3rd September 2025

Dear Councillor

You are summoned to the Meeting of Perton Parish Council, to be held in the Board room, Perton Civic Centre on Monday, 8th September 2025 at 7.00pm.

Yours faithfully

Clerks signature 


**Mrs B Hodgetts**

**Clerk to the Council**

*All persons attending this meeting are hereby notified that this meeting will be recorded by the Parish Council to assist the Parish Clerk in the compilation of minutes. The recording will be deleted once the minutes have been approved.*

# AGENDA

## **Public Open Session**

*Time for this session is limited to 30 minutes as per Standing Order number 3F.* Members of the Public are invited to address the Parish Council (limited to 3 minutes per person as per Standing Order number 3G)

## **47/25 Absence -** to note apologies for absence

## **48/25 Declaration of Interest**

## To receive Declarations and Other Interests from the Agenda. Councillors are reminded of their responsibility to declare any disclosable pecuniary and other interests they may have in any item of business on the agenda. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary or other interest, as defined by regulations made by the Secretary of State under the Localism Act 2011.

## **49/25 Code of Conduct – Dispensation -** To approve requests for Code of Conduct Dispensations.

## A request for a dispensation must be made in writing to the Clerk and be granted by decision of the Council

## **50/25 To receive reports for information**

1. Police, Fire and Crime reports including clarification regarding e-scooters and the law
2. Weekly Clerk’s reports – previously distributed also available on the website
3. Perton Meadows update 2025

## **51/25 Staffordshire County Council**

1. Staffordshire Council Climate Change report 2023 – 2024 [Climate-Change-Annual-Report-2023-24.pdf](https://pertonparishcouncil.sharepoint.com/:b:/s/ParishOffice/EX3jhB-UU4BKnLWuMKvQDHkBJswIZQsMJaiugGV6tFlciA?e=CtFuSG)
2. To receive for information written report from the County Councillor
3. To approve quotation for walkway works, Wrottesley Park Road at a cost of £2580 + vat
4. To discuss options for litter picking and weed removal on A41 [Litter picking along A41](https://pertonparishcouncil.sharepoint.com/:t:/s/ParishOffice/EZV8yv9zT8hCoSnhDLsRI-EBD-CcQrsB9EBwiwqicEqhZA?e=tLIdAh)

## **52/25 South Staffordshire Council**

1. To receive for information written reports from District Councillors
2. To confirm the Parish Council response to the Community Governance review [Community Governance Review](https://www.sstaffs.gov.uk/community-engagement/have-your-say-community-governance-review-2025)
3. To receive for information details for Village Centre Networks [Village Centre Networks](https://pertonparishcouncil.sharepoint.com/:w:/s/ParishOffice/EeIunrEEuARDuGWFPTxN6JwBoc2tYdcQMVG-_YyekTBvUw?e=xLHvDf)
4. Planning Applications:

**Planning Applications returned since last meeting:**

**Application no**. : 25/00522/FULHH

**Location**: 101 Richmond Drive, Perton, WV6 7RP

**Proposed:** Front, side and rear extension

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

**Application no**. : 25/00363/FUL

**Location**: Land North East of Dippons Lane, Perton

**Proposed:** Change of use to establish a secure dog walking facility and erection of shed for agricultural and maintenance purposes

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

**Application no**. : 25/00653/FULHH

**Location**: 24 Richmond Drive, Perton, WV6 7RR

**Proposed:** First floor and ground floor side extension

**Comments:** Perton Parish Council raised no objections to this proposal but note that as this is a large extension at the end of a common drive, with the drive length reducing and number of bedrooms increasing, we would like to ensure there is adequate parking to accommodate this.

**Application no**. : 25/00607/FULM

**Location**: Bradshaws Farm Shop, Wrottesley Park Road, Perton, WV8 2HS

**Proposed:** Redevelopment of existing farm shop and the construction of four padel courts and clubhouse with associated parking, landscaping and access arrangements

**Comments:** Perton Parish Council raised no objections to this proposal but request that the planning officer thoroughly assess the Flood Risk Assessment, due to flooding issues in this area.

**Application no**. : 25/00642/FUHH

**Location**: Flyaway Cottage, Holyhead Road, Oaken, WV8 2HX

**Proposed:** Double storey side extension

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

## **53/25 Minutes**

1. To approve minutes of the Parish Council meeting held on 14th July 2025 [July PPC minutes](https://pertonparishcouncil.sharepoint.com/:w:/s/ParishCouncil2/EaGSqc_5fe9BtYu2m7ZND2MBx6tPIgW1Jxnb01tMrmQs9Q?e=zWl3uP)
2. To receive for information draft minutes or notes from the following committees/working parties:
3. Community Governance meeting 5th August 2025 [AugCGR working group](https://pertonparishcouncil.sharepoint.com/:w:/s/ParishCouncil2/ETJg5gFeVtZLleJqasiSdFkBBPfVsPXfj1cexSivDaP30A?e=mqraJl)
4. Adult Parkrun meeting held on 27th August 2025 [Meeting Notes 5k 27.08.25.doc](https://pertonparishcouncil.sharepoint.com/:w:/s/ParishOffice/EVfnk4G_GHdPlJtQsMNa6OYBKcKpNNqKqUjRrZ5aIZVhyA?e=2MddvD)
5. Finance Committee meeting held on 2nd September 2025 [September Finance minutes](https://pertonparishcouncil.sharepoint.com/:w:/s/ParishCouncil2/EV7MeaDiX-ZFul7ZmgwxlWIBS5zTewhrHMXTXWYiwIv_Mw?e=nodxh4)

## **54/25 Standing orders** to consider the amendment for Standing order 7a)

*A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 5 Councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee, ~~or~~ a sub-committee or if further information becomes available*

## **55/25 Finance**

1. To approve list of Payments for July & August 2025 [July](https://pertonparishcouncil.sharepoint.com/:w:/s/ParishOffice/EcmTUusp-JtMo2_0n6jfpfwBVLo6blR723DsEPEsstZExw?e=Rth3S3)  & [August](https://pertonparishcouncil.sharepoint.com/:w:/s/ParishOffice/ETDUavg0_0dKq7kw_b4pNiwBtUepdVRfkZG4-zHIFyDJ8Q?e=inf0EQ)
2. To receive the Cash Book to date for information [Summary Cashbook](https://pertonparishcouncil.sharepoint.com/:w:/s/ParishOffice/EWNq8CDLrORNrz0cAwMMFeIBxbR28zf00plgMfq3vF5PeQ?e=YAnzmB)
3. To receive the Income Statement to date for information [Income April 2025 - March 2026](https://pertonparishcouncil.sharepoint.com/:x:/s/ParishOffice/EdFzHvG3eVRIi-LeNCZGaLsBpVp8qdPI-CF2mHkZRJ4aTA?e=SkrLoO)
4. To receive the Expenditure and Budget to date for information [Financial Budget Comparison](https://pertonparishcouncil.sharepoint.com/:w:/s/ParishOffice/EZvLl_UdvbdJrrCANyhDfJwBKfIPeUhXmQMabCnYypKpbg?e=SCrOzX)
5. To re-consider the purchase of projector, screen and microphones following further information received
6. CCLA mandate – to confirm signatories of the account
7. Insurance renewal - £5,039.18 inc. annual inspections for lift and lighting bars (£4796.17 2024-25)

## **56/25 Concessionary room rate –** To consider the following applications

1. Horticulture Exercise Arts and life CIC three dates September [Horticulture Exercise and Arts & Life](https://pertonparishcouncil.sharepoint.com/:w:/s/ParishOffice/EXHzz-k1jThMrfgs5Mf6pMUB0rJ3W6uOc_1N__ZSgphz5g?e=BVRQFf)
2. Support Staffordshire 26th November 2025 [Support Staffordshire](https://pertonparishcouncil.sharepoint.com/:b:/s/ParishOffice/EXnxuxjENL1EufWtwci-CwoBgGkyI1F3r1-MdoDL33X6RA?e=kp42ek)

## **57/25 Audit**

1. To receive the External Audit Report for the year ending 31st March 2025 [Audited AGAR 2024-25](https://pertonparishcouncil.sharepoint.com/:b:/s/ParishOffice/EV8YR9hFVABAtXs0h7xbuZkBe70V5Mh1oyeEDqkuAIwO7w?e=hTfxE7)
2. To confirm a three year Long Term Agreement was agreed for Internal Audit for 25-26 & 26-27 as per minute no. 118/24 f)

**58/25 Policies -** to consider the following new policies :

1. Disposal of Dead animals in public spaces
2. Co-option

**59/25 Play Area -** To receive the Play Inspection Company Annual Inspection Report. [Annual Inspection 2025.pdf](https://pertonparishcouncil.sharepoint.com/:b:/s/ParishOffice/ES2jJC_hYpJMrvroUNSjFnsBdZKLAGk0GGK-4y9D0fsBuQ?e=OWRUD3)

**60/25 Prinses Irene Brigade -** To consider buffet options for 7th November visit. [Buffet options.docx](https://pertonparishcouncil.sharepoint.com/:w:/s/ParishOffice/EbJavgCJWoZJrTDYNkv_TzcBL4RXTJF2NXSlVlix3OefzA?e=gmPxcF)

**61/25 Allotments**

1. To consider disbanding the Allotment Committee
2. To consider forming either a working party or Advisory Committee with a remit of site and plot management including current changes in legal changes and situations.
3. To consider options for Plot 59

**62/25 Playing Fields and Pavilion**

* + - 1. Parkrun - to receive an update
      2. Football

1. To receive an update on Football
2. To consider purchase of a new line marker [Pitch Line marker options](https://pertonparishcouncil.sharepoint.com/:w:/s/ParishCouncil2/EUUkCZtxd8RFoaQY0vWMl6MBuu_PAi2LCtnxFNgBo1up7Q?e=sdT9Ax)
   * + 1. Pavilion works to consider the following items:
3. Fencing options for the compound

**63/25 Christmas -** to consider the costs for purchase, delivery and installation of a 22ft tree in Anders Square at a cost of £1009 + installation .

**64/25 War Memorial**

1. To consider the installation of a flagpole
2. To consider purchasing Remembrance Tommy lamp post signs at £4.99 each [Tommy lampost signs](https://pertonparishcouncil.sharepoint.com/:i:/s/ParishOffice/EfNjEJEDKCdIrRDbFaUwIwoBdHoO05zB2Kgb5dvMtqB1Zg?e=mxUvdL)

## **65/25 - Date and time of next meeting** – Perton Civic Centre, Board room 7pm

Full Council Meeting of Perton Parish Council – 13th October 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.

**66/25 Staffing**

1. To consider and approve Groundsman job description and person specification
2. To consider additional staffing 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.