



PERTON PARISH COUNCIL

3rd May 2022

Dear Councillor

You are summoned to the Meeting of Perton Parish Council, to be held in the Board room, Perton Civic Centre on Monday, 9th May 2022 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 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

01/22 - 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)

02/22 – Election of the Chairman for the term 2022/23

03/22 – Signing of Chairmans Declaration of Acceptance of Office

04/22 – Apologies for Absence

05/22 – Election of the Vice Chairman for the term 2022/23

06/22 – To receive for information Police, Fire and Crime reports

07/22 – To agree membership and Chairman of the following committees/working parties as per standing order 4 vi)

- a) Management (6 plus 2 Ex-officio Members)
- b) Finance (5 plus 2 Ex-officio Members)
- c) Human Resources (9)
- d) Planning (5 plus 2 Ex-officio Members)
- e) Allotment (4 plus 2 Ex-officio Members)
- f) Youth working party
- g) Queens Platinum Jubilee working party
- h) Health & Safety working party

08/22 – To agree cheque signatories (6)

09/22 – To agree representatives for Perton Playing Fields Association (8)

10/22 – Declaration of Disclosable Pecuniary Interest

To receive Declaration of Disclosable Pecuniary and Other Interests from the Agenda

11/22 – Code of Conduct

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)

12/22 - Minutes

- a) To approve minutes of the Parish Council meeting held on 11th April 2022.
- b) To receive for information draft minutes from the following committees/working parties:
 - i. HR Committee meeting held 13th April 2022
 - ii. Allotment Committee meeting held 27th April 2022
 - iii. Finance meeting held on 3rd May 2022
 - iv. Queens Platinum Jubilee Working Party held on 5th May 2022

13/22 – Finance

- a) To approve list of Payments for April 2022
- 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

14/22 – Audit

- a) To receive Internal Auditors report **(to follow)**
- b) To approve accounts for year ending 31st March 2022
- c) To approve Annual Governance Statement
- d) To approve Annual Accounting Statement

15/22 – Policies For review

- a) Standing orders - no amendments proposed
- b) Financial regulations - no amendments proposed
- c) Financial framework - no amendments proposed
- d) Code of Conduct – no amendments proposed
- e) Scheme of delegation – proposed removal of Coronavirus reference

16/22 – Legionella – to consider nominations for the following responsibilities

- a) Duty holder
- b) Responsible Person

17/22 –Wrottesley Park Development

a) Allotments

- i. To receive an update on the allotment site
- ii. To agree Architect site design
- ii. To agree to go to tender for allotment construction works as per specification
- iii. To consider arrangement for payment of additional items from s106 funding

b) Housing development

- i. To receive for information an update report
- ii. To consider proposed names for the development
- iii. To consider proposals for road names

18/22 – Queens Platinum Jubilee – to consider and agree

- a) Update on Rose Garden
- b) Update on the Big Lunch event Sunday 5th June 2022
- c) Supervised bouncy castle for 5th June 2022 at a cost of £120
- d) Photographer to create an historical record at a cost of £250
- e) Update on the Firework display for November

19/22 - Staffordshire County Council

- a) To receive for information written report from the County Councillor
- b) To consider options for flooding at Dippons Lane
- c) To report Japanese Knotweed – pathway behind Perton 1st School

20/22 – South Staffordshire Council

- a) To receive for information written reports from District Councillors
- b) To consider financial support to install a barrier on the Pavilion car park
- c) Development of field in Dippons Lane – The Wellbeing Equestrian Centre
- d) Planning Applications:

Applications for consideration previously distributed:

Application no.: 22/00266/FUL

Location: 3 St Andrews Drive, Perton, WV6 7YL

Proposed: single storey rear extension

Application no.: 22/00365/FUL

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

Proposed: double storey side and single storey rear extension

Planning Applications returned since last meeting:

Application no. : 22/00299/FUL

Location: 12 Formby Avenue, Perton, WV6 7YU

Proposed: first floor side extension

Comments: No objections received

Application no. : 22/00336/FUL

Location: 10 Cabot Grove, Perton, WV6 7YQ

Proposed: double storey side and single storey rear extension

Comments: No objections received

21/22 – Reports - to note and receive for information

Weekly Clerk's Reports previously distributed

22/22 - Date and time of next meeting – Perton Civic Centre, Board room 7pm

Full Council Meeting of Perton Parish Council – 13th June 2022

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

PERTON PARISH COUNCIL

07/22

COMMITTEE MEMBERS 2021/2022

08/22

09/22.

MANAGEMENT (6 plus 2 ex-officio)

CLlr Mrs P Allen
CLlr A Bourke
CLlr N Caine
CLlr P Davis
CLlr D Glynn (ex-officio PC Vice Chairman)
CLlr Mrs R Heseltine **Chairman**
CLlr Mrs A James
CLlr Mrs B Walters
CLlr K Elder (Ex-officio PC Chairman)

FINANCE (5 plus 2 ex-officio)

CLlr D Glynn, (ex-officio PC Vice Chairman) **Chairman**
CLlr Mrs P Allen
CLlr P Davis
K Elder (Ex-officio PC Chairman)
CLlr Mrs R Heseltine
CLlr N Caine
One vacancy

ALLOTMENT (4 plus 2 ex-officio)

CLlr Mrs P Allen
CLlr A Bourke
CLlr P Davis **Chairman**
CLlr K Elder (ex-officio PC Chairman)
CLlr D Glynn (ex-officio PC Vice Chairman)
CLlr Mrs R Heseltine
CLlr C Rathbone

HR COMMITTEE (7 plus 2 ex-officio)

CLlr Mrs P Allen
CLlr A Bourke
CLlr P Davis
CLlr L Dew
CLlr K Elder (Ex-officio PC Chairman)
CLlr D Glynn (ex-officio PC Vice Chairman)
CLlr Mrs R Heseltine
CLlr J Turner
CLlr Mrs B Walters **Chairman**

Up to 3 residents permitted to be members

PERTON PLAYING FIELDS ASSOCIATION (8)

CLlr Mrs P Allen (Trustee)
CLlr P E Davis (SSDC Representative)
CLlr Mrs E Dew
CLlr K Elder
CLlr D Glynn
CLlr Mrs A Heseltine
CLlr C Rathbone

PLANNING (5 plus 2 ex-officio)

CLlr Mrs P Allen
CLlr D Glynn (ex-officio PC Vice Chairman)
CLlr N Caine
CLlr K Elder (Ex-officio PC Chairman) **Chairman**
CLlr Mrs A James
CLlr C Rathbone

HEALTH & SAFETY WORKING PARTY

CLlr Mrs B Walters (Chairman)
CLlr Mrs P Allen
CLlr Mrs L Dew
CLlr Mrs R Heseltine

JOINT YOUTH WORKING PARTY

CLlr Mrs P Allen
CLlr R Bradley
CLlr K Elder
CLlr D Glynn
CLlr J Sherlock
CLlr B Walters
PCSO A Tooth
Matthew Wells

QUEEN'S PLATINUM JUBILEE WORKING PARTY

CLlr Mrs P Allen
CLlr Mrs R Heseltine
CLlr J Turner
CLlr D Glynn
CLlr K Elder

SIGNATORIES FOR CHEQUES (6 plus Parish Clerk)

CLlr Mrs P Allen
CLlr D Glynn
CLlr N Caine
CLlr P Davis
CLlr K Elder
CLlr Mrs R Heseltine
Mrs R Hodgetts (Parish Clerk)

12/22 biii

Minutes of the meeting of Perton Parish Council

Finance Committee meeting held on Tuesday 3rd May 2022 at 10.00am

Present:

Councillors Mrs P Allen P Davis, D Glynn (Chairman) and Mrs R Heseltine.

Parish Clerk Mrs B Hodgetts

Assistant Clerk Mrs L Higgins.

F93/21 - APOLOGIES FOR ABSENCE

Apologies were received from Councillor K Elder.

F94/21 - DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declaration of pecuniary or other interests received.

F95/21 - REQUESTS FOR DISPENSATION

No requests for dispensation received.

F96/21 - MINUTES OF MEETING

Resolved that the minutes of the Meeting held on 5th April 2022, previously distributed, were a true and correct record and signed by the Chairman.

F97/21 - ACCOUNTS PAID

The Assistant Clerk presented a list of payments up to 30th April 2022. **Resolved** that all payments were correct and authorised. Payment to Staffordshire County Council explained.

F98/21 - INCOME RECEIVED

The schedule of income received up to 30th April 2022 was reviewed and accepted for information.

F99/21 - BUDGET TO DATE

The budget to date was reviewed and noted. **Resolved** to transfer £150 from Contingency to Bank Charges.

F100/21 - RECONCILIATIONS

The Assistant Clerk presented the HSBC bank statement number 167 dated 30th April 2022 for reconciliation to the cashbook. Also presented for scrutiny the Co-op bank, Petty Cash records and the CCLA Public Sector Deposit Fund.

Resolved that all reconciliations were correct along with the Petty Cash balance and were signed-off by two Councillors and the Assistant Clerk.

F101/21 - DATE AND TIME OF NEXT MEETING

Tuesday 7th June 2022 at 10.00am.

Meeting closed at 10.25am

Signed
Chairman

Date:

Paid Expenditure Transactions

13/22 a)

paid between 01/04/22 and 30/04/22

Payment

Reference	Paid date	Tn no	Order	Gross	Details	
DD ASH03	01/04/22	4594		£150.10	Ash Waste Services	General & Recycle Waste Collection
DD Rates04	01/04/22	4595		£1,431.25	South Staffordshire Council	Rates - April
Bacs RefDep	12/04/22	4596		£100.00	Refunded Deposit	02/04/22
Bacs AE RA	12/04/22	4597		£354.00	Acquiesce Environmental Compliance Limited	Legionella Risk Assessment
Bacs DTE03	12/04/22	4598		£108.00	Down to Earth	Grass Cutting to Playground -31/03/22
Co-op Bank -	12/04/22	4609		£500.00	Kingsway Food Bank	Donation
Bacs PEN03	14/04/22	4599		£3,730.29	Staffordshire County Pension Fund	Pension - March
Bacs IR03	14/04/22	4600		£3,738.30	Inland Revenue	Tax & NI - March
Bacs BT03	19/04/22	4601		£73.28	British Telecom	Telephone & Broadband Charges
CHG HSBC03	20/04/22	4602		£8.20	HSBC UK	Bank Charges
Bacs SCC	21/04/22	4603		£1,800.00	Staffordshire County	Health & Safety SLA 2022/23
Bacs Elec03	21/04/22	4604		£480.31	Eon Next Electricity	Electricity Charges - March
Bacs SPCA	22/04/22	4605		£775.89	Staffordshire Parish	Annual Subscription - SPCA / NALC
DebitCard	26/04/22	4606		£46.80	Sainsbury's	Refreshments for APM 25/04
Bacs	27/04/22	4607		£27.50	The Community Foundation	Best Kept Village Competition Entry
Bacs	29/04/22	4608		£10,753.77	Salaries	Salaries M01
Bacs	29/04/22	4610		£250.00	Refunded Deposit	30/04/22
Bacs	29/04/22	4611		£50.00	Refunded Deposit	14/05/22
Total				£24,377.69		

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/22 and 30/04/22 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

Co-operative Bank	£2,544.22
HSBC Current Account	£20,262.42
Petty Cash Account	£250.00
Public Sector Deposit Fund	£156,000.00
Total	£179,056.64

RECEIPTS	Net	Vat	Gross
Parish Council	£108,469.19	£0.00	£108,469.19
Civic Centre	£2,094.50	£0.00	£2,094.50
Total Receipts	£110,563.69	£0.00	£110,563.69

PAYMENTS	Net	Vat	Gross
Parish Council	£13,567.09	£331.91	£13,899.00
Civic Centre	£10,308.52	£170.17	£10,478.69
Total Payments	£23,875.61	£502.08	£24,377.69

Closing

Ordinary Accounts

Co-operative Bank	£2,044.22
HSBC Current Account	£106,948.42
Petty Cash Account	£250.00
Public Sector Deposit Fund	£156,000.00
Total	£265,242.64

Uncleared and Unpresented

Statement Closing

Ordinary Accounts

Co-operative Bank	£2,044.22
HSBC Current Account	£106,948.42
Petty Cash Account	£250.00
Public Sector Deposit Fund	£156,000.00
Total	£265,242.64

Signed
Chair

Clerk / Responsible Financial

13/22 c)

Summary of Income April 2022 - March 2023														
Community Centre & Parish Received Income				Community Centre & Parish BACS Income										
Business Income				Business Income					Business Income					
Room Hire	Refund Deposit	Other	Photo Copies	Drinks	PPC events	Room Hire	Refund Deposit	Precept	Interest	Grant	Other	Plyvine Commission	Agency Fee	
£	£	£	£	£	£	£	£	£	£	£	£	£	£	
518.00	50.00					1,526.50		107,500.00	65.41		903.78			
Apr														
May														
June														
July														
Aug														
Sept														
Oct														
Nov														
Dec														
Jan														
Feb														
Mar														
=	518.00	50.00	0.00	0.00	0.00	1,526.50	0.00	107,500.00	65.41	0.00	903.78	0.00	0.00	
Total income 2022/23													£	110,563.69
Income 2021/22													£	118,761.41
Refunded Deposits 2022/23													£	4,922.25
Main Differences													This Year v Last Year	
restart grant received £12,000 in apr 2021														
YTD + / -													To Date	110,563.69
														-8,197.72

Financial Budget Comparison

Comparison between 01/04/22 and 30/04/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	Actual Net	Balance
INCOME				
Parish Council				
1	Litter - Agency Fee	£2,650.00	£0.00	£-2,650.00
3	Precept	£215,000.00	£107,500.00	£-107,500.00
4	Public Sector Deposit Fund Interest	£50.00	£65.41	£15.41
5	Events	£200.00	£0.00	£-200.00
Total Parish Council		£217,900.00	£107,565.41	£-110,334.59
Civic Centre				
52	Deposit - Room Hire (Refundable)	£1,700.00	£50.00	£-1,650.00
54	Hire of Rooms	£50,000.00	£1,891.00	£-48,109.00
Total Civic Centre		£51,700.00	£1,941.00	£-49,759.00
Total Income		£269,600.00	£109,506.41	£-160,093.59
EXPENDITURE				
Parish Council				
101	Salaries	£94,737.00	£8,294.36	£86,442.64
102	Litter Salaries	£12,336.00	£1,051.06	£11,284.94
103	Litter Supplies	£150.00	£0.00	£150.00
104	Advertising & Signage	£300.00	£0.00	£300.00
105	Audit	£900.00	£0.00	£900.00
106	Bus Shelter Maintenance	£1,000.00	£0.00	£1,000.00
107	Members' Allowances	£15,700.00	£1,258.75	£14,441.25
108	Christmas Decorations	£4,000.00	£0.00	£4,000.00
109	Civic Functions/Civic Sunday	£1,000.00	£0.00	£1,000.00
110	Civic Awards	£200.00	£0.00	£200.00
112	Computers	£2,000.00	£0.00	£2,000.00
114	Contingency	£22,550.00	£0.00	£22,550.00
116	Events	£1,000.00	£66.50	£933.50
117	Graffiti Removal	£300.00	£0.00	£300.00
118	Grants & Donations	£6,000.00	£0.00	£6,000.00
119	Play Area Grounds Maintenance & Inspection	£150.00	£0.00	£150.00
120	H&S Consultancy Services	£1,500.00	£1,500.00	£0.00
121	Insurance Renewal	£2,000.00	£0.00	£2,000.00
122	Miscellaneous PPC	£1,000.00	£0.00	£1,000.00
123	Newsletter	£400.00	£0.00	£400.00
124	Notice Boards	£500.00	£0.00	£500.00
125	Play Area / Outdoor Activities	£5,000.00	£90.00	£4,910.00
126	Photocopier	£500.00	£0.00	£500.00
127	Premises Licence Fee	£200.00	£0.00	£200.00
128	Staff Training	£1,000.00	£0.00	£1,000.00
129	Stationery & Postage	£500.00	£0.00	£500.00
130	Subscriptions	£1,650.00	£775.89	£874.11

Financial Budget Comparison

Comparison between 01/04/22 and 30/04/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

	2022/2023	Actual Net	Balance
132 Telephone & Broadband	£600.00	£30.53	£569.47
133 Website	£250.00	£0.00	£250.00
134 Ringfenced Items	£80,000.00	£0.00	£80,000.00
136 War Memorial Maintenance	£200.00	£0.00	£200.00
137 Flowers tubs & hanging baskets	£3,500.00	£0.00	£3,500.00
138 Partnership Working	£10,000.00	£0.00	£10,000.00
139 Skatepark	£10,000.00	£0.00	£10,000.00
140 Co-op Bank: Community Support Hub (Covid-19) RINGFENCED	£2,544.22	£500.00	£2,044.22
Total Parish Council	£283,667.22	£13,567.09	£270,100.13
Civic Centre			
201 Salaries	£85,500.00	£7,618.19	£77,881.81
203 Automatic Doors	£3,400.00	£0.00	£3,400.00
204 Boilers	£1,000.00	£0.00	£1,000.00
205 CCTV Cameras	£1,000.00	£0.00	£1,000.00
206 Computers	£500.00	£0.00	£500.00
207 Consumables	£1,212.00	£0.00	£1,212.00
208 Drinks Machine	£700.00	£0.00	£700.00
209 Electricity	£5,000.00	£400.26	£4,599.74
210 Electrical Inspection	£2,500.00	£0.00	£2,500.00
211 Fire & Security Alarms	£1,200.00	£0.00	£1,200.00
212 Fire Extinguisher Maintenance	£250.00	£0.00	£250.00
213 Gas	£9,000.00	£0.00	£9,000.00
214 General Maintenance	£2,000.00	£0.00	£2,000.00
215 Legionella Monitoring	£1,000.00	£295.00	£705.00
216 Insurance Renewal	£1,900.00	£0.00	£1,900.00
217 Lifts	£2,000.00	£0.00	£2,000.00
218 Performing Rights Society & PPL	£1,000.00	£0.00	£1,000.00
219 Miscellaneous CC	£500.00	£0.00	£500.00
220 Photocopier	£500.00	£0.00	£500.00
221 Rates	£16,000.00	£1,431.25	£14,568.75
222 Refreshments	£400.00	£0.00	£400.00
223 Refund of Deposits	£1,700.00	£400.00	£1,300.00
224 Refuse Collection	£2,000.00	£125.08	£1,874.92
225 Staff Uniforms	£50.00	£0.00	£50.00
226 Stationery & Postage	£100.00	£0.00	£100.00
227 Telephone & Broadband	£600.00	£30.54	£569.46
228 Water & Sewerage	£1,500.00	£0.00	£1,500.00
229 Bank Charges	£0.00	£8.20	£-8.20
Total Civic Centre	£142,512.00	£10,308.52	£132,203.48
Total Expenditure	£426,179.22	£23,875.61	£402,303.61
Total Income	£269,600.00	£109,506.41	£-160,093.59
Total Expenditure	£426,179.22	£23,875.61	£402,303.61
Total Net Balance	£-156,579.22	£85,630.80	

Section 1 – Annual Governance Statement 2021/22

14/22 c)

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2021/22 for

14/22 d)

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	147,507	134,740	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2. (+) Precept or Rates and Levies	210,000	210,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	53,596	101,422	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs	180,022	172,050	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	96,341	93,233	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	134,740	180,879	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	134,310	179,057	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.	
9. Total fixed assets plus long term investments and assets	2,591,692	2,598,600	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
				N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

PERTON PARISH COUNCIL SCHEME OF DELEGATION

15/22



1. INTRODUCTION

- 1.1 This document sets out the manner in which Perton Parish Council has delegated powers and responsibilities. This document is one of the four major ways in which the Council regulates its affairs; the others are its Standing Orders, Financial Regulations and Statement of Internal Control.
- 1.2 The power to delegate functions is set out in the Local Government Act 1972 s 101.
- 1.3 The intention of the delegation scheme is to allow the Council to act with all reasonable speed and decisions should be taken at the most suitable level. Therefore, the Clerk is delegated powers over the day to day administration of the Council or committees to decide matters within the Terms of Reference and matters of major policy should be recommended to the full council.
- 1.4 Whilst delegation is necessary it is the Council's policy that members and the press and public should have the fullest information. Therefore, the Clerk reports all major decisions taken under delegated powers at the next Council or Committee meeting.

2. PROPER OFFICER, RESPONSIBLE FINANCE OFFICER (RFO)

- 2.1 The Clerk shall be:
 - a) The Proper Officer and will carry out the functions as provided by the Local Government Act 1972.
 - b) The RFO in accordance with the Accounts & Audit Regulations in force at any given time

3. DELEGATED POWERS AND RESPONSIBILITIES

- 3.1 In addition to the responsibilities set out in the Clerk's job description, the Clerk has the delegated authority to undertake the following matters on behalf of the Council:
 - a) Day to day administration of services, together with routine inspections and control
 - b) Authorisation to call any extra meetings of the Council, or Committee, as necessary, having consulted with the Chairman of the Council or Committee
 - c) Authorisation to respond immediately to any correspondence, requiring or requesting information or relating to previous decisions of the Council but not correspondence requiring an opinion to be taken by the Council or Committee
 - d) Authorisation of routine expenditure in accordance with the Council's Financial Regulations
 - e) Preparation and submission of Planning application consultation responses where the Council's agreed stance is known
 - f) Handling requests for information under the Freedom of Information Act 2000 and the Data Protection Act 1988 or GDPR Regulations
 - g) Issuing press releases and statements on the Council's known policies
 - h) Updating and managing the content of the Council's website
 - i) Co-ordinating the Council's newsletter articles
 - j) Disposal of Council records according to legal restrictions and the Council's Record Management Policy
 - k) Take appropriate actions arising **from emergencies (see point 4)** in consultation with the Chairman / Vice Chairman of the Council or Chairman of the relevant Committee as appropriate to the circumstances

- l) An emergency situation is defined as a time when the Council cannot act under its normal standing orders due to circumstances outside of its control.

4. EMERGENCY SITUATIONS

- 4.1 To note that it is lawful for the clerk to spend against specific items in the Parish Council's budget i.e. for contractors, hall hire, salaries etc., all of which having been identified in the budget when setting the precept, any such payments to be reported to the Council on a weekly basis and minuted at the next ordinary meeting.
- 4.2 To approve provision of delegated powers to your Clerk to spend up to £5,000 and to authorise urgent work when unforeseen circumstances occur
- 4.3 To confirm with the Chairman / Vice Chairman or Chairman of a specific committee, urgent work, when unforeseen circumstances occur, to spend up to £5000.
- 4.4 Delegated powers to the Clerk to respond to planning applications having consulted with Members of the Planning Committee, including the Chairman and Vice Chairman. (other councillors are still able to submit their own personal comments)
- 4.5 To undertake confidential pre-application consultations with Members of the Planning Committee.
- 4.6 Agreement to delegate the postponement of meetings of the Council, in consultation with the Chairman and Vice Chairman or Committee Chairman, as appropriate.
- 4.7 Agreement to receive and act upon Government advice in relation to the holding of the Annual Meeting of the Parish (noting such meetings must be held before 1 June) and the Annual Meeting of the Parish Council (noting such a meeting must be held in May), thereby giving delegated power to the Clerk to make necessary re-arrangements for these meetings in consultation with the Chairman.

~~This Scheme has taken into account the Coronavirus Covid-19 in 2020~~

5. REVIEW

- 5.1 Policy to be reviewed annually

Legionnaires Disease

Breakdown of responsibilities

Duty holders

There should always be a competent person in charge of the risk assessment, and of other elements involved in legionella control and management. This person should be appointed by the legionella duty holder and is usually referred to as the responsible person. They should be knowledgeable, and properly trained to understand and identify potential risks, so nothing is overlooked.

In-depth monitoring of the water systems, proper maintenance, and regular inspections all form part of this process. Records should also be kept on all these elements, and if anything changes, records should also be kept that identify the changes and what has been done to combat them, i.e. a rise in the bacteria level and any treatment required.

Responsible Person

The responsible person for the Control of Legionella Bacteria is a **competent individual that is appointed by the duty holder to take day to day responsibility for their organisation's building**. They are to ensure compliance and most importantly, the safety of the users from harmful bacteria such as legionella.

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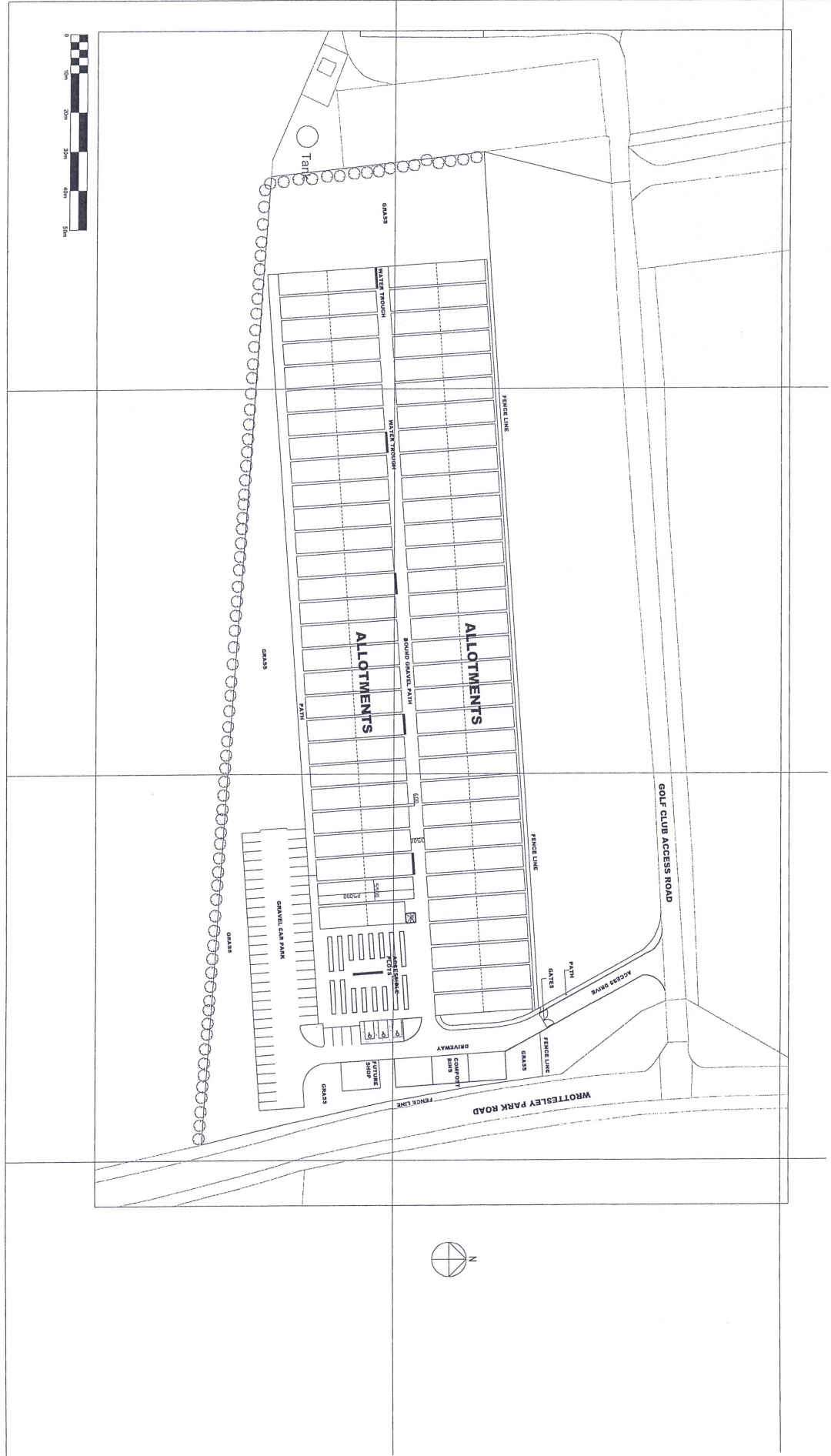
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7 Thorne ARCHITECTURE 7 Thorne Architecture Ltd 7 Thorne, The Arcade, 7 Thorne, Doncaster, South Yorkshire, DN1 1JH Tel: 01522 25204 Fax: 01522 25200 www.7thorne.co.uk		Perton Parish Council Planning Committee 27/01/2024 New allotment development on land adjacent to Wroottesley Park Road Perton Masterplan	
Date: 27/01/2024 Scale: 1:500 Author: M. Masterplan	Date: 27/01/2024 Scale: 1:500 Author: M. Masterplan	Date: 27/01/2024 Scale: 1:500 Author: M. Masterplan	Date: 27/01/2024 Scale: 1:500 Author: M. Masterplan

Suggestions from Councillor Mrs Penny Allen

Suggested names for whole development

Fern Fields WW1 airfield

Old Manor 1633

Perton Hall 14th century

Perton Grove

Road names

Henderson Glennly Gadfly – plane kept in sheds at airfield

Glider Club- operated from Clive Farm

38 Squadron

Princess Irene Drive

Queen Wilhelmina resided in **Danescourt**, Perton Ridge

Harry Nott won DCM in France

Vickers – used by 38 Squadron

German **Stamer Lippisch Zogling** Glider – local men built this from a kit

Charles Lowe-Wild invented the kits

Bellman hanger- for the maintenance team

Miles Magister- first plane to land in Perton WW2

Airspeed Oxford Trainer- used from Perton to train pilots

Douglas Boston- plane modified at **Boulton Paul**, used Perton as Pendeford had short runways

Netherlands- Queen Wilhelmina's country

Prince Bernhard

D-Day Sept 1943 regiment left to liberate their own country

Sir Alan Cobham- had flying circus and used our airfield

Giant Moth plane used by Cobham

Zeppelin flew over all Wolverhampton area

Helliwells of Walsall modified **Douglas Havoc** bombers and flew them from Perton

Barnstorm between the wars

Poland refugees

Latvia refugees

Lithuania refugees

Historical names

Sir John de Perton 1260

Leevesons 1523

Anne Fitton Leeveson's daughter

Suggestions from Councillor Mrs Rita Heseltine

I think it is important to show that Perton has a history and is not merely a housing development from 1970's – 1980's.

We should incorporate names associated with its ancient history – Perton is actually mentioned in the doomsday Book plus references to the airfields based at Perton during both world wars.

There should be an information board somewhere on the development explaining the reasons/rationale for the name choices.

Suggested names for whole development

“Fern Fields Park, Perton”, or “Fern Fields, Perton” . Fern Fields was the name of the original First World War airfield which was operational from 01.10.1916 until 1918 and was used by No 38 Squadron.

Road names

Ancient/historical references:

- John de Perton (1260)
- Leeveson Family (1523)
- Sir Richard Leeveson (1570-1605) fought against the Spanish Armada as an 18yr old aboard the Ark Royal, became Admiral of the Narrow Seas and then Admiral for life.
 - Ann Fitton was his illegitimate daughter
 - Mary Fitton -Maid of Honour to Elizabeth 1 and mistress of Vice Admiral Leeveson, maybe also the 'dark lady' of Shakespeare's sonnets (use of the Fitton name)

WW1 & WW2 references

- Vickers – used by No.38 Squadron (Home Defence) against Zeppelin attacks
- Harry Nott – (DCM) – observer with No.38 Squadron
 - DMC awarded in France for shooting down two attacking German aircraft as a gunner in No.15 Squadron. Suffered severe injuries, including loss of right eye. Originally from Albrighton, he worked as an engine fitter with the Sunbeam Motor Car Company, Wolverhampton
- Sir Alan Cobham – flying circus between the wars
- Miles Magister – first plane to land at RAF Perton WW2
- Mercury Engine Miles Magister MK11
- Airspeed Oxford – trainer plane
- Douglas Boston – light bomber (American)
- Helliwells / Walsall – modified Douglas Havoc bombers
- Henderson- Glenny Gadfly – low wing monoplane
- Charles Lowe-Wild invented glider kits, so no need to go to Germany for them (1930's)
- Queen Wilhelmina of the Netherlands
- Prince Bernhard of the Netherlands
- Princess Irene of the Netherlands (Princess Irene Brigade of the Dutch Army)