# **Minutes of the meeting of Perton Parish Council, held at Perton Civic Centre on Monday 11th September 2023, 7.00pm**

## **PRESENT:**

Councillors Mrs P Allen, Mrs S Beardsmore, N Caine, P Davis (Vice-Chairman), K Elder, Mrs J Evans,

C Evans, D Glynn (Chairman), Mrs R Heseltine, S Payne, J Turner and Mrs B Walters

Parish Clerk Mrs B Hodgetts

Assistant Clerk Mrs L Higgins

Also in attendance

 Staffordshire County Councillor Jak Abrahams

 PCSO A Tooth (part of the meeting)

Members of the public – 2

## 65/23 PUBLIC OPEN SESSION

Residents asked how they approach organising and adding to existing events within the Perton community for families and children. Councillors gave lots of suggestions of how to do this and other organisations that may be able to help.

## 66/23 APOLOGIES FOR ABSENCE

Apologies received and noted from Cllrs Mrs A James, C Rathbone and J Sargent

## 67/23 REPORTS – received for information

1. A written report from PCSO Ashley Tooth was made available to members.
2. Weekly Clerks reports – previously distributed.

## 68/23 DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

71/23 i) Perton Playing Fields Association – Cllrs N Caine, P Davis. K Elder, Mrs J Evans, C Evans,

D Glynn, and Mrs R Heseltine

71/23 e) SPCA training – Cllr N Caine

76/23 b) Use of Perton Civic Centre for Civic Sunday - Cllr D Glynn

82/23 Road Traffic Island – Cllr Mrs P Allen

## 69/23 REQUESTS FOR CODE OF CONDUCT DISPENSATIONS

Requests received from the following :

Perton Playing Fields Association – Cllrs N Caine, P Davis. K Elder, Mrs J Evans, C Evans, D Glynn, and

Mrs R Heseltine

Road Traffic Island - Cllr Mrs P Allen.

**Resolved** that the dispensations be approved for the term of office.

## 70/23 MINUTES

1. **Resolved** that the minutes of the Parish Council Meeting held on 10th July 2023 were agreed as a true and correct record.
2. **Resolved** that the minutes of the Extra Ordinary Parish Council Meeting held on 4th September 2023 were agreed as a true and correct record.
3. **Resolved** that an error in the Parish Council minutes held on 12th June 2023 were corrected as follows:

Councillor Caine removed from present list and Cllr C Evans added

1. Noted for information the draft minutes of the following committees/working parties:
	* 1. Youth working party held on 3rd July 2023

Heating is being replaced in the church.

* + 1. Health & Safety working party held on 19th July 2023
		2. Finance Meeting held on 5th September 2023
		3. Perton Playing Fields Association (PPFA) 7th September 2023

Cllr Mrs J Evans gave a presentation on the financial position of the association.

## 71/23 FINANCE

1. **Paid Expenditure Transactions** between paid between 01/07/23 and 31/08/23.

**Resolved** payments approved.

**Payment Date**

**Reference Paid Tn no Gross Details**

Bacs DTE06 03/07/23 5013 £112.32 Down to Earth Play Area Grass Cutting

DD ASH07 0 3/07/23 5014 £199.08 ASH Waste Services Ltd General Waste & Recycling Collection

DD Rates07 03/07/23 5015 £1,248.00 South Staffordshire Council Business Rates - July

Bacs DOMAIN 05/07/23 5016 £130.00 Kalidescope Domain Name Renewal

DD BPayCon06 05/07/23 5017 £11.69 Brightpay Brightpay Connect Monthly Subscript

Bacs ALK06 10/07/23 5018 £120.00 ALK Print Ltd Perton Place Advert 119

Bacs PPFA07 14/07/23 5019 £1,000.00 Perton Playing Fields Association Grant Payment - 48/23 g)

Bacs PEN06 14/07/23 5020 £3,253.04 Staffordshire County Pension Fund Pension - June

Bacs IR06 14/07/23 5021 £2,793.24 Inland Revenue Tax & NI - June

DD Ricoh06 14/07/23 5022 £297.25 Ricoh Rental Charges: 01/06/23 - 31/08/23 and Copies

DD BT06 17/07/23 5023 £93.93 British Telecom Telephone & Broadband

Bacs SSDC07 19/07/23 5024 £4,079.34 South Staffordshire Council Parish Recharges for Elections

Bacs NSALG 19/07/23 5025 £66.00 National Allotment Society Membership Renewal

DebitCard 19/07/23 5026 £39.22 National Association of Local Councils Councillor Training

CHG HSBC07 21/07/23 5027 £8.46 HSBC UK Bank Charges

DD Water06 25/07/23 5028 £125.73 Waterplus Water Charges 08/06/23 - 08/07/23

DD ELEC06 25/07/23 5029 £602.34 Total Energies Gas & Power Ltd Electricity 01/06/23 – 30/06/23

Bacs 28/07/23 5030 £11,506.74 Salaries M4

Bacs AE07 31/07/23 5031 £84.00 Acquiesce Environmental Compliance Ltd Legionella Monitoring

Bacs 31/07/23 5032 £35.85 Amazon Fire Door Stickers

CreditCard 31/07/23 5033 £401.59 Avern Cleaning Supplies Ltd Upright Hoover

CreditCard 31/07/23 5034 £68.53 Royal Collection Enterprises Ltd Coronation Book x3

CreditCard 31/07/23 5035 £55.96 The British Museum Company Ltd Coronation Bears x3

PettyCashTop 19/07/23 5036 £86.45 Brewers Decorator Centres Paint for LSH

PettyCashTop 19/07/23 5037 £43.39 Sainsbury's Various

PettyCashTop 19/07/23 5038 £82.49 Home & Motorsave Various

PettyCashTop 19/07/23 5039 £5.79 Home Bargains Coffee

PettyCashTop 19/07/23 5040 £6.80 Wickes Wood for Stage Vents

PettyCashTop 19/07/23 5041 £2.00 Martin Mccoll Limited Card for Bradley Wedding

PettyCashTop 19/07/23 5042 £5.99 Just Keys Ltd Front Door Key for Relief Caretaker

Bacs 31/07/23 5043 £11.99 Amazon Extendable Feather Duster

Bacs KFB07a 21/07/23 5044 £250.00 Kingsway Food Bank Grant Payment - 48/23 f) -

Bacs KFB07b 31/07/23 5045 £100.00 Kingsway Food Bank Grant Payment - 48/23 f)

 **Total £26,927.21**

**Payment Paid**

**Ref date Tn no Gross Details**

DD ASH08 01/08/23 5046 £244.20 ASH Waste Services Ltd General Waste & Recycling Collection

DD Rates08 01/08/23 5047 £1,248.00 South Staffordshire Council Business Rates - August

DebitCard 01/08/23 5048 £70.00 Just Keys Ltd 2 x Garden Plaques

DD BPay 04/08/23 5049 £11.69 Brightpay Brightpay Connect Monthly Subscription

Bacs DF08 07/08/23 5050 £5,940.00 Dorrell Flooring Ltd Lakeside Hall Floor Refurbishment

Bacs 07/08/23 5051 £87.42 ESPO Stationery and Cleaning Products

Bacs 07/08/23 5073 £100.00 Kingsway Food Bank Grant Payment - 48/23 f) - 3/6

Bacs 08/08/23 5052 £231.00 Halls SMS Hand Towels, Toilet Rolls & Centre Feed

Bacs SLCC 09/08/23 5053 £52.30 SLCC Enterprises Ltd 'The Clerks Manual'

Bacs ESPO 09/08/23 5054 £96.84 ESPO Stationery and Cleaning Products

Bacs DTE07 09/08/23 5055 £112.32 Down to Earth Play Area Grass Cutting

Bacs GBS07 09/08/23 5056 £3,814.80 G Burley & Sons Ltd 8 x Planters for Anders Square

Bacs PEN07 11/08/23 5057 £3,239.78 Staffordshire County Pension Fund - July

Bacs IR07 11/08/23 5058 £2,765.62 Inland Revenue Tax & NI - July

DrCr FAAC 11/08/23 5059 -£453.60 FAAC Entrance Solutions REFUND (duplicate invoice)

Bacs TPAIC 14/08/23 5060 £180.00 The Play Inspection Company Outdoor Annual Inspection

Bacs KFB08b 14/08/23 5074 £100.00 Kingsway Food Bank Grant Payment - 48/23 f) - 4/6

Bacs KRN08 16/08/23 5061 £230.93 Kingswood Road Nurseries Hanging Baskets x 7

DD BT07 17/08/23 5062 £93.93 British Telecom Telephone & Broadband

CHG HSBC 21/08/23 5063 £7.13 HSBC UK Bank Charges

Bacs KFB08c 21/08/23 5075 £100.00 Kingsway Food Bank Grant Payment - 48/23 f)

Bacs 23/08/23 5064 £5.23 Amazon USB Extension Adapter ReimburseBH

Bacs 23/08/23 5065 £1,008.00 Mazars External Audit for Year Ending 31/03/23

Bacs SPCA 23/08/23 5066 £162.00 SPCA. Training - Cllr Fundamentals & explore chairmanship

Bacs AE08 23/08/23 5067 £84.00 Acquiesce Environmental Compliance Ltd Legionella Monitoring

DD ELEC07 25/08/23 5069 £823.51 Total Energies Gas & Power Electricity Charges - July

DD DM08 25/08/23 5070 £169.87 Siemens Qrtly Lease - Aug-Oct

Credit Card 25/08/23 5071 £57.60 Agora Business Publications Training - How to Manage capability and poor performance

Credit Card 25/08/23 5072 £32.00 HSBC UK Credit Card Annual Fee

Bacs 28/08/23 5076 £100.00 Kingsway Food Bank Grant Payment - 48/23 f) - 6/6

Bacs 29/08/23 5068 £11,507.69 Salaries August

**Total £32,222.26**

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. **Resolved** to approve whole council Councillor Introduction course delivered by SPCA costing £350
5. **Resolved** to approve bus shelter cleaning at a cost of £45 per shelter + £10 for any graffiti removal
6. **Resolved** to accept an offer of free cleaning of the war memorial stone on the proviso that no chemicals or harsh brushes were used on the stone.
7. **Resolved** to approve the grant request for £250 from Perton Kingsway Foodbank
8. **Resolved** to approve a grant of £750 to PPFA following the presentation previously shown
9. **Resolved** to delay purchasing a further 10 x A3 self-adhesive 30mph signs @ £15.99 each until January and the bus shelters have been cleaned.

## 72/23 AUDIT

1. The External Audit report was noted for information.
2. **Resolved** to appoint Black Rose Solutions Ltd for the audit 2023/24 at £35 per hour + mileage.

## 73/23 CCTV

1. **Resolved** to accept the quotation for the CCTV camera to monitor the youth shelter and children’s play area at a cost of £4,650.
2. **Resolved** to accept the 5g sim 24 month contract with 5GB of data at a cost of £27.50 per month with £360 exc. vat advance payment.
3. **Resolved** to accept the quotation for the service and maintenance contract of the camera at a cost of £420.

## 74/23 POLICIES FOR REVIEW

1. **Resolved** to accept the revised Health, Safety and Wellbeing policy
2. **Resolved** to accept the revised Safeguarding and Child Protection Policy

## 75/23 POLICIES FOR ADOPTION

1. **Resolved** to adopt the Glass & glazing Policy
2. **Resolved** to adopt the Working at Height Policy
3. **Resolved** to adopt the Manual Handling Policy

## 76/23 CIVIC CENTRE

1. Plyvine have pulled out of supplying a bar for Perton Civic Centre. There are several options available to the council.
* Find a local provider – this will be difficult with the amount of bars that are required.
* Parish Council to run its own bar:
* Apply for Temporary Event Notices for each function -15 maximum per year.
* A staff member to sit their personal licence exam and become a Designated Premises Supervisor.
* Apply for a community building licence

**Resolved** to defer to the Management Committee to consider further, but consensus is to manage the bar ourselves with the Community Licence.

1. **Resolved** to provide the Lakeside Hall free of charge on Sunday 29th October for the Chairman’s Civic Sunday. The function is not being funded from Parish Council funds.
2. **Resolved** to approve the remedial works required to the Emergency lighting and Fire alarm following the annual maintenance visit at a cost of £390.

## 77/23 TREES

It was suggested that additional trees could be planted with the involvement of Forest of Mercia and Wild About Perton on the verge from the inner south island to the chicane. **Resolved** to gather further information and bring back to the council for a decision.

## 78/23 PRINCESS IRENE REGIMENT

1. The draft itinerary for the planned visit to Perton on Friday 10th November 2023 was discussed.
2. It was **Resolved** to look into hot catering for the lunch rather than a cold buffet.
3. Twinning Perton with a Dutch village would be an excellent idea. **Resolved** to research this process further.
4. It was suggested that a flower bed of Dutch bulbs could be created as a memorial to the Brigade. **Resolved** to investigate a proposed site.

## 79/23 ALLOTMENTS

1. An update on the site was given by the Clerk. Both Severn Homes and South Staffordshire Council have agreed that the contractor can start work on the site before the land is officially transferred. A simple agreement will need to be raised.
2. **Resolved** to approve the Clerk, in conjunction with the Chairman, has delegated authority to sign any interim agreements on site access on behalf of the Parish Council. Councillors will have sight of the agreement before signing.
3. **Resolved** to purchase the Allotments online package from AdvantEdge:
4. Initial set up and training £390 + vat
5. Provide a tablet to be used £216 + vat
6. annual cost £249.90 + vat

## 80/23 PERTON PRIMARY ACADEMY

A governor vacancy was noted for information.

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

## 81/23 CHRISTMAS

Unfortunately, Weston Sawmill are unable to provide a large Christmas tree this year due to stock issues. The Clerk is looking at alternatives. **Resolved** Clerk in conjunction with the Chairman has delegated authority to approve the best value quote.

## 82/23 SOUTH INNER TRAFFIC ISLAND

1. Three quotes have been received for completing the ground works on the island. They ranged from £615 to £6,900. A donation of £600 has been received towards this project.  **Resolved** to approve JJ’s Gardening at £615.
2. Forest of Mercia are to be approached to see if they can help with a replacement tree in the centre of the island.

## 83/23 - STAFFORDSHIRE COUNTY COUNCIL

1. A verbal report received from the County Councillor Abrahams for information.
2. Severn Trent –Councillor Abrahams has spoken with Severn Trent regarding the pump house.
3. Wrottesley Park Road signage was discussed. Unfortunately the digital display approved by the Parish Council is not permitted by Staffordshire Highways. Highways have agreed that they will install ‘pedestrians’ warning signs, ‘slow’ markings adjacent to the signs and reflector posts in grass verges at a cost of approximately £3,500. The cost of the Vehicle Activated Sign would have been £5,825. Unfortunately, the signage company will charge the Parish Council £700 as the materials for the specialist sign were ordered specially. **Resolved** to implement the County Highway suggestions.
4. Publicity for Concessionary travel noted for information.

## 84/23 - SOUTH STAFFORDSHIRE COUNCIL

1. District Council written report presented from Cllrs P Allen, P Davis, C Evans and Mrs R Heseltine. The reports were noted for information.
2. Planning Applications:

##  Applications for consideration previously distributed:

 **Application no**. : 23/00703/FULHH

 **Location:** 52 Hawksmoor Drive, Perton, WV6 7TE

**Proposed:** First floor side extension with front dormer window and accommodation in attic space

**Resolved:** No objections received

**Application no. :** 23/00712/FULHH

 **Location:** 48 Wren Avenue, Perton, WV6 7TS

**Proposed:** Proposed garage conversion and single storey extension to rear of existing two storey detached dwelling

**Resolved:** No objections received

**Applications returned since last meeting:**

 **Application no. :** 23/00565/FULHH

 **Location:** 22 Shawbury Grove, Perton, WV6 7LH

**Proposed:** single storey ground floor extension to provide new porch and downstairs WC

**Comments:** No objections received

 **Application no. :** 23/00583/FULHH

 **Location:** 12 Bader Road, Perton, WV6 7UY

**Proposed:** ground floor extension to rear and first floor extension over existing garage

**Comments:** No objections received

**Application no. :** 23/00632/FULHH

 **Location:** 36 Itchen Grove, Perton, WV6 7QY

**Proposed:** single storey front extension

**Comments:** No objections received

## 85/23 – DATE AND TIME OF NEXT MEETING – Perton Civic Centre, Board room 7pm

Full Council Meeting of Perton Parish Council – 9th October 2023

**Meeting closed at 10.05pm**

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

Chairman

Financial Summary - Cashbook

 Summary of receipts and payments between 01/04/23 and 31/08/23 inclusive. This may include

 transactions with ledger dates outside this period.

 Balances at the start of the year

 **Ordinary Accounts**

 Co-operative Bank £1,441.07

 HSBC Current Account £14,270.44

 Petty Cash Account £250.00

 Public Sector Deposit Fund £156,000.00

 Total £171,961.51

 RECEIPTS Net Vat Gross

 Parish Council £118,783.32 £0.00 £118,783.32

 Civic Centre £33,383.75 £0.00 £33,383.75

 Total Receipts £152,167.07 £0.00 £152,167.07

 PAYMENTS Net Vat Gross

 Parish Council £85,145.72 £1,698.17 £86,843.89

 Civic Centre £51,452.40 £3,038.25 £54,490.65

 Allotments £55.00 £11.00 £66.00

 Total Payments £136,653.12 £4,747.42 £141,400.54

Closing

**Ordinary Accounts**

Co-operative Bank £691.07

HSBC Current Account £10,786.97

Petty Cash Account £250.00

Public Sector Deposit Fund £171,000.00

 £182,728.04

Total £182,728.04

Uncleared and Unpresented

Statement Closing

**Ordinary Accounts**

Co-operative Bank £691.07

HSBC Current Account £10,786.97

Petty Cash Account £250.00

Public Sector Deposit Fund £171,000.00

Total £182,728.04