# **Minutes of the meeting of Perton Parish Council, held at Perton Civic Centre on Monday 14th April 2025, 7.00pm**

PRESENT:

Councillors, Mrs P Allen, Mrs S Beardsmore, P Davis (Chairman), C Evans (Vice-Chairman), D Glynn,

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

Parish Clerk Mrs B Hodgetts

Assistant Parish Clerk Mrs L Higgins

Also in attendance:

PCSO A Tooth

Members of the public – 4 (2 left the meeting after the public session)

## 210/24 PUBLIC OPEN SESSION

A member of the public raised the issue of possible jewellery fraud. Residents need to be aware of where they are selling to ensure they have a gone to a reputable trader. PCSO Tooth recommended that this is reported to Trading Standards.

Concern regarding the amount of litter bins around the lake, there were previously 8 bins but now there are only 3. Some have been burned and not replaced. This matter will be taken up by the District Councillors.

The Antisocial behaviour is getting worse. There was a fire at the youth shelter which is not being helped that Sainsburys are leaving the paper returns in an unlocked cage in front of the pharmacy. There are open fire bbqs, drug and alcohol taking.

The police are aware that ASB has started to increase, Officers were routinely visiting Perton unfortunately it has been reduced to attend within 15 – 20 minutes as there is more serious ASB elsewhere. CCTV is being viewed to try and identify some of the youths.

Any issues should be reported online it is quicker and it is live. Patrolling has been increased. The Public Spaces Protection Order is hopefully being put in place.

## 211/24 APOLOGIES FOR ABSENCE

Apologies noted from Councillors N Caine, K Elder, Mrs J Evans, S Payne and J Sargent

## 212/24 REPORTS – received for information

1. Police, Fire and Crime Reports – A brief report was presented from PCSO Tooth
2. Weekly Clerks reports – previously distributed. Reports are available on the Parish Council website.

## 213/24 DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations received

## 214/24 CODE OF CONDUCT DISPENSATIONS REQUESTS

No dispensation requests received

## 215/24 MINUTES

1. **Resolved** that the minutes of the Parish Council Meeting held on 10th March were a true and correct record.
2. **Resolved** that the minutes of the Parish Council Meeting held on 20th March were a true and correct record.
3. Noted for information the draft minutes of the following committees/working parties:
   * 1. Pavilion & Playing Fields working party 6th March 2025
     2. HR Committee meeting held on 19th March 2025
     3. Allotments Committee meeting held on 26th March 2025
     4. Finance Committee meeting held on 8th April 2025

## 216/24 STAFFORDSHIRE COUNTY COUNCIL

* + - 1. County Council report – Unfortunately the County Councillor sent his apologies.
      2. An option for verge remedial work at the entrance of Bluebell walk, Wrottesley Park Road was discussed. While the SID is being installed the traffic management could cover repair of the area at a cost of £1890 plus surface which needs approval from County Highways. **Resolved** to contact Highways to progress further.
      3. A solar pole mounted Real Time Display bus information signs at a cost of £6,750 was considered. **Resolved** to contact the bus company to see if they would like to provide them.

## 217/24 FINANCE

1. **Paid Expenditure Transactions** paid between 01/03/25 and 31/03/25

**Resolved** payments approved.

**Payment Paid**

**Reference Date Tn no Gross Details**

DD ASH02 03/03/25 5723 £215.34 Ash Waste Services General Waste & Recycling Collection

Bacs CMIL02 03/03/25 5724 £210.00 C Millard Pavilion compound clearance works

Bacs PDAV02 03/03/25 5725 £210.00 P Davis Pavilion compound clearance works

CreditCard 04/03/25 5726 £489.00 Black Country Metalworks 'Lest We Forget' Bench

CreditCard 04/03/25 5727 £85.14 St John Ambulance Replacement Defib pads

CreditCard 04/03/25 5728 £74.99 Norton Annual Subscription

Bacs 05/03/25 5729 £242.31 Halls SMS Toilet roll, centrefeed etc

DD BPayCon02 05/03/25 5730 £12.65 Brightpay Connect Monthly Subscription

DD Ricoh - 07/03/25 5731 £170.25 Ricoh Office - Rental Charges and Copies 01/02/25-30/04/25

Bacs 10/03/25 5732 £1,132.20 No Butts Bin Co. Ltd allotment Seating - SSDC funded

Bacs 10/03/25 5733 £4,694.64 No Butts Bin Co. Ltd Playing Fields Seating - VCSE Funded

Bacs NSD02 10/03/25 5734 £996.00 Nature Sign Design Lectern - SSDC Funded

Bacs EDGE02 12/03/25 5735 £260.40 Edge IT Systems Ltd Temporary Software Band Increase

Bacs ESPO02 12/03/25 5736 £288.24 ESPO Cleaning Products & Stationery

Bacs PC-G03 13/03/25 5737 £362.00 Perton Carnival Grant - 197/24 h)

Bacs PEN02 14/03/25 5738 £3,540.76 Staffordshire County Pension - February

Bacs IR02 1 04/03/25 5739 £3,508.71 Inland Revenue Tax & NI - February

DD BT02 1 07/03/25 5740 £86.40 British Telecom Telephone & Broadband

Bacs GC03 17/03/25 5741 £323.34 Graff City Ltd Paint for Subway Art

100339 18/03/25 5742 £960.00 Wolverhampton Skip Hire Skip hire for Pavilion compound x4

DD GAS02 19/03/25 5743 £1,313.38 Total Energies Gas & Power Civic Centre - Gas

DD WATER03 20/03/25 5744 £191.26 Everflow Limited Water

Bacs PR03 20/03/25 5745 £9,600.00 Parkrun Limited Parkrun & Junior Parkrun set up

Bacs GJL03 20/03/25 5746 £57,098.33 G J Lewis and Sons Playing Fields Drainage Works

Bacs AEC03 21/03/25 5747 £160.80 Acquiesce Environmental Compliance Ltd Legionella Monitoring

DD EDF02 21/03/25 5748 £361.74 EDF Energy Pavilion Electricity Charge

DD ELEC02 21/03/25 5749 £445.85 Total Energies Gas & Power Civic Centre - Electricity

CHG HSBC03 21/03/25 5750 £13.71 HSBC UK Bank Charges

Bacs LTWC03 21/03/25 5751 £150.00 Lesley The Window Cleaner Civic Centre - Window Cleaning

Bacs UTS03 21/03/25 5752 £498.00 Ultimate Temperature Ltd Annual Boiler Service and repairs

Bacs Clean02 21/03/25 5753 £120.00 B Osagie Pavilion - Cleaning

Bacs MDG03 21/03/25 5754 £17,760.00 MDG Construction Ltd Playing Fields works

Bacs BUS03 27/03/25 5755 £1,509.60 Shelutions Ltd Bus Shelter Replacement Panels

Bacs Ditton03 28/03/25 5756 £240.00 Ditton Services Playing Fields Grass Cutting

Bacs 28/03/25 5757 £12,898.52 SalaryM12

PettyCashTop 27/03/25 5758 £58.71 Home & Motorsave General maintenance items

PettyCashTop 27/03/25 5759 £7.80 Asda Meeting Supplies

PettyCashTop 27/03/25 5760 £15.00 Sainsbury's Coffee

PettyCashTop 27/03/25 5761 £0.01 Post Office Limited Stamps - part payment

Pending expenditure transaction

PettyCashTop 31/03/25 5762 £6.59 Post Office Limited Stamps part payment

**Total** £120,305.08

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. To consider the concessionary room hire rate application from Perton Carnival. This item was included on the agenda in error.
5. Society of Local Council Clerks **-** **Resolved** to approve the annual renewal at a cost of £360
6. Staffordshire Parish Council Association - **Resolved** to approve the annual renewal at a cost of £979.53

## 218/24 ALLOTMENTS

1. A draft Constitution to form an Allotment Association was previously distributed. **Resolved** to approve that the allotment tenants form an Association. An meeting scheduled for Friday 25th April will explain the process to plot holders and will be the inaugural AGM
2. Installation of the additional trough is proving difficult when just hiring the equipment. A quote of £550 has been received to dig the trench. **Resolved** to accept the quote and arrange the work as soon as possible.

## 219/24 BKV -

An update was given There are now 4 bus shelters sponsored. . The subway artwork is completed. **Resolved** to compile a resident’s survey to see if other subways should also be done.

## 220/24 PAVILION & PLAYING FIELDS

## An update on the completed works at the pavilion and playing fields was given. The drainage works seems to have made a noticeable difference to the pitches although there hasn’t been sufficient rain to do a proper test of how well it has stopped water flowing into the lower fields.

The goalpost on pitch 1 and 4 have been reseated. Pitch 4 has reopened for use and pitch 1 is in full use.

The compound work has been completed to a high standard. The gates will be installed after the Easter break.

A huge thank you to Councillor Mrs J Evans for all her help and support. A bouquet of flowers will be presented to her.

* + - 1. An update on the Park Run was given. The core 5k team have met. Volunteer Event and Race Directors are being chosen. More volunteers are being sought from local running groups and other interested organisations.

The junior 2k core team is being formed. The route has also been reassessed.

It is hoped that they will both commence mid July.

* + - 1. An update on the lease – this is on hold for the time being until more is known about the changes in local government.
      2. Storage at the pavilion was discussed.  **Resolved** to approve the expenditure up to £6,000 from the s106 funding. The working party to work out the best options.
      3. Prepayment card for the football oversight committee was discussed. This would be used for purchasing permitted consumables.  **Resolved** to set a budget of £500 in the first instance.

## 221/24 FLICKS IN THE STICKS

It was suggested that there could be reduced entry for residents to the film Wicked as it was the easter holidays. **Resolved** first child goes free, subsequent children will be £1 each.

## 222/24 GARDENERS QUESTION TIME

BBC Gardeners Question Time have suggested they come to Perton on 13th May. **Resolved** Tickets to cost £4.50 with a glass of wine. First aid services will be through Tactical Services at a cost of £75.

## 223/24 CITIZEN OF THE YEAR

Three nominations have been received. As all are very worthy candidates it was **Resolved** to award all three Citizen. Mrs S Horrobin for her voluntary work with Perton Kingsway Food Bank and also Mrs A Taylor and Mrs D Laird for their help with litter picking and the Best Kept Village in 2024.

## 224/24 WROTTESLEY VILLAGE

The play area at the new development is still locked. The District Council won’t allow it to be opened yet as the development doesn’t meet the criteria of the s106 yet. There may be other health and safety factors, the parish council will make some enquiries.

## 225/24 POLICIES AND DOCUMENTS as recommended by the HR Committee

1. For adoption
2. Sexual Harassment – **Resolved** to adopt
3. For review with amendments
4. Annual Leave - **Resolved** to approve amendments
5. Attendance & Absence - **Resolved** to approve amendments
6. Capability - **Resolved** to approve amendments
7. Disciplinary - **Resolved** to approve amendments
8. Flexible working - **Resolved** to approve amendments
9. Grievance - **Resolved** to approve amendments
10. Annual Appraisal - **Resolved** to approve amendments
11. To review with no amendments
12. Employee Code of Conduct **Resolved** to approve.
13. Risk assessments for adoption
14. Manual handling - **Resolved** to approve adoption
15. Terrorism - **Resolved** to approve adoption
16. First Aid - **Resolved** to approve adoption
17. Employee appraisal amendments - **Resolved** to approve amendments

## 226/24 SOUTH STAFFORDSHIRE COUNCIL

1. District Council written report presented from Cllrs Mrs P Allen, P Davis, C Evans and Mrs R Heseltine.

District Councillors to only report on district matters form now on.

Cllr D Glynn spoke on the River Penk. Cllr Mrs R Heseltine explained that the District Council will be looking at the condition of the Penk through Penk Meadow. They will also be looking at debris in the Penk and will look at clearing some of it. – not the trees growing in the Penk at the moment this needs to be done as part of as assessment being compiled by the County Council flood team .

1. A Public Spaces Protection Order is being proposed by the council for Anders Square. **Resolved** to approve this but to suggest that it also includes the woodland area around the centre of the village.
2. Planning Applications:

**Applications for consideration previously distributed**:

**Application no**. : 25/00265/FULHH

**Location**: 9 Carisbrooke Road, Perton, WV6 7UU

**Proposed:** Single storey rear extension with mono-pitch sloping roof.

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

**Application no**. : 25/00153/FULHH

**Location**: 27 Paxton Avenue, Perton, WV6 7SG

**Proposed:** Single storey side extension.

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

**Application no**. : 25/00293/FULHH

**Location**: 8 Dunster Grove, Perton, WV6 7RU

**Proposed:** Rear kitchen/dining room extension.

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

**Applications returned since previous meeting**:

**Application no**. : 25/00142/FULHH

**Location**: 12 Jedburgh Avenue, Perton, WV6 7XR

**Proposed:** Retrospective application for 6ft boundary fencing for privacy.

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

**Application no**. : 25/00249/FULHH

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

**Proposed:** First floor side extension with front and rear dormer windows and accommodation in attic space.

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

**Application no**. : 25/00064/FULHH

**Location**: 32 Grasmere Avenue, Perton, WV6 7PW

**Proposed:** Single storey side/rear extension for garage, downstairs WC and dining room. New porch and canopy to front of property.

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

Councillors Mrs R Heseltine and C Evans abstained and took no part in the discussion.

## 227/24 – DATE AND TIME OF NEXT MEETING – Perton Civic Centre, Board room 7pm

Annual Parish Meeting – 28th April 2025

Full Council Meeting of Perton Parish Council – 9th June April 2025

**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.

**228/24 STAFFING**

Staffing requirements for the Playing Fields and Pavilion was discussed. **Resolved** to offer a current part time employee an additional 10 hours per month to manage the pavilion and playing fields.

The Clerk will work with the football representatives to develop the job description.

**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 9.02pm**

Signed ………………………………………………………………… Date: 12th May 2025

Chairman

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Financial Summary - Cashbook

Summary of receipts and payments between 01/04/24 and 31/03/25 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

Prepayment Card £0.00

Public Sector Deposit Fund £161,000.00

Total £169,403.66

RECEIPTS Net Vat Gross

Parish Council £417,336.80 £0.00 £417,336.80

Civic Centre £135,764.16 £0.00 £135,764.16

Allotments £3,134.00 £0.00 £3,134.00

Pavilion & Playing Fields £16,953.58 £0.00 £16,953.58

Total Receipts £573,188.54 £0.00 £573,188.54

PAYMENTS Net Vat Gross

Parish Council £222,056.87 £6,114.10 £228,170.97

Civic Centre £163,850.15 £7,218.53 £171,068.68

Allotments £8,885.08 £1,364.96 £10,250.04

Pavilion & Playing Fields £100,087.44 £18,169.06 £118,256.50

Total Payments £494,879.54 £32,866.65 £527,746.19

Closing

**Ordinary Accounts**

HSBC Current Account £53,596.01

Petty Cash Account £0.00

Prepayment Card £250.00

Public Sector Deposit Fund £161,000.00

£214,846.01

Total £214,846.01

Uncleared and Unpresented

Statement Closing

**Ordinary Accounts**

HSBC Current Account £53,596.01

Petty Cash Account £0.00

Prepayment Card £250.00

Public Sector Deposit Fund £161,000.00

Total £214,846.01