# **Minutes of the meeting of Perton Parish Council, held at Perton Civic Centre on Monday 17th April 2023, 7.00pm**

## **PRESENT:**

## Councillors Mrs P Allen, AA Bourke, N Caine, P Davis, K Elder (Chairman), D Glynn

## (Vice Chairman), Mrs R Heseltine, Mrs A James, C Rathbone, J Turner and Mrs B Walters

Parish Clerk Mrs B Hodgetts

Assistant Parish Clerk Mrs L Higgins

Also in attendance: County Councillor J Abrahams (part of the meeting)

Members of the public – 2

## 191/22 - PUBLIC OPEN SESSION

A resident asked why two islands have only been cut around the outer edges. Councillors informed him that there were plants on the inner section of the islands which the Parish Council had planted.

## 192/22 - APOLOGIES FOR ABSENCE

## Apologies received and noted from Councillors N. Caine, Mrs L Dew, J Sherlock and J Turner

**Resolved** to change the order of business 10a vi)

## 203/22 – STAFFORDSHIRE COUNTY COUNCIL

1. Information received from the County Councillor

The Perton Cuppa Club were hosted at the Kingswood Trust. If there are any other organisations that would benefit, please let Councillor Abrahams know.

1. No further update on the Pump house, Dippons Lane.
2. Registrar services – The Parish Council had been made aware of the lack of registrar services in South Staffordshire . To register a death it must be at one of the following locations: Burton, Newcastle, Stafford, Lichfield or Cannock, all of which offer 5 day, 9am – 5pm service alternatively Leek and Tamworth offer a part time service.

The services were closed during Covid, but Codsall and Wombourne were never reinstated. This leaves residents in Kinver with a 52 mile round trip.

The County Council have confirmed that Wombourne will be re-opening but for only half a day a week. Councillor Abrahams will follow this up.

1. Staffordshire County Council have agreed there will be an increase of weed spraying for 2023/24 from one to three applications.
2. Repair of grass verge near to the inner south island. It appears that work in this area is still continuing. Finding ownership of the work may be difficult but this will be raised with Severn Trent.

The progress of the road into the new development is moving very slowly. Councillor Abrahams will raise this at Cabinet.

## 193/22 - POLICE, FIRE AND CRIME REPORT

PCSO S Fryer provided a written report which was made available for members.

There were some concerns around speeding. A car had collided with the stones and tree on the Inner South Island. South Staffordshire Council kindly removed the tree and the debris. Parish Council to look at how the rock can be restored and also planting of a new tree in the Autumn. This isn’t the first incident of cars crashing at the islands, could Highways assess the risks around the Parkway and the islands.

Clerk to speak to the police with reference to a possible insurance claim.

There are a lot of complaints regarding speeding around the Parkway. Should sleeping policemen be installed? These do not necessarily slow anyone down.

## 194/22 - DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

The following declarations were made:

202/22 Volunteers - Councillor K Elder

## 195/22 - CODE OF CONDUCT DISPENSATIONS

No requests for dispensation received.

## 196/22 – MINUTES

1. **Resolved** that the minutes of the Parish Council Meeting held on 13th March 2023 were agreed as a true and correct record.
2. Noted for information the draft minutes of the following committees/working parties:
   * 1. Health & Safety working party 15th March 2023
     2. Human Resources Committee 29th March 2023
     3. Finance Committee held 11th April 2023

## 197/22 - FINANCE

1. **Paid Expenditure Transactions** between paid between 01/03/23 and 31/03/23

**Resolved** payments approved.

**Payment Paid**

**Reference Date Tn no Gross Details**

DD ASH02 01/03/23 4907 £184.01 Ash Waste Services General & Recycle Waste Collection

Bacs DepRef 03/03/23 4908 £100.00 Refunded Deposit Kerr - 25/02/23

DD BPayCon02 06/03/23 4909 £11.22 Brightpay BrightPay Connect Monthly Subscription

Bacs MP03 13/03/23 4910 £80.00 Mick Poutney Raised Beds Presentation

Bacs UKFC03 14/03/23 4911 £1,755.00 The UK Firework Company Ltd 45% Deposit for Firework Display

DD BT02 17/03/23 4912 £80.29 British Telecom Telephone & Broadband Charges

Bacs DepRef 17/03/23 4913 £150.00 Refunded Deposit Smith - 11/03/23

Bacs IR02 17/03/23 4914 £2,760.25 Inland Revenue Tax & NI - February 201/3

Bacs PEN02 17/03/23 4915 £3,313.52 Staffordshire County Pension Fund Pension - February

DD Bpay 20/03/23 4916 £226.80 Brightpay Payroll Licence 2023-24

Bacs ESPO03 21/03/23 4917 £86.38 ESPO Stationery

DD GAS02 21/03/23 4918 £834.93 Total Energies Gas & Power Ltd Gas Charges 26/01/23 - 21/02/23

CHG HSBC02 21/03/23 4919 £6.60 HSBC UK Bank Charges

Bacs DepRef 22/03/23 4920 £100.00 Refunded Deposit Edwards - 18/03/23

Bacs HALL 03 24/03/23 4921 £231.00 Halls SMS Toilet Rolls, Hand Towels & Centre

DD WATER03 24/03/23 4922 £260.90 Waterplus Water Charges 08/02/23 - 08/03/23

Bacs SPCA03 27/03/23 4923 £102.00 Staffordshire Parish Council Ass. Training Course - Playground Safety

Bacs ELEC02 27/03/23 4924 £1,099.59 Total Energies Gas & Power Ltd Electricity Charges - 28/01/23

Bacs AE03 29/03/23 4925 £84.00 Acquiesce Environmental Compliance Ltd - Legionella Monitoring

Credit Card 29/03/23 4926 £221.00 Codsall & Wergs Garden Centre Mulch for Rose Garden

Credit Card 29/03/23 4927 £74.99 Norton Virus Protection Annual Subscription

PettyCashTop 30/03/23 4932 £47.26 Home & Motorsave General Maintenance Items

PettyCashTop 30/03/23 4933 £112.48 Sainsbury's Various

PettyCashTop 30/03/23 4934 £23.09 Lealans Garden Centre Treatment for Rose Garden

PettyCashTop 30/03/23 4935 £7.98 Martyns Decorations for Parish Christmas Tree

PettyCashTop 30/03/23 4936 £5.79 Home Bargains Coffee

Bacs 31/03/23 4928 £11,866.44 Salaries March

Bacs ESPO03a 31/03/23 4929 £32.40 ESPO Mop Kit

Bacs WSM03 31/03/23 4930 £300.47 Weston Sawmill Birdmouth Fencing for Rose Garden

Bacs ACC03 31/03/23 4931 £3,920.76 A.C. Contracts (Codsall) Ltd Fixed Electrical Testing and Repair

**Total £28,079.15**

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. Concessionary room hire granted to The Codsall Festival for their booking on 16th March 2024
5. Requirements for a new printer for the clerk’s office was discussed. **Resolved** to lease a machine from Ricoh at a cost of £73.37 per quarter.
6. Perton Primary Academy are looking at converting a bus into a library. The project is costing £10,000, they have already raised £3,000. There were some concerns with damp, vandalism and fire risk but would like to help. The council would like to take up the offer of a tour of the bus, **Resolved** the Clerk to arrange a convenient date.

## 198/22 – HEALTH & SAFEETY

An update was given by the Chairman of the Committee.

## 199/22 – POLICIES

The following were reviewed;

* + - 1. First Aid - **Resolved** to adopt
      2. Fire emergency and evacuation **Resolved** to adopt

## 200/22 – WROTTESLEY PARK ROAD DEVELOPMENT

An update on the allotments was presented. The s106 obligations have been fulfilled by Severn Homes , this will need confirmation from the District Council before the land transfer can commence.

Severn Homes have agreed to swap part of the wooden road edging for concrete but this does not form part of the s106.

There is a large amount of top soil on the allotments that will be the Parish Councils responsibility to remove should it not be used on the allotments. The Clerk has contacted the contractor to see if it would be useful but waiting for a reply. It could be sold but this would need further consideration. The developer is finding out how much soil there is on the land.

The Parish Council has been informed that there will be some legal costs between £850 and £1250 to transfer the land from District to Parish.

Severn Homes are willing to allow the Parish Council contractor access before the land transfer is completed if the District Council agree.

## 201/22 – FIREWORK DISPLAY

The display has been booked for Sunday 5th November unfortunately the Clerk has been unable to get approval for use of the Middle school grounds as yet, in part, due to the Easter break. **Resolved** Clerk to continue following this up.

Clarification on vat recovery for donations and sponsorship had been sought from Staffordshire Parish Council Association. If it is just a brief acknowledgment then VAT can be reclaimed but if further promotion is required then the Parish Council would not be entitled to reclaim it, it would be classed as a taxable supply.

## 202/22 – VOLUNTEERS

Discussion was held on recruiting volunteer ‘Weed Warriors’ and agreed that it was a good idea but managing it could be a lot work and there may be an issue with insurance. Is the Parish Council the right group to take this forward? Can organisations be affiliated with the council. **Resolved** Clerk to clarify with the parish insurance if litter collecting and weed clearing by volunteers would be covered. Clerk to approach Brighton and Hove Council who already have volunteers and see what arrangements they have and also to contact Wombourne Parish Council to see how their voluntary groups are managed.

## 203/22 - STAFFORDSHIRE COUNTY COUNCIL

This item was covered earlier in the meeting.

## 204/22 - SOUTH STAFFORDSHIRE COUNCIL

1. Reports presented from Councillors P Davis and Mrs R Heseltine. Verbal reports presented by Councillors Mrs P Allen, and AA Bourke. The reports were noted for information.
2. CCTV costs and siting were discussed. PCSO A Tooth attended the meeting virtually to answer questions raised by members.

* Access is through a laptop by Police at Codsall
* The camera does rotate by set timescales
* It can be remotely moved when necessary

**Resolved** District Council are looking at alternative solutions for running costs. Also Clerk to look at funding. The PPC may have some funds available.

1. The inner south island has been damaged by a car crash. SSDC kindly removed the damaged tree and car debris. Volunteers have agreed to plant some foxgloves donated by Councillor Mrs P Allen. A new tree can be planted in the autumn.
2. Planning Applications:

**Applications for consideration previously distributed:**

**Application no**. : 23/00131/FULHH

**Location:** 4 Dean Court, Perton, WV6 7YF

**Proposed**: Retention of boundary fence and gate (retrospective)

**Applications returned since last meeting:**

**Application no**. : 23/00224/FULHH

**Location:** 14 Sutherland Grove, Perton, WV6 7PA

**Proposed**: New rear porch

**Comments**: No objections received

**Application no**. : 23/00239/FULHH

**Location:** 15 Sutherland Grove, Perton, WV6 7PA

**Proposed**: Single storey side extension to provide utility room and infill to provide porch to front elevation.

**Comments**: No objections received

**205/22 – Reports - to note and receive for information**

Weekly Clerk’s reports previously distributed

**206/22 - Date and time of next meeting – Perton Civic Centre, Board room 7pm**

Annual Parish Meeting – 24th April 2023

Full Council meeting 15th May 2023

**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.

**207/22 – Recruitment of relief caretaker**

1. **Resolved** to appoint a relief caretaker on a one year contract for a minimum of 10 hours per month. as recommended by the Human Resources Committee
2. **Resolved** Councillors appointed to short list the applications are Cllr Mrs B Walters and D Glynn
3. **Resolved** Councillors appointed to the interview panel – The Parish Council Chairman, Chairman of Management, Councillors P Davis and Mrs A James, if available.

**208/22 – Staff absence**

Following discussion it was **Resolved** that any employee who tests positive for Covid will be expected to come to work unless they feel they are not well enough. This will be recorded as sickness absence.

**Meeting closed at 9.08pm**

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

Chairman

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/22 and 31/01/23 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 £228,352.70 £0.00 £228,352.70

Civic Centre £66,717.24 £0.00 £66,717.24

Total Receipts £295,069.94 £0.00 £295,069.94

PAYMENTS Net Vat Gross

Parish Council £157,582.74 £9,111.53 £166,694.27

Civic Centre £122,220.46 £5,065.80 £127,286.26

Total Payments £279,803.20 £14,177.33 £293,980.53

Closing

**Ordinary Accounts**

Co-operative Bank £1,441.07

HSBC Current Account £7,454.98

Petty Cash Account £250.00

Public Sector Deposit Fund £171,000.00

Total £180,146.05

Uncleared and Unpresented

Statement Closing

**Ordinary Accounts**

Co-operative Bank £1,441.07

HSBC Current Account £7,454.98

Petty Cash Account £250.00

Public Sector Deposit Fund £171,000.00

**Total £180,146.05**