

Minutes of the meeting of Perton Parish Council, held at Perton Civic Centre on Monday 15th May 2023, 7.00pm

PRESENT:

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

Parish Clerk Mrs B Hodgetts
Assistant Clerk Mrs L Higgins

Members of the public – 2

Also in attendance was County Councillor J Abrahams, retiring Councillors A Bourke, Mrs L Dew and J Sherlock.

PUBLIC OPEN SESSION

No questions raised by the public present.

PRESENTATION TO FORMER COUNCILLORS

A plaque was presented to former councillors A Bourke, Mrs E Dew and J Sherlock, in recognition of their service to the Parish Council. A note of thanks was received from R Bradley as he was unable to attend the meeting and his plaque will be forwarded to him.

01/23 – ELECTION OF CHAIRMAN FOR THE TERM 2023/24

Councillors K Elder and D Glynn were nominated and seconded. A secret ballot was requested by two councillors as per Standing Order 3s, it was **Resolved** that Cllr D Glynn be elected Chairman for the year 2023/24.

02/23 – SIGNING OF CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Declaration of Acceptance of Office signed.

03/23 – ELECTION OF VICE-CHAIRMAN FOR THE TERM 2023/24

Councillors P Davis and Mrs B Walters were nominated and seconded. A secret ballot was requested by two councillors as per Standing Order 3s, it was **Resolved** that Cllr P Davis be elected Vice-Chairman for the year 2023/24.

04/23 - APOLOGIES FOR ABSENCE

Apologies received and noted from Cllr C Evans.

05/23 – CO-OPTION FOR COUNCILLOR VACANCY IN KINGSWOOD & TRESCOTT WARD

One application was received. **Resolved** that Jeremy Turner be co-opted to fill the vacancy.

Resolved to change the order of business as per Standing Order 10a vi)

21/23 - STAFFORDSHIRE COUNTY COUNCIL

- a) The County Councillor updated the council on matters including:

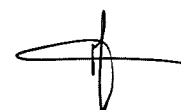
Update on local registrar service, Cllr Abrahams is still awaiting information as to whether the service can be reinstated in the local area, instead of residents having to travel out of area.

County Highways now have a new way of funding to allow him to fund very small repairs, these can be emailed direct to him to put forward, Cllr Abrahams advised that any problems must be reported first to Staffordshire County Council and a reference number provided for him to follow up.

Regarding the purchase of grit, it was suggested that it could be stored at the Pavilion but need more information on how much there will be.

Access road to the new housing is still delayed, County Highways have advised the application has been received but no further update at this time.

- b) There was no update on discussion with Severn Trent at present.



06/23- POLICE, FIRE AND CRIME REPORT

No report or update received.

07/23 – GENERAL POWER OF COMPETENCE

- a) **Resolved** that the council meet the eligibility criteria, as the number of councillors elected at the last ordinary election, including uncontested, exceed two thirds of its total number of councillors and the Clerk has a recognised public sector qualification, Certificate of Local Council Administration (CILCA)
- b) **Resolved** that the council adopt the power for the 2023/27 term.

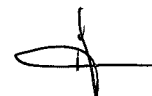
08/23 – POLICIES FOR REVIEW

- a) Standing orders – **Resolved** to adopt the revised Standing Orders.
- b) Financial regulations – **Resolved** no amendments recommended.
- c) Governance framework - **Resolved** no amendments recommended.
- d) Risk Management – **Resolved** no amendments recommended.

09/23 – MEMBERSHIP AND CHAIRMAN OF THE FOLLOWING COMMITTEE/WORKING PARTIES

Resolved Committees to comprise of the following members as per Standing Order 4vi):

- a) MANAGEMENT (6 plus 2 Ex-officio members)
 - CLlr Mrs P Allen
 - CLlr N Caine
 - CLlr P Davis (ex-officio PC Vice-Chairman)
 - CLlr K Elder
 - CLlr D Glynn (ex-officio PC Chairman)
 - CLlr Mrs R Heseltine **Chairman**
 - CLlr Mrs A James
 - CLlr S Payne
 - CLlr Mrs B Walters
- b) FINANCE (5 plus 2 Ex-officio members)
 - CLlr Mrs P Allen
 - CLlr N Caine
 - CLlr P Davis (ex-officio PC Vice-Chairman)
 - CLlr D Glynn, (ex-officio PC Chairman) **Chairman**
 - CLlr Mrs R Heseltine
 - CLlr C Rathbone
 - One Vacancy
- c) HUMAN RESOURCES (7 plus 2 Ex-officio members)
 - CLlr Mrs P Allen
 - CLlr Mrs S Beardsmore
 - CLlr P Davis (ex-officio PC Vice-Chairman)
 - CLlr K Elder
 - CLlr D Glynn (ex-officio PC Chairman)
 - CLlr Mrs R Heseltine
 - CLlr J Turner
 - CLlr Mrs B Walters **Chairman**
 - One Vacancy
- d) PLANNING (6 plus 2 Ex-officio members)
 - CLlr Mrs P Allen
 - CLlr N Caine
 - CLlr P Davis (ex-officio PC Vice-Chairman)
 - CLlr K Elder **Chairman**
 - CLlr Mrs J Evans
 - CLlr D Glynn (ex-officio PC chairman)
 - CLlr Mrs A James
 - CLlr C Rathbone
- e) ALLOTMENTS (4 plus 2 Ex-officio members)



Cllr Mrs P Allen
Cllr P Davis (ex-officio PC Vice-Chairman) **Chairman**
Cllr K Elder
Cllr D Glynn (ex-officio PC Chairman)
Cllr Mrs R Heseltine
Cllr C Rathbone
One Vacancy
3 residents

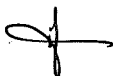
f) YOUTH WORKING PARTY

Cllr Mrs P Allen
Cllr K Elder **Chairman**
Cllr Mrs J Evans
Cllr D Glynn
Cllr J Sargent
Cllr Mrs B Walters
PCSO A Tooth

g) HEALTH AND SAFETY WORKING PARTY

Cllr Mrs P Allen
Cllr Mrs S Beardsmore
Cllr K Elder
Cllr D Glynn
Cllr Mrs R Heseltine
Cllr Mrs B Walters **Chairman**

h) KINGS CORRONATION WORKING PARTY

Cllr Mrs P Allen
Cllr D Glynn
Cllr Mrs R Heseltine
Cllr J Turner
~~Cllr Mrs B Walters **Chairman**~~  10.7.23

10/23 – CHEQUE SIGNATORIES

Resolved that the following members will remain as cheque signatories:

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

11/23 – REPRESENTATIVES FOR PERTON PLAYING FIELDS ASSOCIATION

Resolved that the following members be Parish Council representatives:

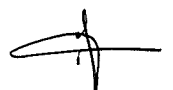
Cllr Mrs P Allen (Trustee)
Cllr P E Davis (SSDC Representative)
Cllr K Elder
Cllr C Evans
Cllr Mrs J Evans
Cllr D Glynn
Cllr Mrs A Heseltine
Cllr C Rathbone

12/23 – DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Cllrs P Davis and K Elder declared an interest in item number 15/23 f) - Grant application from Periton Library

13/23 - REQUESTS FOR CODE OF CONDUCT DISPENSATIONS

No requests received.



14/23 - MINUTES

Resolved that the minutes of the Parish Council Meeting held on 17th April 2023 were agreed as a true and correct record.

15/23 - FINANCE

- a) **Paid Expenditure Transactions** between paid between 01/04/23 and 30/04/23.

Resolved payments approved.

Payment


Reference	Paid date	Tn no	Gross	Details
DD ASH04	03/04/23	4928	£198.48	ASH Waste Services Ltd - General Waste & Recycling Collection
DD Rates04	03/04/23	4929	£1,243.00	South Staffordshire Council - Business Rates - April
Bacs SPCA	04/04/23	4930	£892.84	Staffordshire Parish Council's Association - Annual Subscription
Bacs Seeds04	04/04/23	4931	£604.00	Junomagic - Seeds and Personalised Packets for Coronation
Bacs AMAZON	04/04/23	4932	£128.69	Amazon - Flags and Ribbon for Coronation
DD BPayCon0305/04/23		4933	£11.22	Brightpay Connect - Monthly Subscription
Bacs PEN03	14/04/23	4934	£3,500.69	Staffordshire County Pension Fund - March
Bacs IR03	14/04/23	4935	£2,979.15	Inland Revenue Tax & NI - March
Bacs FAAC	17/04/23	4936	£453.60	FAAC Entrance Solutions UK Ltd - Automatic Doors Annual Service
Bacs DTE03	17/04/23	4937	£112.32	Down to Earth - Play Area Grass Cutting
DD BT03	17/04/23	4938	£80.29	British Telecom - Telephone & Broadband
Bacs PP04	17/04/23	4939	£120.00	ALK Print Ltd - Perton Place Advert
Debit CardJK0418/04/23		4940	£40.00	Just Keys Ltd - Citizen of the Year Engraved Clock
CHG HSBC04	21/04/23	4941	£13.24	HSBC UK - Bank Charges 204
DD Water03	25/04/23	4942	£118.35	Waterplus - Water Charges 08/03/23 - 08/04/23
DD ELEC03	25/04/23	4943	£995.38	Total Energies Gas & Power - Electricity Charges
Bacs Ricoh04	25/04/23	4944	£224.53	Ricoh - Rental Charges: 01/03/23 - 31/05/23 and copies
Bacs Film04	25/04/23	4945	£300.00	Arts Alive - Film Screening - Goodbye Christopher Robin
Bacs Grant04	25/04/23	4946	£480.00	Birmingham Museums Trust - Library Grant
Debit CardAPM25/04/23		4947	£20.50	Sainsbury's - Refreshments for Annual Parish Meeting
Bacs AE04	27/04/23	4948	£84.00	Acquiesce Environmental - Legionella Monitoring
CreditCardRBL	27/04/23	4949	£141.54	Royal British Legion - Coronation Lamp Post Signs
CreditCardRRL	27/04/23	4950	£541.10	Rainbow Rhino Lazer - Coronation Medals
CreditCardWW	27/04/23	4951	£44.77	Wool Warehouse - Citizen of the Year Award
CreditCardAMA27/04/23		4952	£25.00	Amazon - Young Citizen of the Year Award
Bacs SalaryM1	28/04/23	4953	£11,630.64	Salaries
Total			£24,983.33	

- 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) Grant request from FC Perton U12's Football Team. **Resolved** to approve grant of £400.

Councillors P Davis and K Elder left the room.

- f) Grant request from Perton Library. **Resolved** to approve grant of £500.

Councillors P Davis and K Elder re-entered the room.



- g) Grant request from Perton Primary Academy update. A report was received from Cllr Mrs P Allen following a visit to the site. There are concerns over the condition of the bus and whether it is suitable to host a library. Following Cllr Allen's visit, Perton Primary Academy have contacted the Parish Council to advise they now plan to sell the bus and replace it with a wooden cabin. **Resolved** to ask Perton Primary Academy to submit a new grant application due to the changes from the original application and to look into whether planning permission would be required.

16/23 – AUDIT

- a) Internal Auditors report for 2022/23 was received for information. The Auditor reported that there were no material errors, omissions or irregularities.
- b) Accounts for Year End - **Resolved** that the Annual Accounts for year ending 31st March 2023, having previously been distributed be approved.
- c) Annual Governance Statement - **Resolved** that the Annual Governance Statement having previously been distributed be approved. The Chairman and Clerk signed the statement.
- d) Annual Accounting Statement - **Resolved** that the annual accounting statement having previously been distributed be approved. The Chairman and Clerk signed the statement. Received for information the date of publication for the exercise of public rights will be 5th June to 14th July (30 working days).

17/23 – LEGIONELLA MANAGEMENT

- a) **Resolved** that the Chairman will be the Duty holder
- b) **Resolved** that the Parish Clerk will be the Responsible Person

18/23 – CIVIC CENTRE RELIEF CARETAKER VACANCY

Two applications have been received for the position. **Resolved** to liaise with Councillors on the interview panel and set a convenient interview date.

19/23 WROTTESLEY PARK ROAD DEVELOPMENT AND ALLOTMENT SITE

We received an update from Kerry Bolister from Severn Homes to thank the Parish Councillors who tried to intervene with County Highways to progress matters for the spur road to the new homes. The mound of soil that was on the allotment site has now been levelled as requested and a small amount left to be used for the raised beds. Once the Section 106 obligation works have been signed off by the District Council, they can proceed with the transfer of the land to the Parish Council.

20/23 – KINGS CORONATION

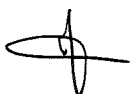
- a) Wooden medals and wild flower seeds have been delivered to the three Perton schools by Cllr R Heseltine for all the children.
- b) Perton Middle School has agreed to allow the Parish Council to hold the fireworks display on their field under the same terms as per previous event.

21/23 - STAFFORDSHIRE COUNTY COUNCIL

This item was covered earlier in the meeting.

22/23 - SOUTH STAFFORDSHIRE COUNCIL

- a) District Council written report presented from Cllr P Davis, Cllr C Evans and Mrs R Heseltine. A verbal report was presented by Cllr Mrs P Allen. The reports were noted for information.
- b) Nomination of Councillor to sit on the Standards and Resources Committee. Councillors K Elder and N Caine were nominated and seconded. A secret ballot was requested by two councillors as per Standing Order 3s, it was **Resolved** that Cllr K Elder be nominated.
- c) Community Services presentations. A list of presentations available was distributed. **Resolved** for councillors to tick which presentations they would be interested in and the Clerk will arrange presentations for future dates.



d) Planning Applications:

Applications for consideration previously distributed:

Application no.: 23/00301/FULHH

Location: 4 Tintagel Close, Perton, WV6 7RG

Proposed: single storey rear extension with internal garage conversion

Resolved: No objections received

Planning Applications returned since last meeting:

Application no. : 23/00131/FULHH

Location: 2 Dean Court, Perton, WV6 7YF

Proposed: Retention of boundary fence (retrospective)

Comments: No objections received

Application no. : 23/00274/FULHH

Location: 9 Hopton Close, Perton, WV6 7SZ

Proposed: First floor side extension over existing garage

Comments: No objections received

Application no. : 23/00270/FULHH

Location: 9 Framlingham Grove, Perton, WV6 7UW

Proposed: Single storey, pitched roof, side extension to provide additional family room, shower room (inc. WC) and storage

Comments: No objections received

23/23 – Reports - to note and receive for information

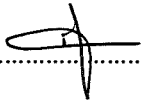
Weekly Clerk's Reports previously distributed

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

Full Council Meeting of Perton Parish Council – 12th June 2023

Meeting closed at 8.56pm

Signed
Chairman



Date: 12.6.23

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/23 and 30/04/23 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
Total	£171,961.51

RECEIPTS	Net	Vat	Gross
Parish Council	£114,610.48	£0.00	£114,610.48
Civic Centre	£2,250.61	£0.00	£2,250.61
Total Receipts	£116,861.09	£0.00	£116,861.09

PAYMENTS	Net	Vat	Gross
Parish Council	£15,282.62	£171.26	£15,453.88
Civic Centre	£9,215.47	£313.98	£9,529.45
Total Payments	£24,498.09	£485.24	£24,983.33

Closing

Ordinary Accounts

Co-operative Bank	£1,441.07
HSBC Current Account	£106,148.20
Petty Cash Account	£250.00
Public Sector Deposit Fund	£156,000.00
Total	£263,839.27

Uncleared and Unpresented

Statement Closing

Ordinary Accounts

Co-operative Bank	£1,441.07
HSBC Current Account	£106,148.20
Petty Cash Account	£250.00
Public Sector Deposit Fund	£156,000.00
Total	£263,839.27