# **Minutes of the meeting of Perton Parish Council, held at Perton Civic Centre on Monday 10th June 2024, 7.00pm**

PRESENT:

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

C Evans, D Glynn, Mrs R Heseltine, Mrs A James, C Rathbone and J Sargent

Assistant Clerk Mrs L Higgins

Members of the public – 1

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

## 26/24 PUBLIC OPEN SESSION

No questions raised by the public present.

## 27/24 APOLOGIES FOR ABSENCE

Apologies received and noted from Cllrs S Payne, J Turner and Mrs B Walters

## 28/24 REPORTS – received for information

1. Police, Fire and Crime Reports - no report received, we have been advised that we will receive the first quarterly report for July’s meeting.
2. Weekly Clerks reports – previously distributed. Reports are available on the Parish Council website

## 29/24 DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Cllr P Davis declared an interest in item numbers 32/24 e) – Grant application for Silver Poplars

 42/24 c) - planning applications for The Mount and Raglan Avenue

Cllr Mrs R Hesletine declared an interest in item number 42/24 c) - planning application for The Mount

Cllr N Caine declared an interest in transaction numbers 5345, 5346 and 5364

Cllr J Sargent declared an interest in item number 38/24 a) - Allotment site signage

## 30/24 CODE OF CONDUCT DISPENSATIONS REQUESTS

No requests received.

## 31/24 MINUTES

1. **Resolved** that the minutes of the Parish Council Meeting held on 13th May 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 29th May 2024
		2. Finance meeting held on 4th June 2024

## 32/24 FINANCE

1. **Paid Expenditure Transactions** between paid between 01/05/24 and 30/05/24

**Resolved** payments approved.

**Payment Paid**

**Reference Date Tn no Gross Details**

DD ASH04 01/05/24 5339 £239.69 Ash Waste Services General Waste & Recycling Collection

DD Rates05 01/05/24 5340 £1,248.00 South Staffordshire Council Business Rates - May

DebitCardMTYN04 01/05/24 5341 £16.25 Martyns Cleaning Products for Allotment Toilet

DebitCardH&M04 01/05/24 5342 £18.96 Home & Motorsave Items for Allotment Composting toilet

DebitCardSains04 01/05/24 5343 £6.25 Sainsbury's Allotment Stationery

BacsAMAZON04 06/05/24 5344 £13.74 Amazon Allotment toilet padlock

Bacs GC04 06/05/24 5345 £234.26 N P Caine Playing Fields - Grass Cutting

Bacs Clean04 06/05/24 5346 £90.00 B Osagie Pavilion - Cleaning

Bacs IA04 06/05/24 5347 £236.96 Black Rose Solutions Limited Internal Audit

Bacs Film04 06/05/24 5348 £300.00 Arts Alive Flicks in the Sticks - 'One Life'

DD BPayCon04 07/05/24 5349 £12.65 Brightpay Brightpay Connect Monthly Subscription

Bacs SS05 09/05/24 5350 £25.00 Support Staffordshire Annual Membership

DD PF-ELEC04 09/05/24 5351 £101.54 Opus Energy Limited Pavilion - Electricity

Bacs PEN04 10/05/24 5352 £3,340.82 Staffordshire County Pension Fund Pension - April

Bacs IR04 10/05/24 5353 £3,223.10 Inland Revenue Tax & NI - April

DebitCardGREEN04 10/05/24 5354 £45.50 South Staffordshire Council Green Bin Subscription

DD PF-ELEC04a 13/05/24 5355 £159.90 Opus Energy Limited Pavilion - Electricity

Bacs DTE04 13/05/24 5356 £116.40 Down to Earth Play Area - Grass Cutting

Bacs ESPO05 13/05/24 5357 £93.60 ESPO Stationery and Allotment First Aid

Bacs FCL05 13/05/24 5358 £450.00 Fairways Contracting Plot Rotovation x9

Bacs JS05 13/05/24 5359 £288.00 Jones Skips Ltd Allotment - Skip Hire

Bacs LTWC04 13/05/24 5360 £50.00 Lesley The Window Cleaner Civic Centre - Window Cleaning

DebitCardSLCC05a 15/05/24 5361 £36.00 SLCC Enterprises Ltd Training - Operation London Bridge

DebitCardSLCC05b 15/05/24 5362 £357.00 SLCC Enterprises Ltd Annual Membership

DebitCardSLCC05c 15/05/24 5363 £174.00 SLCC Enterprises Ltd Training - Health & Safety

Bacs SPCA05 16/05/24 5364 £929.00 Staffordshire Parish Council’s Association Annual Subscription

DebitCardDYNO05 16/05/24 5365 £247.00 Dyno-rod Emergency Call Out - Blocked Drains

DD BT04 17/05/24 5366 £102.50 British Telecom Telephone & Broadband

DD WATER05 20/05/24 5367 £219.98 Everflow Limited Water

CHG HSBC05 21/05/24 5368 £6.20 HSBC UK Bank Charges

Bacs AE05 22/05/24 5369 £84.00 Acquiesce Environmental Compliance Ltd Legionella Monitoring

Bacs AMAZON05a 22/05/24 5370 £13.98 Amazon D-Day Flags

DD GAS04 22/05/24 5371 £679.44 Total Energies Gas & Power Civic Centre - Gas

DD ELEC04 22/05/24 5372 £778.08 Total Energies Gas & Power Civic Centre - Electricity

Bacs WWR05 28/05/24 5373 £400.00 Wolverhampton Waste Removal Removal of Soil/Stones

BacsAMAZON05b 28/05/24 5374 £122.50 Amazon Suggestion Box / Litter Pickers

DebitCardWRP05 28/05/24 5375 £59.00 Whitmore Reans Plumbers Replacement Tap

DD DM05 29/05/24 5376 £169.87 Siemens Qtly Rental May-Aug

Bacs SalaryM02 31/05/24 5377 £12,245.40 Salaries Salaries

DebitCard SF05 31/05/24 5378 £63.97 Screwfix Direct Overhead Door Closer / Wire Brush Set

Total £26,998.54

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.

Cllr P Davis left the meeting

1. Grant request from Silver Poplars. **Resolved** to approve grant of £200

Cllr P Davis rejoined the meeting

1. Grant request from FC Perton.  **Resolved** to approve grant of £500

## 33/24 DOCUMENTS FOR REVIEW

* + - 1. Community Engagement Policy – **Resolved** to approve and adopt the policy.
			2. Communication Strategy – **Resolved** to approve and adopt the document.
			3. Investment Strategy Policy – **Resolved** to approve and adopt the policy.
			4. Reserves Policy – **Resolved** to approve and adopt the policy.
			5. Allotment Policy – **Resolved** to approve and adopt the policy.

## 34/24 AMENDMENTS TO TERMS OF REFERENCE

1. Allotment Committee Terms of Reference – **Resolved** to approve amendments.
2. Management Committee Terms of Reference – **Resolved** to approve amendments.
3. Human Resources Committee Terms of Reference – **Resolved** to approve amendments.
4. Finance Committee Terms of Reference – **Resolved** to approve amendments.
5. Planning Committee Terms of Reference – **Resolved** to approve amendments.

## 35/24 LOCAL COUNCIL AWARD SCHEME

**Resolved** to apply for the Quality Award Scheme at a cost of £130 and all councillors to provide a short statement about themselves to add to the councillor section of the Parish Council website.

## 36/24 PAVILION AND PLAYING FIELDS

1. Update on lease - no additional information
2. Update on Pavilion and Playing Fields - A discussion took place regarding electricity charges for the Pavilion and Scout Hut. Turf will need to be purchased to fill holes in the playing fields. A grant for the first phase of the works for the Pavilion has been approved, we are awaiting a date for the works to commence.
3. Consider formation of a Park Run track around the Playing Fields and disabled course – A discussion took place regarding creating a 2k park run around the playing fields and a possible disabled circuit and how this could be done. There is a shortage of Park Runs available this side of Wolverhampton. **Resolved** to initially promote this as a “2k Community Walk” for public use to commence in the summer holidays.

## 37/24 CIVIC CENTRE

1. An update on the Solar Panel installation was given. Installation has now been completed.
2. Legionella risk assessment required every two years. **Resolved** to approve assessment cost of £345+VAT.
3. Ladies’ toilets repair options – Three quotes were presented for discussion. **Resolved** to appoint Draintech to complete the works at a cost of £1400 + VAT

## 38/24 ALLOTMENT SITE

Cllr J Sargent left the meeting

1. New site sign. – Three quotes were presented for discussion. **Resolved** to appoint Wolverhampton City Council to provide the sign and fitting at a cost of £623.95 + VAT. County Cllr J Abrahams advised that he would provide funding for this.

Cllr J Sargent rejoined the meeting

1. Green Flag Award – **Resolved** apply for the green flag award 2025.
2. Consider provision and cost of Defibrillator with cabinet to be housed at the Golf Club – **Resolved** to purchase a Defibrillator and cabinet from AED Donate at a cost of £1405 +VAT.
3. Consider purchase of stab pack – **Resolved** to purchase a kit from First Aid for Less at a cost of £70.80
4. Consider providing two further plots at the site – **Resolved** to add two new plots and to hire a rotavator from TFM at a cost of £38 for first 24 hours and £19 for additional 24 hours.

## 39/24 HEALTH & SAFETY

1. UPDATE - to defer to the next full council meeting in July
2. KPI - to defer to the next full council meeting in July

## 40/24 CORRESPONDENCE

Safety bill for lithium batteries. **Resolved** to defer this until after the election and add to the next full council meeting in July.

## 41/24 STAFFORDSHIRE COUNTY COUNCIL

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

 Highways closure of A41 - County Highways have advised the permit for closure of the A41 was granted from 9th - 24th June for resurfacing works but advised that the works will not take this long. The timing was given to allow for weather events and emergency access will be permitted at all times.

 Community funds available to support local groups - funds are available to support local groups, current groups that have been suggested are the History and Heritage Fund, Perton Cuppa Club and Kingswood Trust. The Wellbeing Café, in aid of Dementia was suggested, information to be emailed.

 Funding for Allotment signage and Defibrillator - funding can be provided to pay for the signage at the allotment site and a possible grant for a defibrillator. Details to be emailed to the Clerk.

## 42/24 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. CCTV Installation near the Youth Shelter in Anders Square - CCTV has now been installed and is recording.
3. Planning Applications:

**Applications for consideration previously distributed:**

**Application no**.: 24/00276/FULM

 **Location:** The Mount Golf & Country Club (Formerly Perton Golf Club), Wrottesley Park Road,

 Perton, WV6 7HD

**Proposed**: alteration to external appearance of golf clubhouse, including the provision of pergolas and canopies; extension of kitchen facilities; replacement, repositioning and enlargement of the driving range, including modifying lighting and fencing; extension to driving range to include re-located golf shop with ancillary office, seating and refreshments area and buggy etc. store and erection of 2no padel courts.

**Resolved:** No objections raised but requested that construction only be carried out Monday - Saturday 8am - 7pm (excluding bank holidays)

**Application no**.: 24/00448/VAR

 **Location:** Perton Court Cottage, Pattingham Road, Perton, WV6 7HD

**Proposed**: Application reference number 23/00864/FUL. Variation of condition 4.

Reinstatement of permitted development rights for Schedule 2, part 1, class B and Class C for roof alterations.

**Resolved:** Perton parish Council objects to the reinstatement of permitted development rights as they have concerns regarding overdevelopment of this property.

**Application no**.: 24/00434/FULHH

 **Location:** 31 Cornmill Grove, Perton, WV6 7XU

**Proposed**: Porch extension, garage conversion, single storey rear extension, double storey side extension and new car port.

**Resolved:** Perton Parish Council object to this proposal as the principle boundary wall will be too close to the public footpath.

**Application no**.: 24/00481/FULHH

 **Location:** 25 Raglan Avenue, Perton, WV6 7RZ

**Proposed**: First floor and two storey side extension, single storey rear extension and garage conversion.

**Resolved:** No objections raised

## 43/24 - Date and time of next meeting – Perton Civic Centre, Board room 7pm

Full Council Meeting of Perton Parish Council – 8th July 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.

**44/24 Civic Centre Full time Caretaker/Handyman Interview Process**

1. Application forms review - **Resolved** to appoint Cllrs Mrs P Allen and Mrs S Beardsmore
2. Interview Panel for week commencing 24th June 2024 - **Resolved** to appoint Cllrs P Davis, D Glynn and Mrs R Heseltine.

**45/24 Pavilion Car Park**

A discussion took place regarding the Pavilion car park being used for trading and concerns over litter and potential anti-social behaviour. **Resolved** to contact District Council to raise concerns and suggest weekly rent and potential trial period.

**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 9.14pm**

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

Chairman

 Financial Summary - Cashbook

 Summary of receipts and payments between 01/04/24 and 31/05/24 inclusive. This may include

 transactions with ledger dates outside this period.

 Balances at the start of the year

 **Ordinary Accounts**

 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 £135,550.47 £0.00 £135,550.47

 Civic Centre £12,147.01 £0.00 £12,147.01

 Allotments £1,617.00 £0.00 £1,617.00

 Pavilion & Playing Fields £486.00 £0.00 £486.00

 Total Receipts £149,800.48 £0.00 £149,800.48

 PAYMENTS Net Vat Gross

 Parish Council £43,490.29 £302.78 £43,793.07

 Civic Centre £24,213.97 £998.18 £25,212.15

 Allotments £1,598.47 £138.20 £1,736.67

 Pavilion & Playing Fields £2,989.43 £112.99 £3,102.42

 Total Payments £72,292.16 £1,552.15 £73,844.31

Closing

**Ordinary Accounts**

HSBC Current Account £4,109.83

Petty Cash Account £250.00

Public Sector Deposit Fund £241,000.00

 £245,359.83

Total £245,359.83

Uncleared and Unpresented

Statement Closing

**Ordinary Accounts**

HSBC Current Account £4,109.83

Petty Cash Account £250.00

Public Sector Deposit Fund £241,000.00

Total £245,359.83