8th October 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, 13th October 2025 at 7.00pm.

Yours faithfully



**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

## **67/25 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)

## **68/25 Absence -** to note apologies for absence

## **69/25 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.*

## **70/25 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*

## **71/25 To receive reports for information**

1. Police, Fire and Crime reports
2. Consider contacting the MP regarding licencing of Scooters
3. To consider how the Parish Council could help with a knife amnesty
4. Weekly Clerk’s reports – previously distributed also available on the website

## **72/25 Staffordshire County Council**

1. To receive for information written report from the County Councillor
2. To consider submitting a request to widen the junction at Pattingham Road and Jenny Walkers Lane.
3. To consider submitting a request for ‘Ducks crossing’ sign at the lower Lake, St Andrews Drive.

## **73/25 South Staffordshire Council**

1. To receive for information written reports from District Councillors
2. Nominations for ‘Thank you’ event 11th December 2025
3. Planning Applications:

**Planning Applications for consideration:**

**Application no**.: 25/00750/FULHH

**Location**: 36 Hawksmoor Drive, Perton, WV6 7TE

**Proposed:** First floor side extension and part conversion of attached garage.

**Application no**.: 25/00770/TEL

**Location**: Telecommunications Mast, Wrottesley Park Road, Perton

**Proposed:** Removal of existing 15m lattice mast and associated compound and installation of lattice sharable mast (height 25m), antennas to be installed on headframes, operator cabinets and multi-user electrical cabinet.

**Application no**.: 25/00791/FULHH

**Location**: 19 Pugin Close, Perton, WV6 7TT

**Proposed:** Single storey wrap around extension and removal of existing garage and conservatory.

**Application no**.: 25/00799/FULHH

**Location**: Ridge House, Pattingham Road, Perton, WV6 7HD

**Proposed:** Single and two storey extensions, elevational updates, double garage and internal layout and opening modification.

**Application no**.: 25/00830/TTREE

**Location**: 5 Cocton Close, Perton, WV6 7ND

**Proposed:** Dismantle and remove an Oak tree with a TPO.

**Planning Applications returned since last meeting:**

**Application no**.: 25/00741/FULHH

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

**Proposed:** New entrance and gates.

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

**Application no**.: 25/00559/FULHH

**Location**: 23 Oatlands Way, Perton, WV6 7XW

**Proposed:** First floor side extension.

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

**Application no**.: 25/00718/VAR

**Location**: Moorland House, Pattingham Road, Perton, WV6 7HD

**Proposed:** Variation to conditions: 2 and 15 of approved application 24/00562/FUL for compensatory planting for removed trees.

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

**Withdrawn Application**

**Application no**.: 25/00270/COUM

**Location**: South Perton Farm, Jenny Walkers Lane, Perton, WV6 7HB

**Proposed:** Use of land as cemetery (burial ground) and provision of car park and access drives.

**Status:** Application withdrawn

**Appeal Decision**

**Application no**.: 23/00976/TTREE

**Location**: 33 Silver Poplars, Holyhead Road, Kingswood, WV7 3AP

**Proposed:** Removal of 3 pine trees

**Decision:** Appeal Dismissed

## **74/25 Minutes**

1. To approve minutes of the Parish Council meeting held on 8th September 2025 [September PPC minutes](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishCouncil2/Ef_8PAL3fExCpv5TFcqS9GsBncAZJ0rBRKXxYAF1G_bV7Q?e=QNoy4Y)
2. To receive for information draft minutes or notes from the following committees/working parties:
3. Adult Parkrun meeting held on 27th August 2025 [Adult Parkrun Meeting Notes](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishOffice/EVfnk4G_GHdPlJtQsMNa6OYBKcKpNNqKqUjRrZ5aIZVhyA?e=JB0HRh)
4. Management meeting 10th September 2025 [(September) Management minutes](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishCouncil2/EeF9QYUfeu9KsKtlx2EDgeIBeNV-7AAGLeozTv2co8ii0A?e=fnTJ5U)
5. Finance Committee meeting held on 7th October 2025 [Finance minutes](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishCouncil2/EWPcvcgAbYhCvCabA5S4hu8BWkq2A27ebxqF5UupgwkmvA?e=BjDEBw)

## **75/25 Finance**

1. To approve list of Payments for September [expenditure transactions - September](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishOffice/EbdqiXdlC4BMoVa0Mn-YdmMBZv5XgdgPFUqMt_qpJY3qMw?e=JhxWRE)
2. To receive the Cash Book to date for information [Financial Summary Cashbook to date](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishOffice/EdYZpZwUSeZPt3tbcJUNgNQBVI21dQSnFOexujPNSAIicA?e=lZNgv6)
3. To receive the Income Statement to date for information [Summary of Income April 2025 - March 2026](https://pertonparishcouncil.sharepoint.com/%3Ax%3A/s/ParishOffice/EdFzHvG3eVRIi-LeNCZGaLsBpVp8qdPI-CF2mHkZRJ4aTA?e=Rfg4Cp)
4. To receive the Expenditure and Budget to date for information [Financial Budget Comparison to date](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishOffice/EfFY2WiFTPdMuHcAJ5PImNcBGe7G2URbfirERrPEgIbejA?e=q2G63i)
5. Concessionary room rate – To consider the applications from Compton Care Hospice
6. To consider instructing Staffordshire County Council to review and update the Fire Risk Assessment for the Civic Centre, and prepare a new assessment for the Pavilion, at a total cost of £1,200.

## **76/25 Policies –**

## to consider the following policies

1. Risk Assessment – no amendments recommended[Risk Assessment Policy.docx](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishOffice/EVcymBkAX8NKv3MsbkixiLwBycMkd4w-ZvhXLKqCBb1Lpg?e=OvF4cl)
2. Document retention Policy – amendments recommended [Document Retention and Disposal Policy.docx](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishOffice/Ea9hIKTtNXpFk1CDcU_aUS4BlOuwdu1jRYrk6Lq1XdMQSw?e=C2eJoD)
3. to consider the following new policies
4. Administrator – Councillor Email access [Administrator Councillor email access.docx](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishOffice/EfSJAdRe0nxGkyEAOFYpx_4BOAU17s7D8disA5PYFaHdtA?e=KzKNlK)

## **77/25 Prinses Irene Brigade -** to receive an update on the itinerary for the visit on 7th November.

## **78/25 Allotments -** to receive an update from the working party

## **79/25 Playing Fields and Pavilion**

* + - 1. Parkrun - to receive an update
			2. Football -
1. to receive an update
2. To consider ‘Safe mower use’ training for the Groundsman at a cost of £280
	* + 1. Pavilion to consider the following items:
3. Fencing options for the compound £4,250
4. Fire door repairs/replace cost £3,070
5. Furniture to allow hiring of building [folding furniture](https://www.foldingtablesuk.com/products/4-feet-folding-table-with-4-folding-chairs)
6. creating a storage cupboard at the rear of the kitchen, approximate cost £300
7. Hire charges

## **80/25 Christmas -** to consider the installation options for the lights in Anders Square and the Christmas tree.

## **81/25 - Date and time of next meeting** – Perton Civic Centre, Board room 7pm

Full Council Meeting of Perton Parish Council – 10th November 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.