# **Minutes of the meeting of Perton Parish Council, held at Perton Civic Centre on Monday 12th May 2025, 7.00pm**

## PUBLIC OPEN SESSION

No questions raised by the public present.

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, Mrs R Heseltine, Mrs A James, S Payne, C Rathbone, J Turner and Mrs B Walters

Parish Clerk Mrs B Hodgetts

Assistant Clerk Mrs L Higgins

Members of the public – 3

## 01/25 Election of Chairman for the term 2025/26

Councillors S Evans 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 C Evans be elected Chairman for the year 2025/26.

## 02/25 Signing of Chairman’s Declaration of Acceptance of Office

Chairmans Declaration of Acceptance of Office was signed by Councillor C Evans and the Parish Clerk.

## 03/25 Election of Vice-Chairman for the term 2025/26

Councillors Mrs S Beardsmore and N Caine were nominated and seconded. A secret ballot was held as per Standing Order 3s, it was **Resolved** that Cllr Mrs S Beardsmore be elected Vice-Chairman for the year 2025/26.

## 04/25 Apologies for absence

Apologies received and noted from J Sargent

## 05/25 Declaration of Disclosable Pecuniary and other interests

1. Cllr N Caine declared an interest in item number 12/25 a) – transaction 5778
2. A reminder was given to all councillors to regularly check their Disclosable Pecuniary Interest Declaration

## 06/25 Code of conduct Dispensation requests

No requests received.

## 07/25 Police, Fire and Crime report

1. PCSO Tooth presented his report.
2. Weekly Clerks reports – previously distributed. Reports are available on the Parish Council website.

**Cllr N Caine left the meeting**

## 08/25 Membership and Chairman of the following committees/working parties

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

1. MANAGEMENT

Cllr Mrs P Allen Cllr Mrs S Beardsmore

Cllr N Caine Cllr P Davis

Cllr K Elder Cllr C Evans

Cllr D Glynn Cllr Mrs R Heseltine **Chairman**

Cllr Mrs A James Cllr Mrs B Walters

1. FINANCE

Cllr Mrs P Allen Cllr N Caine

Cllr P Davis Cllr C Evans

Cllr D Glynn, **Chairman** Cllr Mrs R Heseltine

Cllr C Rathbone

1. HUMAN RESOURCES

Cllr Mrs P Allen Cllr Mrs S Beardsmore

Cllr P Davis Cllr K Elder

Cllr C Evans Cllr D Glynn

Cllr Mrs R Heseltine Cllr J Turner

Cllr Mrs B Walters **Chairman**

1. PLANNING

Cllr Mrs P Allen Cllr N Caine

Cllr P Davis Cllr K Elder **Chairman**

Cllr Mrs J Evans Cllr Mrs A James

Cllr C Rathbone

1. WORKING PARTIES:

**YOUTH PAVILION & PLAYING FIELDS**

Cllr Mrs P Allen Cllr K Elder Cllr Mrs P Allen Cllr P Davis

Cllr Mrs J Evans Cllr D Glynn Cllr Mrs J Evans Cllr K Elder

Cllr J Sargent Cllr Mrs B Walters

PCSO A Tooth

**WAR MEMORIA**L **BKV**

Cllr K Elder Cllr D Glynn Cllr P Davis Cllr K Elder

Cllr Mrs R Heseltine Cllr C Rathbone Cllr Mrs J Evans Cllr D Glynn

Cllr Mrs P Allen Cllr Mrs R Heseltine

## 09/25 Allotment Committee

1. An update on the formation of the Association was given by the clerk.
2. **Resolved** to dissolve the Allotment Committee as per Standing Order 4 xii)
3. **Resolved** that the minutes from the Allotment Committee meeting held on 26th March 2025 were a true and correct record.
4. The formation of an Allotment Oversight Committee was agreed. **Resolved** the following members be appointed Cllrs Mrs S Beardsmore, C Evans, D Glynn and Mrs A James

## 10/25 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)

## 11/25 Minutes

1. **Resolved** that the minutes of the Parish Council Meeting held on 14th April 2025 were a true and correct record.
2. Noted for information the draft minutes of the following committees/working parties:
   * 1. Finance meeting held on 6th May 2025

## 12/25 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**

PettyCashTop 01/04/25 5762 £6.59 Post Office Limited Stamps

DD ASH04 01/04/25 5763 £296.28 Ash Waste Services General Waste & Recycling Collection

Bacs CC- 01/04/25 5764 £12,475.00 South Staffordshire Council Business Rates 2025-26

Bacs P-Rates 01/04/25 5765 £1,521.95 South Staffordshire Council Business Rates 2025-26

Bacs MSO 01/04/25 5766 £1,503.36 Daisy Communications MSOffice365 Business Annual

Bacs DTE03 03/04/25 5767 £116.40 Down to Earth Play Area - Grass Cutting

DD BPayCon03 04/04/25 5768 £13.55 Brightpay Brightpay Connect Monthly Subscription

DebitCard 07/04/25 5769 £58.19 Locks Direct Replacement Padlock

DD Bpay 25-26 08/04/25 5770 £286.80 Brightpay Payroll Software Annual Subscription

Bacs 10/04/25 5771 £47.72 Amazon First Aid Supplies

Bacs PEN03 11/04/25 5772 £3,506.65 Staffordshire County Pension Fund Pension - March

Bacs IR03 11/04/25 5773 £3,421.05 Inland Revenue Tax & NI - March

DD RICOH04 11/04/25 5774 £176.49 Ricoh CC - Photocopier Hire & Copies

Bacs 14/04/25 5775 £60.00 Wickes Paint for Subways BH Reimburse

Bacs SPCA 15/04/25 5776 £979.53 Staffordshire Parish Councils Association Annual Subscription

Bacs HAGS04 15/04/25 5777 £13,877.17 HAGS-SMP Ltd Repair works to Play Area

Bacs Clean03 15/04/25 5778 £157.50 B Osagie Pavilion Cleaning

DD A- 16/04/25 5779 £28.59 Waterplus Allotment - Water

DD BT03 17/04/25 5780 £86.40 British Telecom Telephone & Broadband

CHG HSBC03 21/04/25 5781 £11.49 HSBC UK Bank Charges

Bacs 22/04/25 5782 £242.31 Halls SMS Toilet roll, Centrefeed & Hand Towels

DD EDF03 22/04/25 5783 £351.32 EDF Energy Pavilion - Electricity

Bacs 22/04/25 5784 £79.53 Pitchcare.Com Line Marking Paint CS Reimburse

Bacs DS04 22/04/25 5785 £400.00 Ditton Services PF - Grass Cutting

Bacs AEC04 22/04/25 5786 £160.80 Acquiesce Environmental Compliance Ltd Legionella Monitoring

Bacs TS04 22/04/25 5787 £75.00 Tactical Services - First Aid Cover for Community Event

DD GAS03 23/04/25 5788 £850.66 Total Energies Gas & Power Ltd Gas

DD ELEC03 23/04/25 5789 £134.65 Total Energies Gas & Power Ltd Electricity

Bacs H&S- 24/04/25 5790 £1,600.00 Staffordshire County Council Health & Safety Support

Bacs CE04 25/04/25 5791 £729.60 Concept Elevators (UK) Ltd Lift Repair Works

Bacs Salary 25/04/25 5792 £12,903.73 Salaries M1

Bacs NUH04 25/04/25 5793 £40.80 National Utility Hub Pavilion Refuse Collection

Bacs ESPO04 25/04/25 5794 £148.50 ESPO Cleaning Supplies & Stationery

Bacs Film04 25/04/25 5795 £300.00 Arts Alive Flicks in the Sticks - Wicked

DDwater 28/04/25 5796 £1,983.88 Everflow Limited Water

Bacs SLCC04 28/04/25 5797 £420.00 Society of Local Council Clerks Annual Membership

DebitCard 28/04/25 5798 £167.97 Just Keys Ltd Citizen of the Year Awards

Bacs P4T04 29/04/25 5799 £237.94 Paints 4 Trade Paint for Bus Shelters

DebitCard 30/04/25 5800 £92.92 Lealans Garden Centre Plants for Civic Centre Planters

**Total** £59,550.32

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. Allotment Association – **Resolved** to approve a prepaid card with a budget of £500. This will not be arranged until a treasurer is voted in at the first Association Meeting on 12th June 2025. To suggest that the Association look at setting up an account with the Dudley Building Society. The treasurer and two other officers and two of three to sign any expenditure.

## 13/25 Documents for review

* + - 1. Standing Orders – **Resolved** to approve amendments
      2. Financial Regulations – **Resolved** to defer this item to the next meeting.
      3. Governance Framework – **Resolved** to accept with no amendments.
      4. Risk Management – **Resolved** to accept with no amendments.
      5. Freedom of Information Act 2000, Publication Scheme – **Resolved** to accept with no amendments
      6. Terms of reference – to be reviewed for a future meeting

## 14/25 Audit

1. Internal Auditors report for 2024/25 was received for information. The Auditor reported that there were no material errors, omissions or irregularities.
2. Accounts for Year End - **Resolved** that the Annual Accounts for year ending 31st March 2025, 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 14th July 2025 which will be 30 working days as per regulations.

## 15/25 Legionella management

1. **Resolved** that the Chairman Councillor C Evans will be the Duty holder and the Parish Clerk will be the Responsible Person

## 16/25 Playing Fields and Pavilion

1. Decorating the outside of the pavilion was discussed, one quote has been received for £1710. **Resolved** to obtain two further quotes. The working party in conjunction with the Chairman of the Council and the Clerk to approve the contractor.
2. Rewiring of the Pavilion was discussed.  **Resolved** to obtain three comparable quotes for rewiring
3. Security locks for the gates at the pavilion were discussed. **Resolved** to investigate options. There is no urgent need to change the padlocks currently being used. PCSO Tooth suggested looking for help on the website secured by design
4. Approval was given for the working party to investigate new signage and an external notice board for the pavilion.
5. An update on the Adult and Junior Parkrun’s were given. It is hoped that the events would start in July or August. The course will be known as Perton Playing Fields Parkrun.
6. A new piece of play equipment was discussed for the playing fields and central area. It was **Resolved** to purchase two, ten metre wide, two-metre-high double sided climbing wall and target. The cost is £5,950 each with a 5% discount available. It has a 15-year warranty. These will be funded through s106 funding.
7. Health and safety risk assessments are currently being drawn up.

## 17/25 Staffordshire County Council

Unfortunately, the newly elected County Councillor has not been in touch with the Parish Council. **Resolved** to invite the Councillor to the June meeting.

## 18/25 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. Planning Applications: No applications received.

## 19/25 – Date and time of next meeting – Perton Civic Centre, Board room 7pm

Full Council Meeting of Perton Parish Council – 9th June 2024

**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 8.56pm**

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

Chairman

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/25 and 30/04/25 inclusive. This may include

transactions with ledger dates outside this period.

Balances at the start of the year

**Ordinary Accounts**

HSBC Current Account £53,596.01

Prepayment Card £250.00

Public Sector Deposit Fund £161,000.00

Total £214,846.01

RECEIPTS Net Vat Gross

Parish Council £150,063.85 £0.00 £150,063.85

Civic Centre £6,443.19 £0.00 £6,443.19

Allotments £2,965.00 £0.00 £2,965.00

Pavilion & Playing Fields £252.00 £0.00 £252.00

Total Receipts £159,724.04 £0.00 £159,724.04

PAYMENTS Net Vat Gross

Parish Council £28,135.85 £2,777.44 £30,913.29

Civic Centre £25,349.63 £419.16 £25,768.79

Allotments £77.08 £9.70 £86.78

Pavilion & Playing Fields £2,623.39 £158.07 £2,781.46

Total Payments £56,185.95 £3,364.37 £59,550.32

Closing

**Ordinary Accounts**

HSBC Current Account £18,769.73

Prepayment Card £250.00

Public Sector Deposit Fund £296,000.00

£315,019.73

Total £315,019.73

Uncleared and Unpresented

Statement Closing

**Ordinary Accounts**

HSBC Current Account £18,769.73

Prepayment Card £250.00

Public Sector Deposit Fund £296,000.00

Total £315,019.73