotments

The contractual date for the handing over under the s106 agreement is 6th January 2023. The cost for the utilities and water troughs have not been received to date. Confirmed that a 25mm water main and a 45 KVA three phase supply for electric would be suitable.

SSDC have started the process of requesting the £75,000 plus indexed amount. The architect drawings have been forwarded to three contractors by the architects. The documents to be put on the government tender site.

County Homes are aware that the allotment can only be called Jubilee allotments in 2022.

**Forest Of Mercia**

The new footpath will be started week commencing 3rd October 2022.

## 72/22 – DATE AND TIME OF NEXT MEETING – Perton Civic Centre, Board room 7pm

Full Council Meeting of Perton Parish Council – 10th October 2022

**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.

**73/22 – Update on staffing matters**

Councillor were updated on Occupational Therapy report. The council are doing everything they can to support the employee as recommended by the report.

**Meeting closed at 10.07pm**

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

Chairman

Financial Summary - Cashbook

 Summary of receipts and payments between 01/04/22 and 30/09/22 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 £219,301.98 £0.00 £219,301.98

 Civic Centre £30,525.56 £0.00 £30,525.56

 Total Receipts £249,827.54 £0.00 £249,827.54

 PAYMENTS Net Vat Gross

 Parish Council £76,110.68 £2,874.84 £78,985.52

 Civic Centre £68,893.74 £3,083.05 £71,976.79

 Total Payments £145,004.42 £5,957.89 £150,962.31

**Closing**

**Ordinary Accounts**

Co-operative Bank £2,044.22

HSBC Current Account £119,627.65

Petty Cash Account £250.00

Public Sector Deposit Fund £156,000.00

Total £277,921.87

Uncleared and Unpresented

Statement Closing

**Ordinary Accounts**

Co-operative Bank £2,044.22

HSBC Current Account £119,627.65

Petty Cash Account £250.00

Public Sector Deposit Fund £156,000.00

Total £277,921.87