# **Minutes of the meeting of Perton Parish Council, held at Perton Civic Centre on Monday 13th May 2024, 7.00pm**

## PUBLIC OPEN SESSION

No questions raised by the public present.

## PRESENTATION – Chief Inspector Tim Norbury, Staffordshire Police

Some areas of Staffordshire are seeing an increase in crime of over 40%.

5 vehicles have been stolen in Perton last 12 months, other areas in Lichfield have had 12 vehicles stolen in one week.

The latest statistics for Perton are :

* Criminal damage reduced by 10%
* Theft reduced by 23%
* Drugs offences have increased by 200% - which is quite alarming but when the data is looked at it is one drugs offence every month since October 2023, which shows that officers are here searching and being pro-active. An increase of drugs offences is a good thing it shows that the Police are in the village.

There have been Increases in drugs offences as mentioned and also ‘less than serious violent crime’.

* Less serious violence - lower level assaults
* More serious violence – very serious assaults
* Other violence- harassment stalking malicious communication.

There has been an increase in less serious violence and in other violence- the majority of these are around domestic violence. The Safety Partnership are working hard to support

Darren Platt – has been promoted to Inspector and will be the Local Operating Inspector overseeing the response teams in Stafford, Cannock and South Staffordshire. Lee Walker will be taking over the role, coming from West Midlands Police.

Monthly reports – No other area has these reports. The reports will now be on a quarterly basis, but it will look better and include more detail, maps of hotspots and more information than previously given, PCSO’s will attend when they can. Chief Inspector Norbury will also be available at all Parish Summits, he is not satisfied with South Staffordshire engagement and will encourage councillors to join them. Councillors will be invited to accompany officers in a police carrier under protection for the day and witness policing in the area.

Councillor Mrs P Allen raised the issue of police presence at the Carnival. The scale of the event may not have been scored correctly, this will be looked into. In future the Chief inspector agreed his local budget may be used to fund officers.

Some good opportunities at the Science Fair, engaging with young people. The opportunity missing is the discussion with PCSO’s as they only attend the meeting for 5 minutes, appreciate they have other duties. Discussion may be useful and this is where the further engagement will come in.

There are 200 new officers and more courses starting, 20th May Chief Constables called a meeting of Chief Inspectors and is thinking there may be an update on establishment numbers.

999 calls should be answered within 10 seconds, 101 is not good – people have hung up after 1 hour and 5 minutes, this is being looked at on how to improve. If a PCSO is on duty they should answer their work phone or if a message left they should return the call when next on duty. If any one has an issue contact the Clerk who will forward on for a response.

A review of PCSO’s is being conducted.

Thanks was given to the Chief Inspector for attending the meeting.

PRESENT:

Councillors Mrs P Allen, Mrs S Beardsmore, N Caine (part of the meeting), P Davis, K Elder, Mrs J Evans,

C Evans, D Glynn (part of the meeting), Mrs R Heseltine, Mrs A James and Mrs B Walters

Parish Clerk Mrs B Hodgetts

Assistant Clerk Mrs L Higgins

Members of the public – 2

Also in attendance was County Councillor J Abrahams (Part of the meeting)

## 01/24 ELECTION OF CHAIRMAN FOR THE TERM 2024/25

Councillors P Davis and D Glynn were nominated and seconded. A secret ballot was requested by two councillors as per Standing Order 3s, it was **Resolved** that **Cllr P Davis** be elected Chairman for the year 2024/25.

## 02/24 SIGNING OF CHAIRMAN’S DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Declaration of Acceptance of Office signed.

## 03/24 ELECTION OF VICE-CHAIRMAN FOR THE TERM 2024/25

Councillors C Evans, D Glynn and Mrs B Walters were nominated and seconded. A secret ballot was held as per Standing Order 3s, it was **Resolved** that **Cllr C Evans** be elected Vice-Chairman for the year 2024/25.

## 04/24 APOLOGIES FOR ABSENCE

Apologies received and noted from Cllrs S Payne, C Rathbone, J Sargent and J Turner

## 05/24 DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

1. Cllrs P Davis declared an interest in item number 11/24 i) – Purchase of litter pickers
2. A reminder to all councillors to regularly check their Disclosable Pecuniary Interest Declaration

## 06/24 CODE OF CONDUCT DISPENSATIONS REQUESTS

No requests received.

**Resolved** to change the order of business as per Standing Order 10a vi)

## 20/24 STAFFORDSHIRE COUNTY COUNCIL

1. The County Councillor updated the council on matters including:

Apologise that he missed the last meeting.

Funding for next year for highways includes –

* Line painting on all chicanes and crossing throughout Perton
* Perton Ridge flooding issues
* Is grit required again for this year? – to confirm
* Potholes - suggestions received include Coleridge Drive, Jenny Walkers Lane and Shackleton Drive.
* Community funding back open again. Applications welcome.

A petition for the reduction of speed on Jenny Walker Lane and weight restriction on Wrottesley Park Road has been received. This will need to be presented at County Council due to the number of signatures. This petition has not been organised by the Parish Council.

The possibility of a speed reduction on Perton Ridge as requested by residents. Speedwatch are also concerned with their safety at the site.

## 07/24 POLICE, FIRE AND CRIME REPORT

1. A PCSO will provided a report for June meeting and then September which will then report any incidents from the summer holidays There are always changes to personnel in Staffordshire. The more you engage with the police the more they will engage with you. There has to be a settling in period for the new Chief Inspector. It was **Resolved** to write to the Chief Constable to look at leaving the personnel in post longer as there appears to be a lack of continuity.
2. Weekly Clerks reports – previously distributed. Reports are available on the Parish Council website.

## 08/24 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 Mrs S Beardsmore

Cllr N Caine

Cllr P Davis (ex-officio PC Chairman)

Cllr K Elder

Cllr C Evans (ex-officio PC Vice-Chairman)

Cllr D Glynn

Cllr Mrs R Heseltine **Chairman**

Cllr Mrs A James

Cllr Mrs B Walters

**Resolved** that the Health & Safety working party be disbanded and all matters to be managed by the Management Committee. Terms of Reference to be updated to increase the number of members.

1. FINANCE (5 plus 2 Ex-officio members)

Cllr Mrs P Allen

Cllr N Caine

Cllr P Davis (ex-officio PC Chairman)

Cllr C Evans (ex-officio PC Vice-Chairman)

Cllr D Glynn, **Chairman**

Cllr Mrs R Heseltine

Cllr C Rathbone

1. HUMAN RESOURCES (7 plus 2 Ex-officio members)

Cllr Mrs P Allen

Cllr Mrs S Beardsmore

Cllr P Davis (ex-officio PC Chairman)

Cllr K Elder

Cllr C Evans (ex-officio PC Vice-Chairman)

Cllr D Glynn

Cllr Mrs R Heseltine

Cllr J Turner

Cllr Mrs B Walters **Chairman**

One Vacancy

1. PLANNING (5 plus 2 Ex-officio members)

Cllr Mrs P Allen

Cllr N Caine

Cllr P Davis (ex-officio PC Chairman)

Cllr K Elder **Chairman**

Cllr C Evans(ex-officio PC Vice Chairman)

Cllr Mrs J Evans

Cllr D Glynn

Cllr Mrs A James

Cllr C Rathbone

To update Terms of Reference to increase membership

1. ALLOTMENTS (4 plus 2 Ex-officio members)

Cllr Mrs P Allen

Cllr S Beardsmore

Cllr P Davis (ex-officio PC Chairman) **Chairman**

Cllr K Elder

Cllr C Evans

Cllr D Glynn (ex-officio PC Vice-Chairman)

Cllr Mrs R Heseltine

Cllr C Rathbone

Up to 3 residents permitted to be members

To update Terms of Reference to increase membership

1. YOUTH WORKING PARTY

Cllr Mrs P Allen

Cllr K Elder **Chairman**

Cllr Mrs J Evans

Cllr D Glynn

Cllr J Sargent

Cllr Mrs B Walters

PCSO A Tooth

1. PAVILION & PLAYING FIELDS WORKING PARTY

Cllr Mrs P Allen

Cllr P Davis

Cllr J Evans

Cllr Mrs R Heseltine

1. WAR MEMORIAL WORKING PARTY

Cllr K Elder

Cllr D Glynn

Cllr Mrs R Heseltine

Cllr C Rathbone

Cllr Mrs P Allen

1. HEALTH AND SAFETY WORKING PARTY – disbanded

## 09/24 CHEQUE SIGNATORIES

**Resolved** that the following members will remain as cheque signatories:

Cllr Mrs P Allen

Cllr N Caine

Cllr P Davis

Cllr K Elder

Cllr D Glynn

Cllr Mrs R Heseltine

Mrs R Hodgetts (Parish Clerk)

## 10/24 MINUTES

1. **Resolved** that the minutes of the Parish Council Meeting held on 8th April 2024 were a true and correct record.
2. Noted for information the draft minutes of the following committees/working parties:
	* 1. Allotment Committee meeting held on 25th April 2024
		2. Finance meeting held on 7th May 2024

## 11/24 FINANCE

1. **Paid Expenditure Transactions** between paid between 01/04/24 and 30/04/24

**Resolved** payments approved.

**Payment Paid**

**Reference Date Tn no Gross Details**

DD ASH03 02/04/24 5309 £319.13 Ash Waste Services General Waste & Recycling Collection

DD Rates04 02/04/24 5310 £1,243.00 South Staffordshire Council Business Rates - April

DD BPayCon03 04/04/24 5311 £12.65 Brightpay Brightpay Connect Monthly Subscript

DD Ricoh - 05/04/24 5312 £175.88 Ricoh Centre - Rental Charges and Copies 01/03/24-31/05/24

Bacs ESPO03 05/04/24 5313 £25.68 ESPO Stationery

Bacs PF Rates 08/04/24 5314 £1,521.95 South Staffordshire Council Pavilion Business Rates 2024/25

Bacs Clean03 09/04/24 5315 £45.00 B Osagie Pavilion - Cleaning

Bacs GC03 09/04/24 5316 £81.00 N P Caine Playing Fields - Grass Cutting

DD PF- 11/04/24 5317 £12.07 Everflow Limited Pavilion - Water

Bacs PEN03 12/04/24 5318 £3,473.72 Staffordshire County Pension Fund - March

Bacs IR03 12/04/24 5319 £3,352.96 Inland Revenue Tax & NI - March

DD PF-ELEC03 12/04/24 5320 £530.76 Opus Energy Limited Pavilion - Electricity

Bacs CM03 15/04/24 5321 £485.00 C Millard Allotment Works

Bacs PRE04 15/04/24 5322 £5.00 Protect Rural England Staffordshire branch - Training - K Elder

Bacs 17/04/24 5323 £242.31 Halls SMS Hand Towels, Toilet Rolls & Centrefeed

Bacs ESPO04 17/04/24 5324 £249.78 ESPO Stationery and Cleaning Products

Bacs CE04 17/04/24 5325 £576.00 Concept Elevators (UK) Ltd Lift Repairs

Bacs 17/04/24 5326 £19.99 Amazon Stationery

DD BT03 17/04/24 5327 £95.42 British Telecom Telephone & Broadband

Bacs ECI04 19/04/24 5328 £572.40 Evac Chair International Staff Training - Evac Chair

CHG HSBC04 21/04/24 5329 £19.50 HSBC UK Bank Charges

DD PF- 22/04/24 5330 £225.38 Everflow Limited Pavilion - Water

DD GAS03 22/04/24 5331 £1,046.18 Total Energies Gas & Power Ltd Civic Centre - Gas

DD CC-ELEC03 22/04/24 5332 £857.54 Total Energies Gas & Power Ltd Civic Centre - Electric

DebitCard 23/04/24 5333 £31.60 Sainsbury's Refreshments for Annual Parish Meet

Bacs AE04 24/04/24 5334 £84.00 Acquiesce Environmental Compliance Ltd Legionella Monitoring

Bacs 26/04/24 5335 £12,061.65 Salaries April

CreditCard 29/04/24 5336 £45.48 R&R Products Ltd Patch Repair for Path

Bacs ECO04 29/04/24 5337 £19,429.74 Ecovision Asset 45% payment for Solar Installation

DebitCard 30/04/24 5338 £5.00 EE Mobile Phone Top Up

Total £46,845.77

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. Society of Local Council Clerks Annual Subscription £357. **Resolved** to approve the expenditure
5. Staffordshire Parish Council Association Annual Subscription £929. **Resolved** to approve the expenditure
6. Society of Local Council Clerks health & safety training webinar £145. **Resolved** the Clerk to attend.
7. Easter Egg Hunt 2025 – **Resolved** Clerk to forward Cllr Allen’s details to the resident
8. Purchase of 12 new litter pickers at £32.46. **Resolved** to purchase, but to also include junior ones and long reach if possible. Cllr Mrs R Heseltine will also purchase some Hi-viz vests for Best Kept Village use.

## 12/24 DOCUMENTS FOR REVIEW

* + - 1. Standing Orders – **Resolved** no amendments.
			2. Financial Regulations – **Resolved** to approve the 2024 revised Financial Regulations.
			3. Governance Framework – **Resolved** no amendments.
			4. Risk Management – **Resolved** no amendments.
			5. Freedom of Information Act 2000, Publication Scheme – **Resolved** to approve the revised scheme.
			6. Asset Register 2024/25 – **Resolved** to agree the register as presented.
			7. Member – Officer Protocol – Following discussion it was **Resolved** to approve the draft document with some minor changes.

## 13/24 AUDIT

1. Internal Auditors report for 2023/24 was received for information. The Auditor reported that there were no material errors, omissions or irregularities. Two areas to consider are adequate provision of insurance for cyber security and councils who have over £200k should have an investment policy. The Clerk has a draft Investment Policy and Reserves Policy to be taken to the next available Finance Committee to review. **Resolved** to obtain costs for a cyber security policy.
2. Accounts for Year End - **Resolved** that the Annual Accounts for year ending 31st March 2024, 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.
5. The date of publication for the exercise of public rights **Resolved** to be 3rd June to 12th July (30 working days).

## 14/24 LEGIONELLA MANAGEMENT

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

## 15/24 ALLOTMENT SITE

1. Rule book changes we reviewed. Feedback is good. A vote of thanks goes to Cllr Mrs J Evans for all her hard work producing the documentation on behalf of the Council.
2. Notice board – **Resolved** to purchase a notice board which will be attached to the outside of the toilet building at a cost of £240 + vat
3. Suggestion box – **Resolved** to purchase a suggestion box at a cost of £27.49 + vat

## 16/24 WAR MEMORIAL

1. Options for power for the PA equipment for Remembrance Service was discussed. **Resolved** to contact residents in Meon Grove to see if power could be used from the properties in the first instance, a donation could be made for the electricity used. If this is not possible the Clerk will complete the form to take power from the closest lamppost. Insurance cover could be purchased if required, and a small contract could be provided. The risks should be included in the risk assessment completed by the Church At Perton.
2. An addition to the war memorial for the Dutch Prinses Irene Brigade was discussed. The suggestion is that it could be a reference to the Standard Bearer, which is a statue in Tilburg, a City in the Netherlands that’s twinned with Wolverhampton. This could be a photograph on a memorial which could be relatively cost effective. An information board should be installed, the Parish Council to look at this.
3. A grant may be possible from the War Memorial Trust. A pre application would need submitting. There is no photograph of the current stone on the War Memorial Trust site
4. Memorial garden to be planted. District Council have agreed but want the details.

## 17/24 SPEED INDICATOR DEVICE (SID)

Options for battery and solar powered devices were presented to the members. Following discussion it was **Resolved** to purchase a battery powered SID from Morelock at a cost of £2740+ vat. and licence costs. A pole would need to be installed in Wrottesley Park Road but the SID can be moved to any of the other location around the Parkway. The Clerk will purchase a set of extending step ladders to enable the caretakers to change the batteries. The new bollards, slow markings and pedestrian signs have been installed in Wrottesley Park Road exit from Bluebell walk.

## 18/24 CHILDREN’S PLAY AREA

The bubble spinner has had to be removed from the play area as it had sheared off at the base, unfortunately it has now been discontinued. **Resolved** to install a static bubble at a cost of £1,544.

## 19/24 CIVIC CENTRE

1. An update on the Solar Panel installation was given. Installation is due to commence on 28th May.
2. Repairs to the ridge tiles and hips are required. **Resolved** to accept the quote for £11,500 and to time the work with the scaffold installation for the solar panels if possible. To look at costs for bird proofing to be added to the panels.
3. Electric radiators – **Resolved** to investigate the options further.to ensure the right decision is made.

Cllrs N Caine and D Glynn left the meeting.

## 20/24 STAFFORDSHIRE COUNTY COUNCIL

1. This item was covered earlier in the meeting.
2. Severn Trent – unfortunately there was no update available

## 21/24 SOUTH STAFFORDSHIRE COUNCIL

1. District Council written report presented from Cllr P Davis, Cllr C Evans and Mrs R Heseltine. A verbal report was presented by Cllr Mrs P Allen. The reports were noted for information. All reports are available on the parish website.
2. The Local Plan was discussed. Any responses must be on the legality of the document. **Resolved** no comments received.
3. Grass cutting of the open space at the rear of Melrose Drive was discussed. **Resolved** to recommend to District Council that they leave a 1-2metres strip unmown against the fence line, this will discourage people from sitting too near the properties.

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

1. A vehicle had driven to an area near to the upper lake. District Council have been made aware of it and will look at adding bollards to the area accessed by the car.
2. Planning Applications:

**Applications for consideration previously distributed:**

**Application no**.: 24/00338/FULHH

 **Location:** 2 Penda Grove, Perton, WV6 7NW

**Proposed**: single storey rear extension for disabled resident

**Resolved:** No objections raised

**Application no**.: 24/00273/FULHH

 **Location:** 147 Richmond Drive, Perton, WV6 7UQ

**Proposed**: single storey rear extension

**Resolved:** No objections raised

**Planning Applications returned since last meeting:**

 **Application no**.: 24/00165/OFFRES

 **Location:** 1 The Courtyard, Jenny Walkers Lane, Perton, WV6 7HB

 **Proposed**: Change of use from office to residential dwelling

**Comments**: Perton Parish Council raised no objections to this proposal

 **Application no**.: 24/00267/BUHOEX

 **Location:** Peppers Prospect, County Lane, Kingswood, WV7 3AS

**Proposed**: Additional storey

**Comments**: Perton Parish Council raised no objections to this proposal

## 22/24 - Date and time of next meeting – Perton Civic Centre, Board room 7pm

Full Council Meeting of Perton Parish Council – 10th June 2024

**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.

**23/24 Civic Centre Full time Caretaker/Handyman Vacancy**

1. Vacancy job description and remuneration
2. Timescale for advertising
3. To agree interview process

**Resolved** to advertise the post to commence 1st August. To call a HR meeting to discuss details for interview

**24/24 Civic Centre relief Caretaker Vacancy**

1. Vacancy job description and remuneration
2. Timescale for advertising
3. To agree interview process

**Resolved** to be a 12 month contract. To call a HR meeting to discuss details for interview

A probationary period of three months for both positions.

**25/24 - CiLCA**

The Assistant Clerk has passed CiLCA and is therefore now a qualified Clerk. Congratulations was given. A spinal column increase will be applied.

**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.

**Meeting closed at 9.42pm**

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

Chairman

Financial Summary - Cashbook

 Summary of receipts and payments between 01/04/24 and 30/04/24 inclusive. This may include

 transactions with ledger dates outside this period.

 Balances at the start of the year

 **Ordinary Accounts**

 Co-operative Bank £0.00

 HSBC Current Account £8,153.66

 Petty Cash Account £250.00

 Public Sector Deposit Fund £161,000.00

 Total £169,403.66

 RECEIPTS Net Vat Gross

 Parish Council £134,000.90 £0.00 £134,000.90

 Civic Centre £8,054.33 £0.00 £8,054.33

 Allotments £1,406.00 £0.00 £1,406.00

 Pavilion & Playing Fields £145.00 £0.00 £145.00

 Total Receipts £143,606.23 £0.00 £143,606.23

 PAYMENTS Net Vat Gross

 Parish Council £30,690.46 £121.95 £30,812.41

 Civic Centre £12,529.38 £602.82 £13,132.20

 Allotments £485.00 £0.00 £485.00

 Pavilion & Playing Fields £2,327.70 £88.46 £2,416.16

 Total Payments £46,032.54 £813.23 £46,845.77

Closing

**Ordinary Accounts**

Co-operative Bank £0.00

HSBC Current Account £114,914.12

Petty Cash Account £250.00

Public Sector Deposit Fund £151,000.00

 £266,164.12

Total £266,164.12

Uncleared and Unpresented

Statement Closing

**Ordinary Accounts**

Co-operative Bank £0.00

HSBC Current Account £114,914.12

Petty Cash Account £250.00

Public Sector Deposit Fund £151,000.00

Total £266,164.12