



# PERTON PARISH COUNCIL

28<sup>th</sup> March 2024

Dear Councillor

You are summoned to the Meeting of Perton Parish Council, to be held in the Board room, Perton Civic Centre on Monday, 8<sup>th</sup> April 2024 at 7.00pm.

Yours faithfully

**Mrs Becky Hodgetts,  
Clerk to the Council**

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

## **AGENDA**

### **194/23 - Public Open Session**

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

*Staffordshire Fire & Rescue Service, James Green - Service update*

*South Staffordshire Council Maggie Quinn, Community Wellbeing and Partnership Officer – Locality Enabler update*

**195/23 Apologies for Absence** – to note apologies received from Councillors

### **196/23 To receive reports for information**

- a) Police, Fire and Crime reports
- b) Weekly Clerk's reports – previously distributed also available on the website

**197/23 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 interest, as defined by regulations made by the Secretary of State under the Localism Act 2011.

**198/23 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)

### **199/23 Minutes**

- a) To approve minutes of the Parish Council meeting held on 11<sup>th</sup> March 2024
- b) To receive for information draft minutes or notes from the following committees/working parties:
  - i. Pavilion & Playing Fields Working Party held 12<sup>th</sup> March 2024
  - ii. Allotment Committee meeting held 27<sup>th</sup> March 2024
  - iii. Finance meeting held on 4<sup>th</sup> April 2024

### **200/23 Finance**

- a) To approve list of Payments for March 2024
- b) To receive the Cash Book to date for information
- c) To receive the Income Statement to date for information
- d) To receive the Expenditure and Budget to date for information
- e) To consider concessionary room hire rates request for Perton Carnival 6<sup>th</sup> May 2024
- f) To consider purchase of D Day flag - 5' x 3' at a cost of £28.80

**201/23 Pavilion and Playing Fields**

- a) Update on lease discussion
- b) Update on options for Pavilion and Playing fields

**202/23 Civic Centre**

- a) Solar Panels - To receive an update on installation
- b) To consider three years Long Term Agreements for room hire:
  - i. Harlequin
  - ii. Lakeside Community Church

**203/23 Allotments**

- a) To receive an update
- b) Plot holder Insurance – to remove as mandatory requirement due to Parish Council liability issues
- c) To consider formation of an association or similar following advice.

**204/23 Health & Safety -**

- a) To receive an update
- b) To consider Key Performance Indicators (KPI's)
- c) To consider the Staffordshire County Council annual Service Level Agreement for Health, Safety and Wellbeing service at a cost of £1,500

**205/23 Citizen of the Year -** To consider applications received

**206/23 Staffordshire County Council**

- a) To receive for information written report from the County Councillor
- b) To discuss additional costs for traffic management works Wrottesley Park Road of £1,500
- c) To receive Severn Trent update for information

**207/23 South Staffordshire Council**

- a) To receive for information written reports from District Councillors
- b) To consider 50% match funding of Speed Indicator Device £1350, location/s and approval to obtain section 50 licence costing £385 and section 171 licence costing £372 per pole installation
- c) Presentation on additional street scene works – to consider requirements
- d) Planning Applications:

**Applications for consideration previously distributed:**

**Application no. :** 24/00220/FULHH

**Location:** Highcroft, Holyhead Road, Kingswood, WV7 3AN

**Proposed:** double storey side and single storey rear extensions

**Application no. :** 24/00228/FULHH

**Location:** 3 Raglan Avenue , Perton, WV6 7RZ

**Proposed:** single storey side extension to the rear to provide ground floor bedroom and shower room

**208/23 - Date and time of next meeting – Perton Civic Centre, Board room 7pm**

Annual Parish Meeting - 22<sup>nd</sup> April 2024

Annual Meeting of Perton Parish Council – 13<sup>th</sup> May 2024

**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.

199/23 a)

# Minutes of the meeting of Perton Parish Council, held at Perton Civic Centre on Monday 11<sup>th</sup> March 2024, 7.00pm

## PRESENT:

Councillors Mrs P Allen, Mrs S Beardsmore, P Davis (Vice-Chairman), K Elder, C Evans, D Glynn (Chairman), Mrs R Heseltine, J Sargent, J Turner and Mrs B Walters

Parish Clerk Mrs B Hodgetts  
Assistant Parish Clerk Mrs L Higgins

Also in attendance:

PCSO A Tooth (part of the meeting)  
3 members of public

## 178/23 PUBLIC OPEN SESSION

A resident raised the issue of the lower lake path refurbishment and felt it was not completed properly. Also grassed areas which had been churned up and not repaired by external companies. District Councillors confirmed that there are obviously funding constraints and engaging with external companies is not an easy task.

## 179/23 APOLOGIES FOR ABSENCE

Apologies received from Councillors N Caine, Mrs J Evans and S Payne.

## 180/23 REPORTS – received for information

- a) A written report from PCSO A Tooth was made available to members.
- b) Weekly Clerks reports – previously distributed. Reports are available on the Parish Council website.

## 181/23 DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

- 184/23 f) Concessionary room rate request – Cllr K Elder
- 186/23 b) i. Hire charges – Cllrs P Davis, D Glynn and Mrs R Heseltine
- 189/23 May Day Carnival – Cllrs Mrs P Allen, Mrs R Heseltine and Mrs B Walters

## 182/23 REQUESTS FOR CODE OF CONDUCT DISPENSATIONS

No requests received.

## 183/23 MINUTES

- a) **Resolved** that the minutes of the Parish Council Meeting held on 12<sup>th</sup> February 2024 were a true and correct record.
- b) Noted for information the draft minutes of the following committees/working parties:
  - i. Management Committee meeting held on 21<sup>st</sup> February 2024
  - ii. Pavilion & Playing Fields working party held on 28<sup>th</sup> February 2024
  - iii. Allotment Committee meeting held on 28<sup>th</sup> February 2024
  - iv. Finance Committee meeting held on 5<sup>th</sup> March 2024

## 184/23 FINANCE

- a) **Paid Expenditure Transactions** between paid between 01/02/24 and 29/02/24.

**Resolved** payments approved.

| Payment Reference | Date Paid | Tn no | Gross     | Details   |
|-------------------|-----------|-------|-----------|---|
| DD ASH01          | 01/02/24  | 5248  | £226.10   | ASH Waste Services Ltd General Waste & Recycling Collection |
| DD BPayCon01      | 06/02/24  | 5249  | £11.69    | Brightpay Connect Monthly Subscript                         |
| Bacs              | 07/02/24  | 5250  | £43.01    | Amazon Picture Hooks and Replacement LED                    |
| Bacs JWS01        | 07/02/24  | 5251  | £312.00   | J Whittingham & Son Christmas Tree for Anders Square        |
| Bacs EDGE02       | 07/02/24  | 5252  | £1,471.14 | Edge IT Systems Ltd Annual Licence Fee                      |

|              |          |      |            |  |
|--------------|----------|------|------------|--|
| Bacs Clean01 | 07/02/24 | 5253 | £45.00     | B Osagie Pavilion - Cleaning                                 |
| Bacs GC01    | 07/02/24 | 5254 | £165.09    | N P Caine Playing Fields - Grass Cutting                     |
| Bacs ESPO02  | 12/02/24 | 5255 | £74.34     | ESPO Cleaning Products and Equipment                         |
| DD PF-       | 12/02/24 | 5256 | £74.56     | Waterplus Pavilion - Water Charges                           |
| DD PF-ELEC01 | 12/02/24 | 5257 | £1,133.21  | Opus Energy Limited Pavilion - Electricity Charges           |
| Bacs         | 13/02/24 | 5258 | £122.81    | Halls SMS Hand Towels & Centre feed Rolls                    |
| Bacs FCL01   | 14/02/24 | 5259 | £51,900.00 | Fairways Contracting Allotment Works - 50% Payment           |
| Bacs ESPO02a | 16/02/24 | 5260 | £96.00     | ESPO Cleaning Products & Bin Bags                            |
| Bacs PEN01   | 16/02/24 | 5261 | £3,560.12  | Staffordshire County Pension Fund - January                  |
| Bacs IR01    | 16/02/24 | 5262 | £3,463.39  | Inland Revenue Tax & NI - January                            |
| Bacs KFB01   | 16/02/24 | 5263 | £500.00    | Kingsway Food Bank Grant Payment - 166/23 e)                 |
| DD BT01      | 19/02/24 | 5264 | £122.38    | British Telecom Telephone & Broadband                        |
| DD CC-       | 20/02/24 | 5265 | £117.31    | Waterplus Civic Centre - Water Charges                       |
| DD GAS01     | 20/02/24 | 5266 | £1,291.28  | Total Energies Gas & Power Ltd Gas Charges - January         |
| CHG HSBC02   | 21/02/24 | 5267 | £10.41     | HSBC UK Bank Charges   |
| DD ELEC01    | 22/02/24 | 5268 | £979.00    | Total Energies Gas & Power Ltd Electricity Charges - January |
| Bacs         | 23/02/24 | 5269 | £12,203.94 | Salaries M11   |
| DD WATER02   | 23/02/24 | 5270 | £421.79    | Everflow Limited Civic Centre & Pavilion Water Charges       |
| DD DM02      | 26/02/24 | 5271 | £169.87    | Siemens Qrtly Lease - Feb-Apr                                |
| CreditCard   | 26/02/24 | 5272 | £77.92     | Temu - Whaleco UK Allotment Plot Markers                     |
| CreditCard   | 26/02/24 | 5273 | £329.99    | The Green Reaper Ltd Grass Roler                             |
| Bacs Film02  | 28/02/24 | 5274 | £300.00    | Arts Alive Film Screening - The Great Escaper                |
| Bacs EAL02   | 28/02/24 | 5275 | £270.00    | Enville Ales Limited Glasses for Bar                         |
| Bacs NALC02  | 28/02/24 | 5276 | £60.00     | National Association of Local Council Awards Scheme          |

**Total £79,552.35**

- b) Cash book to date received and noted for information.
- c) Income statement to date received and noted for information.
- d) Expenditure and budget to date received and noted for information.
- e) Bank accounts - **Resolved** to close the PPFA Lloyds Bank account and the Co-op account for the year end.
- f) Support Staffordshire request for concessionary room hire for the event on 20<sup>th</sup> June 2024. **Resolved** to approve the rate of £21 per hour.

### 185/23 PAVILION AND PLAYING FIELDS

- a) The working party has started work on the Heads of Terms in preparation to submit to the District Council following approval from the Parish Council. Some grant funders require a longer lease than currently held.
- b) An update on funding opportunities was presented. The District Council has a large amount of funding available but would need to be spent before September. Advice is being taken from the District Council.

### 186/23

- a) Solar panels - An update was given by the Clerk. The contractor is waiting for DNO approval which should be no later than 3<sup>rd</sup> April. The Clerk has confirmed that the funding will still be available in the new financial year.
- b) Hire charges 2024/25
  - I. Room hire - **Resolved** to increase by £1 per hour for all rooms.
  - II. Lakeside Community Church - **Resolved** to increase by £3 per week to £130.
  - III. Harlequin Pantomime Package – **Resolved** to increase to £5,300 to include all rehearsals and additional Sundays as requested.

- c) Intruder alarm upgrade – **Resolved** to approve the upgrade to a Dualcom Radio - Radio system Grade 2 at a cost of £220 plus VAT plus BT cancellation charges

### **187/23 ALLOTMENTS**

- a) An update on the allotments was given.
- b) A simple opening ceremony to be held on Wednesday 27<sup>th</sup> March as long as the work is completed. **Resolved** Clerk to invite the Chairman of the District Council and the resident who has been on the waiting list the longest.
- c) The revised tenancy documents are not quite finalised. The proposed presentation for the public meeting being held on 18<sup>th</sup> March was shown to the council.
- d) The costs for the plots recommended by the Allotment Committee were as follows:
  - I. Full Plot - not available
  - II. Half plot - £50, **Resolved** to approve
  - III. Quarter plot - £25, **Resolved** to approve
  - IV. Raised beds – two sizes £15 & £10, **Resolved** to approve
- e) A vacancy has arisen on the committee. **Resolved** that Cllr Mrs B Walters will join the committee

### **188/23 MELROSE DRIVE**

A resident has asked the council to consider options for grass cutting near to their property. **Resolved** the councillors to meet with the resident.

### **189/23 MAY DAY CARNIVAL**

The carnival committee would like to ask the councillors to consider making a bottle or cash donation to the bottle stall.

### **190/23 HEALTH & SAFETY**

An update on the risk assessments and Key Performance Indicators (KPI's) was presented to the council.

### **191/23 - STAFFORDSHIRE COUNTY COUNCIL**

- a) No report received from the County Councillor. Cllr Abrahams personally funded 50% of the new grass roller for the football pitches.
- b) Severn Trent – **Resolved** to write to the Chairman or Managing Director highlighting our request and concerns.
- c) Forest of Mercia have sourced a Silver Birch for the centre of the inner north traffic island. District Council have confirmed the island forms part of the adopted highway/verge cutting program.

### **192/23 - SOUTH STAFFORDSHIRE COUNCIL**

- a) District Council written report presented from Cllrs Mrs P Allen, P Davis, C Evans and Mrs R Heseltine. The reports were noted for information. Reports are available on the Parish Council website.

- a) Planning Applications:

#### **Applications for consideration previously distributed:**

**Application no. :** 24/00160/FULHH

**Location:** 2 Harald Close, Perton, WV6 7NJ

**Proposed:** extension and conversion of existing garage, first floor extension over garage and porch extension

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

**Application no. :** 24/00176/FULHH

**Location:** 11 The Staddlestones, Perton, WV6 7UH

**Proposed:** single storey side extension

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

**Application no. :** 24/00069/BUHOEX

**Location:** Hunterswood, Pattingham Road, Perton, WV6 7HD

**Proposed:** additional storey dwelling built directly above footprint of original 2 storey dwelling to create 3 storey dwelling

**Comments:** Perton Parish Council raised concern that this is overdevelopment of a property.

**Applications returned since previous meeting:**

**Application no. :** 24/00039/FULHH

**Location:** Longview, Pattingham Road, Perton, WV6 7HD

**Proposed:** new photovoltaic panels

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

**Application no. :** 24/00097/FULHH

**Location:** 29 Hoylake Road, Perton, WV6 7YS

**Proposed:** first floor extension

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

**193/23 – DATE AND TIME OF NEXT MEETING – Perton Civic Centre, Board room 7pm**

Full Council Meeting of Perton Parish Council - 8<sup>th</sup> April 2024

Annual Parish Meeting - 22<sup>nd</sup> April 2024

**Meeting closed at 8.45pm**

Signed .....  
Chairman

Date: .....

# Financial Summary - Cashbook

Summary of receipts and payments between 01/04/23 and 29/02/24 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

## Ordinary Accounts

|                            |  |                    |
|----------------------------|--|--------------------|
| Co-operative Bank          |  | £1,441.07          |
| HSBC Current Account       |  | £14,270.44         |
| Petty Cash Account         |  | £250.00            |
| Public Sector Deposit Fund |  | £156,000.00        |
| <b>Total</b>               |  | <b>£171,961.51</b> |

| RECEIPTS                  | Net                | Vat          | Gross              |
|---------------------------|--------------------|--------------|--------------------|
| Parish Council            | £244,629.72        | £0.00        | £244,629.72        |
| Civic Centre              | £80,818.59         | £0.00        | £80,818.59         |
| Allotments                | £95,539.92         | £0.00        | £95,539.92         |
| Pavilion & Playing Fields | £1,222.00          | £0.00        | £1,222.00          |
| <b>Total Receipts</b>     | <b>£422,210.23</b> | <b>£0.00</b> | <b>£422,210.23</b> |

| PAYMENTS                  | Net                | Vat               | Gross              |
|---------------------------|--------------------|-------------------|--------------------|
| Parish Council            | £180,794.88        | £4,028.06         | £184,822.94        |
| Civic Centre              | £126,152.12        | £6,356.74         | £132,508.86        |
| Allotments                | £45,589.57         | £9,108.53         | £54,698.10         |
| Pavilion & Playing Fields | £4,902.98          | £361.26           | £5,264.24          |
| <b>Total Payments</b>     | <b>£357,439.55</b> | <b>£19,854.59</b> | <b>£377,294.14</b> |

Closing

## Ordinary Accounts

|                            |                    |
|----------------------------|--------------------|
| Co-operative Bank          | £41.07             |
| HSBC Current Account       | £45,586.53         |
| Petty Cash Account         | £250.00            |
| Public Sector Deposit Fund | £171,000.00        |
|                            | <b>£216,877.60</b> |
| <b>Total</b>               | <b>£216,877.60</b> |

Uncleared and Unpresented

Statement Closing

## Ordinary Accounts

|                            |                    |
|----------------------------|--------------------|
| Co-operative Bank          | £41.07             |
| HSBC Current Account       | £45,586.53         |
| Petty Cash Account         | £250.00            |
| Public Sector Deposit Fund | £171,000.00        |
| <b>Total</b>               | <b>£216,877.60</b> |

## Working Party for the Pavilion &amp; Playing Fields

**Minutes of the Meeting**held on 12<sup>th</sup> March 2024 at 14.00 a.m.**1. Present**

1.1. Penny Allen, Phil Davis, Keith Elder, Judith Evans

**2. Approval of Minutes**

2.1. Minutes of the Meeting held 6 March 2024: approved.

**3. Health Inequalities Fund Bid**

3.1. *Advice from South Staffs Council - Where are they steering us?*

3.1.1. Needs to be an 'oven ready' project. Our Fields and Sports Coach project is not fully scoped out. Fund money not granted if completion unlikely by spend money date.

3.1.2. Be less ambitious – 'walk before we run'. We're already voicing this – Business Plan to create idea packages and check delivery feasibility.

3.2. *Change our bid - what are we applying for?*

3.2.1. Our 3-arm Fields and Coach proposal still in our 'Vision' but with 'Mission' targets to suit the new strategies in the Business Plan.

3.2.2. Sensible to focus on Pavilion interior to start revenue stream. If the ceilings funds are granted, remaining funds are for 'health' stuff and meet 'inequality', e.g. for disabled, elderly, mother and baby, children's groups, ladies' football, etc.

3.2.2.1. Refit the disabled toilet. Currently closed. Too dilapidated and potentially dangerous! The high-rise cistern is leaking and coming away from the wall.

3.2.2.2. Refurbish or replace men and women toilets. Install basin water heaters (see 3.2.2.4). Add a hose wash for cleaning toilets and changing rooms.

3.2.2.3. Replace kitchen units and equipment. Add 'instant boiling water' tap (see 3.2.2.4). We have the QA quote. Mark Grafton for a quote, and 1 more.

3.2.2.4. Refit the boiler room as a Women's Referee room. Investigate removal of wall to split space equally with Men's Referee room.

**4. Meeting with Rob Sharratt, Leisure & Health Team Manager, SSC next week**

4.1. *Who, when, & what?* Any of us who can be present at it. Wait for Rob to suggest his dates and decide by email who's available. High priority. Try for a day next week.

**5. Emerging Business Plan**

5.1. *Skeleton plan:* we have the basis of a plan.

5.1.1. Classification: (1) Pavilion, (2) Playing Fields.

5.1.2. Headers: **Our Vision** – how we envisage it to be in say 10 years' time; **Our Mission** – what we want to achieve by when (the initial action plan); **Feasibility** – delivery reality, market demand and cost analysis; **Strategy** – how we are going to achieve our feasible mission goals; **Implementation** – the final action plan, set out the targets, formulate realistic calendar of dates and deadlines.



- 5.1.3. Pavilion and Playing fields itemised as facilities, use, routine maintenance, income and running costs, and Pavilion includes building, Playing Fields includes drainage.
- 5.1.4. Dates for 'our mission': end of March 24 and end of August 24. Need Pavilion interior to be ready for start of new season in September. Other 'Milestones' going forward.
- 5.1.5. 'Feasibility' requires consultation with key stakeholders: the local community, sports clubs, community groups, potential private hirers.

5.2. *Interested parties:*

- 5.2.1. The schools for term-time use and Sports Academy for summer use. Perton 1<sup>st</sup> has a 'walking' activity. Perton Middle has tennis courts, hard surface and fenced.
- 5.2.2. Contact U3A, Walking Football, Exercise for the Elderly, and the Youth Club.
- 5.2.3. The Scouts. Increase shared use of our facilities, inside and outside. Potential for our long room to become shared link area between their hall and our new games room.

5.3. *What do we need to do next?*

- 5.3.1. Pitch drainage is high priority. Get the FA pitch fund testing done. Investigate drainage solutions.

- 5.3.1.1. Particularly the pitch on Mill Field, currently used for child pitch because most of field too wet to put full size pitch.

- 5.3.1.2. Investigate if there is drainage on Richmond to Dippons edge of Mill field.

- 5.3.1.3. Spring rises in top corner by Mill Lane. Trench drains run along both hedges on Mill field (Dippons and Richmond sides), with manhole in each.

- 5.3.2. New storage area is short term priority. Investigate new secure area on the kitchen side in the Games field. Access through the security fence into the field.

- 5.3.3. Extension for a games room is mid-term priority to coincide with Games field and new outdoor courts for all season games facility. On kitchen side of Pavilion. Remove existing storage buildings and mirror Scouts building. Ask Imre at SSDC for recommendation of architects and surveyors experienced in sports facility design.

## 6. Date of next meeting

- 6.1. Next week with Rob Sharratt.

## Minutes of the Allotment Committee meeting of Perton Parish Council Held at Perton Civic Centre Wednesday 27<sup>th</sup> March 2024 at 6pm

### Present:

Councillors – P Davis (Chairman), Mrs R Heseltine, K Elder, D Glynn,  
Residents, Mrs S Horrobin, J Powell

Other: Mrs B Hodgetts (Parish Clerk)  
One member of public

### A16/23 - APOLOGIES FOR ABSENCE

No apologies received.

### A17/23 - DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declaration of disclosable pecuniary and other interests received.

### A18/23 - MINUTES OF MEETING

**Resolved** that the minutes of the allotment meeting held on 28<sup>th</sup> February 2024 having previously been distributed, were signed by the Chairman as a true and correct record.

### A19/23 – SITE

- a) The opening of the allotments was well attended. Everyone was very pleased that they will be allowed access from Friday 29<sup>th</sup> March as long as the paperwork and payment has been received.
- b) The design of the sign was agreed.
- c) Management of the site
  - I. It was agreed to form either an association or committee with a minimum of 5 plot holders as members. They would manage the site on behalf of the council. The Clerk to take advice on the best way forward. This will require clear rules and constitution.
  - II. Plot holder insurance was discussed. Following further information regarding liability it was **Resolved** that it will recommend to Full Council that insurance will not be compulsory.
  - III. Plot 59 is very wet. It was **Resolved** to add a soak away to one corner of the plot and monitor before letting it.
  - IV. **Resolved** that compost bins will be allowed on the plots.
  - V. Applications for Polytunnels and Greenhouse will be approved if in keeping with the site and should not be too strict or prescriptive. The association/committee could be the first point of contact.
  - VI. The central path way must not be used for vehicles. **Resolved** to provide two benches at the beginning of the path. These must be in keeping with the site.

### A20/23 – SPEAKERS

Members of the committee have looked at the extensive list sent by NSALG, unfortunately they seem to be quite expensive. **Resolved** to ask the plot holders what they would like. A suggestion box to be made available at the site.

Tettenhall Gardening Club post a program of speakers on their website.

### A22/23 – ITEMS FOR NEXT AGENDA

The following suggestions were received:

- Use of Compost bays
- Community meeting space/building
- Compost toilet and maintenance
- Provision of notice board

**A23/23 – DATE AND TIME OF NEXT MEETING**

**Resolved** Committee meeting to be held on Wednesday 24<sup>th</sup> April 2024 at 6pm

**Meeting closed at 7.03pm**

Signed .....  
Chairman

Date: .....

# PERTON PARISH COUNCIL

200/23 e)

## APPLICATION FOR CONCESSIONARY ROOM RATE

NAME OF CLUB/ORGANISATION..... PERTON CARNIVAL.....

PRINCIPAL HIRER (Name and Address) .. PENELOPE ALLEN.....  
..... 12 CRANBROOK GROVE, PERTON WV6 7RY.....

PURPOSE OF CLUB/ORGANISATION.. RAISING FUNDS FOR LOCAL.....  
..... VOLUNTARY ORGANISATIONS.....

DOES YOUR CLUB/ORGANISATION EXIST TO MAKE A PROFIT ... NO.....

WHAT HAPPENS WITH EXCESS FUNDS .. DONATED TO LOCAL.....  
..... VOLUNTARY ORGANISATIONS.....

NUMBER OF ADULT MEMBERS ..... 10 COMMITTEE MEMBERS.....

NUMBER OF MEMBERS 16 AND UNDER .. 0.....

NUMBER RESIDING IN PERTON PARISH ..... ALL.....

PLEASE STATE THE REASON YOU NEED A CONCESSIONARY RATE.. WE ARE.....  
..... DONATING MONEY WITHIN OUR PARISH.....

HOW MUCH DO YOUR CLIENTS PAY PER SESSION/VISIT.. NIL.....

ARE YOU ABLE TO INCREASE THIS CONTRIBUTION PER SESSION/VISIT .. NO.....

ARE YOU AFFILIATED TO ANY OTHER ORGANISATION? IF SO, GIVE NAME  
..... NO.....

ANY OTHER FACTS YOU WOULD LIKE CONSIDERED  
..... THIS IS AN ANNUAL EVENT THAT REACHES ALL.....  
..... GENERATIONS AND ENABLES THE LOCAL VOLUNTARY.....  
..... ORGANISATIONS TO SURVIVE.....

### PLEASE ATTACH A STATEMENT OF YOUR LATEST ACCOUNTS

LAST YEAR'S ACCOUNTS NOT AUDITED YET  
BUT DONATIONS HAVE BEEN MADE.  
INCOME AND EXPENDITURE ACCOUNTS FOR  
2023 SUBMITTED.



|    | A                | B            | C        | D     | E           | F              | G             | H         | I            | J               | K            |
|----|------------------|--------------|----------|-------|-------------|----------------|---------------|-----------|--------------|-----------------|--------------|
| 1  | EXPENDITURE 2023 |              |          |       |             |                |               |           |              |                 |              |
| 2  | DATE             | ROOM HIRE    | MAGICIAN | PROGS | INSURANCE   | LITTER PICKERS | MARCHING BAND | FIRST AID | MORRIS DANCE | TOTAL FROM ACCO | DISTRIBUTION |
| 3  | 16/02/2023       |              |          |       | Event Ins   |                |               |           |              | £ 346.00        |              |
| 4  | 27/04/2023       |              |          |       |             |                | St Gregory's  | St John's |              | £ 253.44        |              |
| 5  | 27/04/2023       |              |          |       |             |                |               |           | Shrewsbury   | £ 250.00        |              |
| 6  | 27/04/2023       |              |          |       |             | Little John    |               |           |              | £ 90.00         |              |
| 7  |                  | Church       |          |       |             |                |               |           |              | £ 90.00         |              |
| 8  |                  | Civic Centre |          |       |             |                |               |           |              | £ -             |              |
| 9  |                  |              |          |       |             |                |               |           |              | £ -             |              |
| 10 |                  |              |          |       |             |                |               |           |              |                 |              |
| 11 |                  |              |          |       |             |                |               |           | TOTAL        | £ 1,029.44      |              |
| 12 |                  |              |          |       |             |                |               |           |              |                 |              |
| 13 |                  |              |          |       |             |                |               |           |              |                 |              |
| 14 |                  |              |          |       |             |                |               |           |              |                 |              |
| 15 |                  |              |          |       |             |                |               |           |              |                 |              |
| 16 |                  |              |          |       |             |                |               |           |              |                 |              |
| 17 |                  |              |          |       | BANK FINAL  | Jul-23         | £3,821.60     |           |              |                 |              |
| 18 |                  |              |          |       |             |                |               |           |              |                 |              |
| 19 |                  |              |          |       | INCOME      |                | £1,913.69     |           |              |                 |              |
| 20 |                  |              |          |       | EXPENDITURE |                | £1,029.44     |           |              |                 |              |
| 21 |                  |              |          |       | PROFIT      |                | £884.25       |           |              |                 |              |

204/23 c)

# Health, Safety & Wellbeing Service

## Service Level Agreement – 2024/2025 Perton Parish Council

### 1. Description of Service

- 1.1 Perton is a large village and civil parish south of Codsall and has a population of around 11,500 residents. The Parish Council occupies one premises with some outside playground provision and a multi games area. The Parish Council have a staff of approximately 7 people.
- 1.2 The Management of Health and Safety at Work Regulations require employers to appoint competent persons to provide advice to enable them to comply with health and safety legal requirements. Perton Parish Council have entered into a Service Level Agreement with Staffordshire County Council's Health, Safety & Wellbeing Service to provide competent health and safety advice, for an annual fee as identified in item 3. below.

### 2. Service Level Agreement

2.1 The Health, Safety & Wellbeing Service will provide the following services on an annual service level agreement basis to Perton Parish Council, reporting directly to the Clerk. The SLA will include:

- Health and Safety Audit / annual review of H&S audit. This visit to include a site inspection.
- Access to Staffordshire County Council's Health, Safety & Wellbeing Duty Officer Line (01785 355777) for advice and support. This is operated as follows:
  - Mon – Thurs 08:30hrs to 17:00hrs
  - Friday 08:30hrs to 16:30hrs
- Advice on accident reports and their reporting (i.e. RIDDOR) to the Health and Safety Executive (enforcing authority) where necessary.

2.2 This SLA will consist of advice only and does not include undertaking work such as policy/procedural writing, risk assessments or managing Parish Council events or premises etc. Where such work is required, this will be given separate consideration by both the Council and Staffordshire County Council's Health, Safety & Wellbeing Service.

2.3 Any information will be information/documentation kept in line with the SCC Retention Schedule and Privacy Notices.

## Clerk (Perton Parish Council)

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**From:** Keeling, Mark (E,I&S) <mark.keeling@staffordshire.gov.uk>  
**Sent:** 21 March 2024 17:21  
**To:** Clerk (Perton Parish Council)  
**Subject:** RE: Wrottesley Park Road

206(23 b).

Good afternoon Becky,

We are putting together the final details in regards the installation date for the Wrottesley Park Road signing improvement. However, the scheme has come in at a higher cost than expected.

I understand the Parish were covering the cost of this scheme based on the estimate in the email below as Cllr Abrahams DHP funding had been allocated for this financial year.

The estimate at the time was £3,500. The final cost of the scheme is likely to be £7,700, whilst I would not expect the Parish to fund the full cost at this stage would the Parish consider funding an additional £1,500 (5k in total) I will seek the balance from the wider DHP funding pot.

Kind regards



**Mark Keeling** | Community Highway Manager  
Cannock – South Staffs – Gnosall & Doxey  
Economy, Infrastructure & Skills  
No.1 Staffordshire Place, Tipping Street, Stafford, ST16 2DH  
Tipping Street, Stafford, ST16 2DH  
✉: [mark.keeling@staffordshire.gov.uk](mailto:mark.keeling@staffordshire.gov.uk)  
🌐: [www.staffordshire.gov.uk](http://www.staffordshire.gov.uk)

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**From:** Clerk (Perton Parish Council) <clerk@pertonparishcouncil.gov.uk>  
**Sent:** Thursday, September 14, 2023 12:54 PM  
**To:** Keeling, Mark (E,I&S) <mark.keeling@staffordshire.gov.uk>  
**Subject:** RE: Wrottesley Park Road

**CAUTION:** This email originated from outside of Staffordshire County Council. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon Mark

Following our recent parish council meeting, the council agreed to go ahead this financial year with your suggested options for Wrottesley Park Road as listed below:

- X2 Pedestrian in Road warning signs on new poles
- X2 Slow markings adjacent to the signs
- X3 Reflector posts in grass verge opposite walk exit
- X2 Reflector posts in grass verge adjacent to walk exit
- X1 day Traffic management (Temp signals) to allow works to take place.

This suggestion hasn't gone for costings yet, but we believe the scheme will attract costs of £3,500 approx.

207/23b)

First steps for position of SID:

- Parish/Member to select position of new SID post/SID
- Ensure that the proposed positioning is agreed by parish and residents
- Liaise with police if required

Due to the sheer number of enquiries we have decided that the parish council will need to apply for the Section 50 and 171 licences and this can be done as follows:

Installing a SID on highway verge:

1. Apply for application of SID on highway - please visit the following [Installation of private apparatus \(Section 50 licence\) - Staffordshire County Council](#) and then apply.
2. Apply for a permit to dig post in on highway – please visit the following <https://www.staffordshire.gov.uk/Highways/licences/PermittoDig.aspx> and then apply.
3. Once the application has been granted and all fees paid then please send licenses/maps to myself [a.aston@sstaffs.gov.uk](mailto:a.aston@sstaffs.gov.uk) and then I will arrange for installation of posts.
4. We will purchase posts and SID brackets and install them
5. If you do not want to purchase one of our SIDs or they are none available, we can include the posts on our route in which we install our own devices (5 of them) for 1-2months year.

Regarding SID devices:

The council have purchased 4 x SIDs devices and are looking at 50% match funding for these which would be approx. £1350 for one SID. This is due to the SID being £2700 each.

This funding is limited to 4-5 SIDs at the moment, so due to the high demand from parishes I need to ensure that we are fair to all.

What we do expect is that the parishes look after the SIDs once they are installed which includes changing batteries and getting data from machines. It is possible to move the SID to various locations within the area, but these would need to be on the list of approved applications of posts as above.

If you have any questions please let me know on [a.aston@sstaffs.gov.uk](mailto:a.aston@sstaffs.gov.uk)