# **Minutes of the meeting of Perton Parish Council, held at Perton Civic Centre on Monday 8th July 2024, 7.00pm**

PRESENT:

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

Mrs R Heseltine, Mrs A James, S Payne, C Rathbone, J Sargent 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)

## 46/24 PUBLIC OPEN SESSION

No questions raised by the public present.

## 47/24 APOLOGIES FOR ABSENCE

Apologies received and noted from Cllrs Mrs P Allen and J Turner.

## 48/24 WASTE SAVVY SAFFORDSHIRE – presentation

Unfortunately, this had to be postponed.

## 49/24 REPORTS – received for information

1. Police, Fire and Crime Reports – Report from Chief Inspector Tim Norbury and PCSO Tooth were circulated prior to the meeting. Concerns were raised regarding the level of information provided in the new quarterly reports. The reports need interpretation, what is the evidence giving that wasn’t given before? All reports of incidents MUST be reported to the Police. There are unmarked police cars visiting the village. **Resolved** to organise a public meeting with The Police and Crime Commissioner Ben Adams.
2. Weekly Clerks reports – previously distributed. Reports are available on the Parish Council website.

## 50/24 DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

53/24a) Transactions 5383 and 5384 – Cllr N Caine

53/24 j) Perton Library grant – Cllrs P Davis and K Elder

53/24 k) Table Tennis Club concessionary room rate - Cllrs P Davis and Mrs R Heseltine

53/24 I) Cuppa Club grant - Cllrs K Elder and Mrs A James

56/24 c) Architect appointment - Cllr Mrs J Evans

## 51/24 CODE OF CONDUCT DISPENSATIONS REQUESTS

A request received from Cllr P Davis to speak about the proposed new table tennis club. **Resolved** to approve the dispensation until the end of the term in 2027

## 52/24 MINUTES

1. **Resolved** that the minutes of the Parish Council Meeting held on 10th June 2024 were a true and correct record.
2. Noted for information the draft minutes of the following committees/working parties:
   * 1. Management Committee meeting held 19th June 2024
     2. Pavilion and Playing Fields Working Party meeting held on 1st July 2024
     3. Finance meeting held on 2nd July 2024
     4. Allotment Committee meeting held on 3rd July 2024

## 53/24 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**

Debit Card 03/06/24 5379 £39.98 Suregreen Ltd Steel Fencing Pins

DebitCard 03/06/24 5380 £21.96 Home & Motorsave Turpentine and paint brushes

CreditCard 03/06/24 5381 £239.00 Aldorr Ladders & Steigers 2.5m Telecopic Folding Ladder

DD 03/06/24 5382 £1,248.00 South Staffordshire Council Business Rates - June

Bacs 03/06/24 5383 £341.25 N P Caine Playing Fields - Grass Cutting

Bacs 03/06/24 5384 £30.00 B Osagie Pavilion - Cleaning

DD 04/06/24 5385 £239.09 Ash Waste Services General Waste & Recycling Collection

DD 05/06/24 5386 £12.65 Brightpay Connect Monthly Subscription

DebitCard 05/06/24 5387 £180.00 Draintech Ladies Toilet Investigation

Bacs 06/06/24 5388 £9.00 Sainsbury's Planter

Bacs 07/06/24 5389 £32.69 Vendaid Drinks Machine Supplies

Bacs 07/06/24 5390 £116.40 Down to Earth Play Area - Grass Cutting

Bacs 07/06/24 5391 £66.00 S G S Systems Limited Replacement fire call point glass

Bacs 07/06/24 5392 £79.53 Pitchcare.Com Line Marking Paint

DD 07/06/24 5393 £111.52 Total Energies Gas & Power Ltd Civic Centre - Gas

DD Ricoh 07/06/24 5417 £281.84 Ricoh Office - Rental Charges and Copies 01/05/24-31/07/24

DD PF 12/06/24 5394 £232.29 Opus Energy Limited Pavilion - Electricity

Bacs 14/06/24 5395 £3,367.15 Staffordshire County Pension Fund Pension - May

Bacs 14/06/24 5396 £3,088.08 Inland Revenue Tax & NI - May

Bacs 17/06/24 5397 £50.00 Lesley the Window Cleaner Civic Centre - Window Cleaning

Bacs 17/06/24 5398 £5,000.00 Staffordshire CC Traffic management Wrottesley Park Rd

Bacs 17/06/24 5399 £1,500.00 Staffordshire County Council -Health & Safety Annual subscription

Bacs 17/06/24 5400 £792.00 S G S Systems Limited Annual Maintenance Contract

Bacs 17/06/24 5401 £198.00 Ultimate Temperature Solutions Ltd Leak Repair in Boiler House

Bacs 17/06/24 5402 £144.00 P W Banks Manure

DD 17/06/24 5403 £93.14 British Telecom Telephone & Broadband

Bacs 19/06/24 5404 £500.00 F C Perton Grant - Minute no. 32/24 f)

Bacs 20/06/24 5405 £300.00 Arts Alive Flicks in the Sticks - 'Vindication Swim'

Bacs 20/06/24 5406 £200.00 Silver Poplars Grant - Minute no. 32/24 e)

Bacs 20/06/24 5407 £1,697.99 AEDdonate Debrillator and Cabinet

DebitCard 20/06/24 5408 £56.60 Home & Motorsave Electrical Supplies for Solar Panels

CHG 21/06/24 5409 £12.99 HSBC UK Bank Charges

Bacs 24/06/24 5410 £125.40 R B (Services) Ltd Portable Appliance Testing

Bacs 24/06/24 5411 £20,629.74 Ecovision Asset Final payment for Solar Installation

Bacs 24/06/24 5412 £84.00 Acquiesce Environmental compliance Ltd Legionella Monitoring

Bacs 24/06/24 5413 £13,800.00 MDG Construction Ltd Roof Repairs

Bacs 28/06/24 5414 £12,151.88 Salaries M03

CreditCard 28/06/24 5415 £231.95 Trade Paints UK Ltd Paint for Bus Shelters

CreditCard 28/06/24 5416 £288.00 Wonderwall Products Ltd Allotments Noticeboard

PettyCash 28/06/24 5418 £18.85 Sainsbury's Tea, Coffee & Milk

PettyCash 28/06/24 5419 £102.35 Home & Motorsave Various

PettyCash 28/06/24 5420 £59.00 Just Keys Ltd Citizen of the Year Award

PettyCash 28/06/24 5421 £5.20 Post Office Limited Postage

PettyCash 28/06/24 5422 £20.00 S Horrobin Manure Delivery

PettyCash 28/06/24 5423 £2.00 Martyns Drain Cleaner

**Total £67,799.52**

1. Cash book to date received and noted for information.
2. Income statement to date received and noted for information.
3. Revised expenditure and budget to date, **Resolved** to approve
4. **Resolved** to replace petty cash with a pre-paid Equals card up to the value of £250.
5. **Resolved** to purchase a new desktop computer for the reception office up to the value of £700

**Resolved** Order of business changed due to technology issues Standing order 10 v i)

h) Grant request of £600 from The Kingsway Food Bank towards £1 meals.

The meeting was temporarily interrupted with a fire drill.

Following a full discussion, it was **Resolved** to provide a grant of £300 but this must be used for food parcels for Perton. The council would like an update on the service and how it is operating.

1. The option for IT support and iPad/tablet for councillors was discussed. **Resolved** to defer to September and the Clerk to contact District Council to gather further information.

Cllrs K Elder and Mrs A James left the meeting

i) Grant request of £500 from Perton Cuppa Club.  **Resolved** to purchase their insurance at a cost of no more than £160.

Cllrs Mrs A James rejoined the meeting. Cllr P Davis left the room.

Cllr C Evans took the Chair for this item.

j) Grant request from Perton Library for £500. **Resolved** to provide a grant of £200 towards the History and Heritage Fair.

Cllr P Davis and K Elder rejoined the meeting.

Cllr Mrs R Heseltine left the meeting. Cllr P Davis remained in the room as a grant of dispensation had been approved but did not vote.

k) Concessionary room hire rate was requested for a new Table Tennis group due to start in September. **Resolved** to approve concessionary rate with a review in 6 months, January 2025.

Mrs R Heseltine rejoined the meeting.

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

## 61/24 STAFFORDSHIRE COUNTY COUNCIL

a) County Cllr J Abrahams – updated the council on matters including:

* Open Reach issues – Highways have not been helpful.
* County Council has a fund for small projects. The crossing point from Bluebell Walk on Wrottesley Park Road, to look at other surfaces to reduce mud has been highlighted.
* The Cycle route along Wrottesley Park Road needs cutting back
* The petition for reduction of speed and weight limit on Wrottesley Park Road from outer South and North islands has been presented. Highways have said no to this proposal. To request a site visit.
* Jenny Walker Lane at the traffic lights on the A454 the surface is cracking and has potholes but the whole of the lane is in poor repair.
* Resurface of A41 – the resurfacing recently done is having to be repeated due to a problem with the bitumen. The white lines for the left-hand filter lane need to be extended when repainted.
* Several drain covers have been removed. Highways are aware, this is a problem across the country.

## 54/24 POLICIES FOR REVIEW

* + - 1. Scheme of Delegation – **Resolved** no amendments
      2. Grant Policy – **Resolved** to approve the amendments recommended by the Finance Committee.

## 55/24 PRINSES IRENE BRIGADE

1. A draft design was presented. **Resolved** to approve the design and to obtain quotes once the design has been approved by the Dutch Brigade. This will be designed on a plaque.
2. The Dutch Brigade would be happy to come to Perton on Friday 8th November. Perton First School are interesting in hosting the visitors and the possibility of them planting some bulbs in the Dutch memorial garden had been suggested. – **Resolved** to consider further hospitality.

## 56/24 PAVILION AND PLAYING FIELDS

1. There is a meeting to discuss the lease further with the district council on 16th July 2024.
2. An update of the pavilion was given. The work as part of the levelling up grant 1 is due to start this week.

The option for a nursery was moved to the Confidential section as per standing order 10 xi

Cllr Mrs J Evans left the meeting

1. As part of the pavilion refurbishment additional structures are being considered. **Resolved** to appoint an architect. Clerk and Chairman to have make recommendations and will email all Councillors as this project are time critical.

Cllr Mrs J Evans rejoined the meeting

1. An update on the playing fields was given. A quote to improving part of the route for the Community Walk has been received for approximately £15,500. **Resolved** that this is quite expensive, and the walk should be delayed while other options are explored.
2. Merchandise for the Community Walk, as per item d) **Resolved** to put on hold.
3. Skips are required for cleaning up the outdoor space of the pavilion. It was **Resolved** to hire a skip from Wolverhampton Skips.

## 57/24 CIVIC CENTRE

1. A quote for electric heating/air conditioning has been received. The equipment is a fully serviced and rented for 8 years. For all rooms in the Civic Centre it would be £2954 per month, £35,448 per annum plus electricity costs.  **Resolved** to not progress this proposal.

## 58/24 ALLOTMENT SITE

An update on the allotment was given. There are a couple of concerns on the site which the committee will have to look at. The weeds on the additional plots being created are to be strimmed and not rotovated.

## 59/24 HEALTH & SAFETY

1. An update on the health and safety was given. COSHH now complete and need to establish regular updates as part of a routine.

There are 22 risk assessments required. The most urgent ones will be completed first and this is gauged from the frequency and number of people impacted.

It would be good to share expertise and test the risk assessments. **Resolved** Cllrs P Davis and Mrs J Evans meet with Cllr Mrs B Walters.

1. KPI’s -there are three categories, incidents, Professional Association – ongoing development and upskilling.

## 60/24 CORRESPONDENCE

Safety bill for lithium batteries. **Resolved** to support in principle but cannot support the bill due to the dissolution of Parliament.

## 61/24 STAFFORDSHIRE COUNTY COUNCIL

1. Item discussed earlier in the meeting.
2. A site visit with Highways has been requested to ensure the position of the Speed Indicator Device is approved by Staffordshire County Council.

## 62/24 SOUTH STAFFORDSHIRE COUNCIL

1. District Council written report presented from Cllr P Davis, Cllr C Evans and Mrs R Heseltine. 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**.: 24/00514/FULHH

**Location:** Far Park, Pattingham Road, Perton WV6 7HD, WV6 7HD

**Proposed**: New ground mounted photovoltaic panel array

**Resolved:** No objections raised by Perton Parish Council

## 63/24 - Date and time of next meeting – Perton Civic Centre, Board room 7pm

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

Parishioners left the room

**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.

**64/24 Civic Centre Full Time Caretaker/Handyman Interview Process**

Both posts were filled following successful interviews.

**65/24 Pavilion Car Park**

The applicant has been informed of the Parish Councils requirements.

**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 9.30pm**

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

Chairman

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/24 and 30/06/24 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 £136,908.46 £0.00 £136,908.46

Civic Centre £59,886.76 £0.00 £59,886.76

Allotments £1,604.00 £0.00 £1,604.00

Pavilion & Playing Fields £695.00 £0.00 £695.00

Total Receipts £199,094.22 £0.00 £199,094.22

PAYMENTS Net Vat Gross

Parish Council £83,117.94 £478.24 £83,596.18

Civic Centre £46,722.98 £3,611.57 £50,334.55

Allotments £3,427.59 £500.02 £3,927.61

Pavilion & Playing Fields £3,648.19 £137.30 £3,785.49

Total Payments £136,916.70 £4,727.13 £141,643.83

Closing

**Ordinary Accounts**

HSBC Current Account £15,604.05

Petty Cash Account £250.00

Public Sector Deposit Fund £211,000.00

£226,854.05

Total £226,854.05

Uncleared and Unpresented

Statement Closing

**Ordinary Accounts**

HSBC Current Account £15,604.05

Petty Cash Account £250.00

Public Sector Deposit Fund £211,000.00

Total £226,854.05