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

## PUBLIC OPEN SESSION

No questions raised by the public present.

PRESENT:

Councillors: Mrs S Beardsmore (Vice Chairman), P Davis, K Elder, Mrs J Evans, C Evans (Chairman),

Mrs R Heseltine, C Rathbone, J Sargent

Parish Clerk Mrs B Hodgetts

Assistant Parish Clerk Mrs L Higgins

Members of the public – 1

County Councillor J. Hodges (part of the meeting)

## 33/25 Apologies for absence

Apologies received and noted from Councillors Mrs P Allen, N Caine, D Glynn, S Payne, J Turner and

Mrs B Walters.

## 34/25 Reports

1. PCSO Tooth was unable to attend the meeting but provided a written report.
2. Weekly Clerks reports – previously distributed. Reports are available on the Parish Council website.
3. Written report from the County Councillor Hodges received. Reports available on the Parish Council website.

## 35/25 Declaration of Disclosable Pecuniary and other interests

No Declarations received

## 36/25 Code of conduct Dispensation requests

No requests for dispensations received.

## 37/25 Minutes

1. **Resolved** that the minutes of the Parish Council Meeting held on 9th June 2025 were a true and correct record with a minor amendment.

A typing error In the presentation was corrected as per Standing Order 10a i)

The Chairman initialled the correction.

1. **Resolved** that the minutes of the Parish Council Meeting held on 23rd June 2025 were a true and correct record
2. Noted for information the draft minutes/notes of the following committees/working parties:
   * 1. Parkrun meeting notes 17th June 2025
     2. HR meeting held on 18th June 2025
     3. Planning Committee held on 1st July 2025
     4. Allotment Oversight Committee meeting held 3rd July 2025
     5. Finance Committee meeting held on 8th July 2025
     6. Coaches meeting notes held on 30th June 2025
     7. Parkrun meeting held on 8th July 2025

## 38/25 Finance

1. **Paid Expenditure Transactions** between paid between 01/06/24 and 30/06/24

**Resolved** payments approved.

**Payment Paid**

**Reference Date Tn no Gross Details**

DD 02/06/25 5826 £242.06 Ash Waste Services General Waste & Recycling

BACS 02/06/25 5827 £25.00 Support Staffordshire Annual Membership

CreditCard 03/06/25 5828 £75.00 Codsall Flowers 3 x Citizen of the year flowers

DD 06/06/25 5829 £469.44 Brightpay Annual Payroll Licence

DD 06/06/25 5830 £226.57 Ricoh PC - Photocopier Hire & Copies

Bacs 10/06/25 5831 £121.00 Down to Earth Play Area - Grass Cutting

Bacs 10/06/25 5832 £400.00 Ditton Services PF - Grass Cutting

Bacs 10/06/25 5833 £270.00 HAGS-SMP Ltd Replacement See-Saw seat

Bacs 10/06/25 5834 £81.50 Amazon Stationery

Bacs 10/06/25 5835 £44.39 Amazon Watering Timer

Bacs 13/06/25 5836 £828.00 S G S Systems Limited Annual Inspection

Bacs 13/06/25 5837 £3,467.39 Staffordshire County Pension Fund

Bacs 13/06/25 5838 £3,997.46 Inland Revenue Tax & NI - May

DD 17/06/25 5839 £92.62 British Telecom Telephone & Broadband

DD 18/06/25 5840 £136.55 Waterplus Allotment - Water

DD 18/06/25 5841 £52.90 Total Energies Gas & Power Ltd Gas

Bacs 20/06/25 5842 £150.00 B Osagie Pavilion Cleaning

Bacs 20/06/25 5843 £145.92 R B (Services) Ltd Portable Appliance Testing

CHG 21/06/25 5844 £10.43 HSBC UK Bank Charges

Bacs 24/06/25 5845 £120.00 Lesley The Window Cleaner Window Cleaning April-May

Bacs 24/06/25 5846 £234.00 Banner Fire & Safety Ltd Fire Extinguishers - Allotments

Bacs 24/06/25 5847 £300.00 Arts Alive Flicks in the Sticks - Conclave

Bacs 24/06/25 5848 £160.80 Acquiesce Environmental Compliance Ltd Legionella Monitoring

DD 24/06/25 5849 £25.56 Total Energies Gas & Power Ltd - Electricity

Bacs 26/06/25 5850 £500.00 F C Perton Grant - Minute ref: 25/25 g)

Bacs 27/06/25 5851 £13,203.40 Salaries month 3

Bacs 30/06/25 5852 £182.56 Halls SMS Toilet roll, Centrefeed & Hand Towe

DrCr 30/06/25 5853 -£5.81 TFM Farm & Country Superstore Contra 5820, Overpayment ERROR

DrCr 19/06/25 5854 -£286.80 Brightpay REFUND - annual payroll software

Total £25,269.94

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 purchase a larger monitor for the Clerk’s office to enable more CCTV cameras to be monitored at a cost of no more than £250. It was also agreed to purchase a new basic pc to enable a screen to be placed in the reception office to enable the Caretakers to monitor cameras on the first floor up to a cost of £500.
5. Various options for projectors were presented**. Resolved** to purchase an Epson large venue projector at a cost of £4,939.93. Screen options to be researched further up to a cost of £500.
6. Various options of microphones were presented. **Resolved** to purchase a Poly Studio table microphone at a cost of £131.49
7. A request for a contribution towards a bike for PCSO Ashley was considered. Pattingham Parish Council will contribute along with Perton Lakeside Church. **Resolved** to contribute £600 towards the overall cost of £1,050.

## 39/25 Documents for review – Recommendations from Human Resources Committee

1. Employee Code of Conduct – **Resolved** to accept with no amendments.
2. Maternity, Paternity and Adoption leave – **Resolved** to accept the amendments.
3. Dependant / Emergency & Carers leave - **Resolved** to accept the amendments.
4. Lone worker – **Resolved** to accept with no amendments.
5. Training - **Resolved** to accept the amendments.
6. Whistle blowing – **Resolved** to accept with no amendments.
7. Employee Handbook - **Resolved** to accept the amendments.
8. Petty cash - **Resolved** to amend the references to Petty Cash to prepayment card.
9. Investment Strategy - **Resolved** to accept with no amendments.
10. Reserves Policy – **Resolved** to accept with no amendments.

## 40/25 Airfields of Britain Conservation Trust

Siting of the runway memorial was considered. **Resolved** to be sited in the central area near to the upper lake with the text facing away from the lake. It has been requested that this could form part of the Prinses Irene visit.

## 41/25 Prinses Irene Brigade

The Dutch Brigade will be visiting on Friday 7th November. The delegation will consist of 22 service personnel. They will visit Wrottesley Park National Burial Ground to lay a wreath and view the site of the Dutch Camp. Perton Primary Academy and Perton First School have indicated that they would welcome a visit from some of the delegation.

It is envisaged that the remainder of the party will visit the Dutch Garden, the Memorial Stone, the new Lectern & Lest We Forget bench and an exhibition based on Angus Dumphy’s book on the Dutch Camp, that Perton Library are putting together.

It is proposed that the whole party reconvene for lunch at the Civic Centre. **Resolved** to obtain costs for a buffet lunch for a decision in September.

## 42/25 Woodland Trust

The trust is giving away free trees, location has to be agreed. **Resolved** to add some

water loving trees to the playing fields where it floods. The Clerk to contact the South Staffordshire Council Tree Inspector for guidance on sites.

## 43/25 Playing Fields and Pavilion

* + - 1. Parkrun

1. An update on the junior 2k and adult 5k were given.
2. **Resolved** to install a key safe for the key to the middle school car park inside the pavilion.
3. The purchase of a trolley to enable volunteer to move equipment around the field was discussed. Various options were presented.  **Resolved** to look at further options at a cost of no more than £130 + vat.
4. An update on the football was given.
5. Pavilion works - to consider the following:
6. Rewiring of the building – 3 quotes were presented. **Resolved** to appoint C E C Electrical Contracts Limited at a cost of £8493.76. Costs to be covered by s106.
7. Fencing for the compound. **Resolved** to defer this item
8. Painting the outside of the building. **Resolved** to appoint Bill Thompson at a cost of £1,710 including materials. Costs to be covered from s106
9. Kitchen refurbishment. **Resolved** for the civic centre caretakers install new sink with taps and refurb the cabinets if necessary.
10. Replacement rear door – **Resolved** to replace the rear door at the back of the kitchen with the same composite door as the rear entrance, a budget of no more than £1500. Costs to be covered from s106
11. Footpath improvements – **Resolved** to carry out the improvements at a cost of £4330.90. Costs to be covered from s106

## 44/25 Allotments

* + - 1. **Resolved** to renew the annual subscription to the National Allotment Society at a cost of £70.
      2. **Resolved** to dissolve Perton Jubilee Garden Allotment Association in accordance with item 16 of the Constitution.
      3. **Resolved** to dissolve the oversight committee
      4. **Resolved** to reinstate the Allotment Committee with amended Terms of Reference to be agreed.
      5. **Resolved** to create a society affiliated to the Allotment Committee.

## 45/25 South Staffordshire Council

1. District Council written reports presented from Cllr P Davis, Cllr C Evans and Mrs R Heseltine. All reports are available on the parish website.
2. Community Governance Review. **Resolved** to form a working party to agree a formal response. Proposal to be brought to the September full council meeting for ratification.
3. Planning Applications:

**Application no**. : 24/01010/FULHH

**Location**: Land rear of Farleigh Road, Perton, WV6 7RH

**Proposed**: change of use from agricultural to garden land

**Decision**: Appeal dismissed

## 46/25 – Date and time of next meeting – Perton Civic Centre, Board room 7pm

Full Council Meeting of Perton Parish Council – 8th September 2025.

**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 8.52pm**

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

Chairman

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/25 and 30/06/25 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 £159,730.27 £0.00 £159,730.27

Civic Centre £18,834.69 £0.00 £18,834.69

Allotments £3,153.00 £0.00 £3,153.00

Pavilion & Playing Fields £1,034.50 £0.00 £1,034.50

Total Receipts £182,752.46 £0.00 £182,752.46

PAYMENTS Net Vat Gross

Parish Council £53,087.12 £3,079.80 £56,166.92

Civic Centre £46,109.60 £843.61 £46,953.21

Allotments £1,618.06 £285.26 £1,903.32

Pavilion & Playing Fields £4,460.10 £477.42 £4,937.52

Total Payments £105,274.88 £4,686.09 £109,960.97

Closing

**Ordinary Accounts**

HSBC Current Account £10,887.50

Prepayment Card £750.00

Public Sector Deposit Fund £276,000.00

£287,637.50

Total £287,637.50

Uncleared and Unpresented

Statement Closing

**Ordinary Accounts**

HSBC Current Account £10,887.50

Prepayment Card £750.00

Public Sector Deposit Fund £276,000.00

Total £287,637.50