

**Minutes of the Annual Meeting of  
PERTON PARISH COUNCIL  
held at the Perton Civic Centre on  
Monday 9<sup>th</sup> May, 2016 at 7:00pm**

Present PE Davis (Chairman)  
Mrs R Heseltine (Vice-Chairman)  
R Moreton (Retiring Chairman)  
Mrs P Allen  
Mrs A James  
Mrs G Davis  
Naomi Caine  
AK James  
AA Bourke  
NP Caine  
MD Francis  
D Glynn  
R Simonds  
C Evans

Parish Clerk – Tony Tappenden & Parish Clerk Designate – Becky Hodgetts  
Members of the Public present: Four

01/17 **PUBLIC OPEN SESSION**

The retiring Chairman opened the meeting welcoming all present, he invited questions from the public.

- a) Mr Sam Payne opened the session thanking all those present that had sent him good wishes following his recent illness. He said he was very concerned for the safety of both Perton and Pattingham residents due to the erratic control of the individual that cuts the grass around the local area, he said that he drives around in ear muffers apparently unaware of the hazards he is creating. Sam said the quality of the cutting itself is very poor but more importantly many safety aspects are being ignored and he provided several examples of this stating that recently due to speed and lack of control he had hit and damaged a lamppost, he had driven up the wrong side of The Parkway causing danger and had been involved in an incident on Pattingham Road that almost hurt a child, he concluded that the mower driver does not offer value for money but is dangerous.

There was a discussion on this matter and other Members made comments supporting the claim. Cllr Mrs P Allen told of an incident where she lives and Cllr D Glynn said that adjacent to the pathway that runs from the chicane to Lytham Road the grass is chewed and deep ruts exist where the mower driver makes an uncontrolled turn. Cllr A Bourke said that a couple of months ago Carlo Hossack had drawn his attention to the state of the area near to where he lives and he was surprised to find that following a complaint to and inspection by A Cousins they had been told the work was acceptable. Cllr NP Caine said to all affected would they please contact him by email providing all relevant details and he will take this matter up with the appropriate authorities at SSDC.

There were no further matters raised in the public open session.

02/17 **APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Mrs L Turner.

03/17 **ELECTION OF CHAIRMAN**

Cllr P Davis was nominated by Cllr C Evans and seconded by Cllr R Simonds.

There were no other nominations.

**RESOLVED** that Cllr P Davis be elected Chairman for the year 2016/17.

04/17 **DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr P Davis signed the Declaration of Acceptance of Office and then took the chair. He thanked all Councillors for their support and thanked departing Chairman Cllr R Moreton for his very successful year as Chairman.

05/17 **ELECTION OF VICE CHAIRMAN**

Cllr M Francis was nominated by Cllr D Glynn and seconded by Cllr A Bourke.

Cllr Mrs R Heseltine was nominated by Cllr R Moreton and seconded by Cllr NP Caine.

There were no other nominations.

A secret ballot was requested and the ballot produced nine votes for Cllr Mrs R Heseltine and five votes for Cllr M Francis.

**RESOLVED** that Cllr Mrs R Heseltine be elected Vice-Chairman for the year 2016/17.

06/17 **POLICE MATTERS**

**Police Report**

No police report had been received and there were no police representatives present at the meeting.

07/17 **DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

Cllr Mrs P Allen declared personal and prejudicial interest in cheque 104879 paid to D.P.Allen.

Cllr AK James declared personal and prejudicial interest in cheque 104870 paid to Down to Earth Grounds Maintenance Ltd.

Cllr NP Caine declared personal interest in cheque 104874 paid to Staffordshire Parish Councils' Association (SPCA).

08/17 **ELECTION OF MANAGEMENT COMMITTEE (5 + 2 Ex-Officio Members)**

**RESOLVED** that:

The Management Committee will comprise:

Chairman Cllr P Davis  
Vice-Chairman Cllr Mrs R Heseltine  
Cllr Mrs P Allen  
Cllr Mrs G Davis  
Cllr Mrs A James  
Cllr R Moreton  
Cllr R Simonds  
Cllr A Bourke

**RESOLVED** that, similar to pre-allocating Parish Council Meeting dates, four dates will be pre-arranged for evening Management Committee Meetings which can then be cancelled with suitable notice in the event that there is no business to transact.

09/17 **ELECTION OF PLANNING COMMITTEE (8 + 2 Ex-Officio Members)**

**RESOLVED** that:

All Councillors will be notified of each incoming plan.

The Planning Committee will comprise:

Chairman Cllr P Davis  
Vice-Chairman Cllr Mrs R Heseltine  
Cllr Mrs P Allen  
Cllr AA Bourke  
**Mrs G Davis**  
Cllr NP Caine  
Cllr Ms NR Caine  
Cllr AK James  
Cllr R Moreton  
Cllr R Simonds

10/17 **ELECTION OF FINANCE COMMITTEE (5 + 2 Ex-Officio Members)**

**RESOLVED** that:

The Finance Committee will comprise:

Chairman Cllr P Davis  
Vice-Chairman Cllr Mrs R Heseltine  
Cllr Mrs P Allen  
Cllr AK James  
Cllr R Moreton  
Cllr D Glynn  
Cllr M Francis

11/17 **ELECTION OF MEMBERS TO SIGN CHEQUES (6)**

**RESOLVED** that the following members be authorized to sign cheques:

Cllr Mrs R Heseltine  
Cllr AK James  
Cllr PE Davis  
Cllr NP Caine  
Cllr MD Francis  
Cllr D Glynn

It was additionally **RESOLVED** that with the provision of the new Cheque Signatory mandate the opportunity will be taken to swap the Parish Clerk signature from Tony Tappenden to Rebekah Hodgetts and similarly for the CCLA / Public Sector Deposit Fund account.

12/17 **ELECTION OF REPRESENTATIVES**

**Perton Playing Fields Association (8)**

Cllr AK James announced his intended retirement from this committee. Chairman Cllr P Davis thanked him on behalf of PPC for his considerable efforts over many years on the Playing Fields committee.

**RESOLVED** that the Councils' representatives be:

Cllr Mrs R Heseltine  
Cllr Mrs L Turner

Cllr Naomi Caine  
Cllr Mrs G Davis  
Cllr RE Moreton  
Cllr PE Davis  
Cllr C Evans  
Cllr MD Francis

13/17 **MINUTES OF THE PARISH COUNCIL MEETING HELD ON 11<sup>th</sup> APRIL, 2016**

**RESOLVED** that the minutes of the Parish Council Meeting held on 11<sup>th</sup> April, 2016 be confirmed as a true record and the Chairman of the Council duly signed them.

14/17 **MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 25<sup>th</sup> APRIL, 2016**

**RESOLVED** that the minutes of the Annual Parish Council Meeting held on 25<sup>th</sup> April, 2016 be confirmed as a true record and the Chairman of the Council duly signed them.

15/17 **FINANCE**

a) **Draft Minutes of the Finance Meeting held on 3<sup>rd</sup> May, 2016**

Cllr A Bourke pointed out that the close time of meeting was shown as thirty minutes prior to the start time. The Clerk thanked him for this and said it will be corrected in time for the formal sign off at the next finance committee meeting.

**RESOLVED** that the draft minutes of the Finance Committee Meeting held on 3<sup>rd</sup> May, 2016 together with the income statement for April 2016 be accepted for information.

b) **Accounts for Payment**

**List of Payments since last reviewed at the meeting of the Council on 11th April 2016**

			£
01/04/16	STO	Kalidescope Limited	48.00
01/04/16	DD	SSDC Non -Domestic Rates	1474.75
01/04/16	104869	John Ellis Associates Limited	250.00
04/04/16	104870	Down to Earth Grounds Maintenance Ltd	108.00
06/04/16	BACS	Halls SMS	61.40
06/04/16	104871	Custom Forms Ltd	131.58
08/04/16	BACS	Wages Week 1	1325.94
11/04/16	104872	OCS Group UK Limited t/a Cannon	99.68
11/04/16	104856	Staffordshire Parish Councils' Association	-20.00
11/04/16	104873	Staffordshire Parish Councils' Association	20.00
12/04/16	104874	Staffordshire Parish Councils' Association	739.00
14/04/16	DD	Npower - Electric	434.02
15/04/16	BACS	Wages Week 2	1178.50
15/04/16	BACS	Staffordshire CC Pension Fund	2085.36
15/04/16	BACS	Inland Revenue	2363.58
15/05/16	BACS	Halls SMS	12.49
15/04/16	104875	Assa Abloy Entrance Systems Ltd	192.00
15/04/16	104876	Arts Alive - Flicks in the Sticks	300.00
15/04/16	104877	ESPO	186.30
18/04/16	DD	BT One Bill (Broadband & Telephony)	106.20
18/04/16	DD	Npower - Gas	761.88

21/04/16	104878	MGD Solutions	196.00
22/04/16	BACS	Wages Week 3	1104.49
25/04/16	104879	D.P.Allen	75.00
25/04/16	DD	Drinkmaster Ltd	171.29
28/04/16	DD	Veolia ES (UK) Limited	140.28
28/04/16	BACS	Wages Month 1 & Week 4	5755.61
29/04/16	104880	Black Rose Solutions Ltd	293.73

**TOTALS**

**19595.08**

c) **Budget-to-date 2016 / 2017**

The Clerk provided a brief overview and explanation of the budget to-date. The information was noted without query.

16/17 **FINAL ACCOUNTS 2015 / 2016**

a) **Internal Auditors Report**

**RESOLVED** that the Internal Auditors report for 2015/16 is accepted and it was noted that there are no actionable issues. Cllr A Bourke pointed out that it had been dated 2006 – The Clerk said he would see that this was amended accordingly.

There was a brief discussion concerning the separate advisory notes appended to the Internal Auditors letter: The first and third points were noted and understood and it was recognized that there is not much opportunity to address the observations without causing additional administration issues for PPC. In regard to the second point concerning Minutes the overall consensus was that the Councillors like the full format version currently provided but accept that the new Clerk will present Minutes more in line with NALC recommendations and will review these at the appropriate time.

b) **External Audit: Annual Return Accounting Statements 2015 / 2016**

PPC Members had previously been provided with a copy of the Annual Return Accounting Statements for 2015 / 2016, there were no issues arising.

**RESOLVED** that the Annual Return Accounting Statements for year ending 31<sup>st</sup> March 2016 be approved and they were duly signed by the Chairman and Clerk / RFO.

c) **Accounts for the Year Ending 31<sup>st</sup> March, 2016**

PPC Members had previously been provided with a copy of the Annual Accounts for year ending 31<sup>st</sup> March 2016, there were no issues arising.

**RESOLVED** that the Annual Accounts for year ending 31<sup>st</sup> March 2016 be approved and they were duly signed by the Chairman and Clerk / RFO.

17/17 **PLANNING COMMITTEE**

**Planning Applications received from South Staffordshire Council and reviewed by the Parish Council Planning Committee since the last Parish Council meeting on Monday 11<sup>th</sup> April, 2016.**

Application No.	Proposals
16/00227/FUL	Proposed partial demolition and alteration of agricultural barn to form one dwelling and retrospective application for the retention of two dwellings - <b>Cranmoor Lodge Farm, Wrottesley Park Road, Perton, Wolverhampton WV8 2HS</b>
16/00306/FUL	Two storey side extension - <b>8 Cranbrook Grove, Perton, Wolverhampton WV6 7RY</b>

Perton Parish Council raised no objections to the above proposals.

16/00248/FUL	Demolition of pair of semi-detached dwellings with proposed new dwelling and garage - <b>The New Cottages, Pattingham Road, Perton, Wolverhampton WV6 7HD</b>
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Perton Parish Council raised no objections to the above proposals subject to the 30% increase not being breached.

16/00252/FUL	Moving garden boundary treatment closer to the highway to create larger garden - <b>6 Lytham Road, Perton South Staffordshire WV6 7YY</b>
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Perton Parish Council are not in favour of the above proposals which is contrary to the openness of the street scene policy for Perton

16/00319/FUL	Ground floor extension to accommodate swimming pool - <b>Perton Orchard, Pattingham Road, Perton, Wolverhampton WV6 7HD</b>
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Perton Parish Council raised no objections to the above proposals subject to the percentage increase.

#### 18/17 **STAFFORDSHIRE COUNTY COUNCIL**

##### a) **Report from County Councillor AK James**

County Council Report for Perton Parish Council Meeting on 9<sup>th</sup>.May 2016.

Contacted the County Council Liaison Officer on the suggestions coming forward on the Youth Strategy Plan for Perton. Since our meeting with them a need to follow up on the details and set up a provision for young people is a priority. This will involve taking up an offer from the Voluntary Services team. It was confirmed that a plan was being developed by Sarah Garner that would provide for a link with this team and there was a possibility that any remaining funding from the former Youth facility was being looked at to set up a scheme to do this. I have asked for the information to be sent to Perton Parish Council as soon as this is available.

The Traffic Light issue at the A41 has been followed up for a site visit by the Engineer, Martin Feldman and the Highways Manager. A date has yet to be selected from suggestions sent in for this visit. It will then become clear if any adjustments or signage will help relieve the congestion being experienced at busy time of the morning at this junction.

The Local Priorities Meeting took place at the Codsall Offices of the District Council. This is meeting where County and District Councillors raise matters within the localities of South Staffordshire. The Highways Manager was also in attendance and was questioned on the many potholes in the road surfaces that were in need of repair. In the light of the Government intention to release a further 50 million pounds to tackle this problem. Staffordshire would receive one million extra funds to spend on their roads in the coming year.

Keith James.

Member for the Perton Division of Staffordshire County Council.

Cllr NP Caine asked if there was any news regarding the A41 traffic lights.

Cllr AK James said he is still waiting details for a site meeting from Mark Keeling.

There was a brief discussion regarding the issues and a number of Councillors spoke of specific incidents and the worse days and times to expect long queues. It was generally agreed that at certain times, more likely to be Mondays to Thursdays during school term times, long queues can build up in both directions for traffic approaching the A41 and if traffic surveys are done it should be done during the busiest periods on the busiest days and cover multiple days also. Cllr AK James said if a report is produced but not favourable PPC need to be prepared to take this up formally. There was a discussion regarding traffic volumes and Cllr Mrs P Allen said she had taken some detailed numbers when looking at the school walking route and new developments along the route from Pattingham Rd to Wightwick Bank had pushed more traffic towards the A41. She said she would be prepared to do a further count but said it is difficult as there are four ways to measure the traffic flow, Cllr P Davis said he was happy to assist in the count. Cllr N Caine said that he had some figures relating to traffic flows around the area and provided some examples but said he would distribute the full report by email. Cllr R Moreton said that he had received feedback from the members of public in attendance and they generally agreed that they are experiencing the same issues and the matter needs to be resolved.

19/17

## **SOUTH STAFFORDSHIRE DISTRICT COUNCIL**

### **a) Report from District Councillors**

Concerns involving flooding are causing a problem to the banks and paths at the Gainsborough Drive Fields. An investigation was recently carried out to establish how this is happening and whose responsibility this was in correcting the problem. The inspection involved lifting the manholes and checking the system that was installed in 2007. There is also a drainage system laid down by the District Council in some areas of the site in Perton that appears to be taking water and that is where tree roots exist from the tree planting along the bank. I have asked the Landscape Officer to investigate. He has offered to use a dye liquid for locating the source. To date this is still to be carried out as he has not been able to commence the work due to his work commitments.

The District Council Planning Committee met to discuss applications in Cheslyn Hay, Pattingham and Swindon. There was a presentation that followed on the proceeding involving the i54 Employment site and Councillors were given an update on the progress of this project and future prospects there.

The Overview and Scrutiny Meeting was a report on the revised approach to alter the Council Constitution and create a more balanced and modern relationship between Committees. A presentation was given on the Staff Survey covering employment ratings for job satisfaction in their roles at the Council.

Keith James. Member for the Dippons Ward of South Staffordshire District Council.

Since the last Parish Council meeting I have attended the following:

12.04.2016 Briefing on the proposal for a rail freight interchange at Four Ashes.

13.04.2016 Locality 4 Police Accountability forum. Better attended than the previous one when Roy Moreton and myself were the only representatives from Locality 4! Had the opportunity to discuss in detail the data and figures over a 12month comparison period. Overall, we are very fortunate to live in such a safe area. I took the opportunity to raise the problems with parking that Perton residents experience. I was informed that parking enforcement is dealt with through councils and that PCSOs can no longer issue tickets and that the Police take the view that "educating" motorists is the stance to take – unless, of course, there is a serious breach of motoring law. Not very satisfactory.

19.04.2016 Unfortunately, due to family illness I was unable to attend the seminar about the i54 employment site and the Planning Committee.

21.04.2016 Standards and Resources Committee.

26.04.2016 Overview and Scrutiny Committee. Reviewed a report on the revised Council Constitution. There was also a presentation of the Staff survey which had been undertaken. All members of staff had been given the opportunity to complete (anonymously) the survey to rate many aspects of their employment – including job satisfaction.

03.05.2016 A seminar given by the Food and Safety (Enforcement) Team. Very interesting and informative. Given information about the structure of the team and what they deal with, the range of businesses which come under their jurisdiction, the Food Hygiene Rating Scheme ( a rating of 1-5 ), how often inspections take place and the reporting of infectious diseases. This is a vast area with many different responsibilities. Further seminars are planned.

Rita Heseltine.

Cllr N Caine advised that A Cousins has planted some additional trees along the banks of the Penk near the Playing Fields and he said more are required. A brief discussion followed about the source of the funds for these trees which is thought to be from Severn Trent following the new pumping station near Richmond Drive. The Clerk said he had notified A Cousins following the April meeting that PPC had expressed a wish for some form of commemorative trees to mark the Queens 90<sup>th</sup> birthday (Queens Coppice etc) but he was still awaiting a response.

Cllr R Moreton reported on the Police Accountability Forum noting that vacancies currently exist for new Cadets at Codsall. He also said that the i54 site was growing in strength and size and said a new lock company will be coming in and possibly a Hotel also. Cllr Moreton also commented on the proposed Four Ashes Goods Train interchange noting that whatever opinion you have on this topic if it does go ahead there will be a great number of new jobs in the area.

Cllr A Bourke reported that he has chased A Cousins regarding the drainage issues at the Playing Fields. Cllr AK James said that a temporary job has been done which appears to have improved the drainage problems.

Cllr Mrs P Allen commented on the item contained in Cllr Mrs R Heseltine's report which states that PCSOs are not able to issue parking tickets and observed that the PCSO powers do not appear to be appropriate to their role. Cllr A Bourke said he has raised the issues concerning street parking and was surprised to find that the District Council no longer has a remit in this area and their responsibilities have transferred to the County Council but asked what the actual County remit is. Cllr Mrs R Heseltine said that Insp Giles Parsons does not agree that we have a problem and is not interested in specific parking issues until an accident is caused, she said they have an interest only in 'educating' the motorist and she believes their priorities are wrong.

**RESOLVED** that the Clerk will write to Staffordshire PCC Matthew Ellis to congratulate him on his recent re-election and invite him to attend a Parish Council meeting in the



near future to discuss some general topics and the specifics of PCSO powers, reduced levels of visible policing, street parking and traffic management.

20/17 **CLERK'S REPORT – MAY 2015**

Matters ongoing / resolved as at 9<sup>th</sup> May, 2016

Email Distribution

- 18<sup>th</sup> April From Staffs CC Cllr Mark Deaville: Highways / Environmental Maintenance Changes
- 21<sup>st</sup> April From Neill Morris-Hobley: Voluntary Car Scheme
- 28<sup>th</sup> April From IRONMAN 70.3 Staffordshire: Temp Road Closures on 12/6/16

Other Matters

- PPC Administration Assistant vacancy: All applicants submitting CVs including those interviewed have been acknowledged, informed of outcome and thanked for their interest in the position.
- Fly-Tipping between Lakeside Surgery & Upper Lake: Part collected by PPC and reported to SSDC.
- To date only six 'expressions of interest' have been received in regard to AED /BLS training of which three require midweek sessions and three for Saturday.
- Perton Bus Lane: Bollard has been stuck down for three weeks and will not reset: Reported to Staffs CC Highways who are investigating.
- Still awaiting a proposal from SSDC in regards to future traffic islands maintenance charges.
- Staffordshire Pension Fund: Due, in part, to the introduction of the Career Average Revalued Earnings scheme (CARE) and auto-enrolment, Staffordshire Pension Scheme will be introducing i-Connect to enable pension contribution data to be collected electronically and monthly via a '.CSV' data file. I am investigating how we may achieve this and if any development costs will be incurred. Employers unable to participate in i-Connect will need to make manual monthly submissions and an annual administration cost will be incurred in the range of £1932.00 to £32908.00 per annum.

21/17 **YOUTH STRATEGY: SIMON HIGGINS PROPOSAL**

The proposal from Simon Higgins was studied with interest and it was generally agreed that this has good potential within a basket of opportunities to be included in our proposal. Cllr Mrs P Allen distributed a sheet of details outlining issues and opportunities with skate parks and she provided a comprehensive report on this topic concluding that an ideal site may be the strip of land between the Muga and the small wooded area to the west. Cllr M Francis said trees in the locality of a skate park may cause issues with sap deposits etc.

Following general discussions however the Members felt that whilst they had made a number of efforts to take this matter forward the groups that have been pushing us for proposals and promising support have now become somewhat invisible and are now the reason for current delays in moving forwards.

**RESOLVED** that the Clerk will write two letters:

- a) To Steve Winterflood, Chief Executive at SSDC, to request agreement in principle to utilise the land strip immediately west of the Muga for a skate park.
- b) To Sarah Garner, Liaison Officer, to highlight the Parish Councils current frustration in regard to a lack of communication and support together with concerns regarding access to existing funding.

**COMMUNITY COUNCIL OF STAFFORDSHIRE – GENERAL MEMBERSHIP  
RENEWAL**

**RESOLVED** that PPC will renew our general membership to the Community Council of Staffordshire for 2016 / 2017 in the sum of £25.00

In closing the meeting Chairman Cllr P Davis said that in regard to the village show they are now seeking volunteers to act as Stewards and he said he nearly has enough interested parties to renew the Speed Watch initiative. Cllr Mrs P Allen also said a few words about the recent carnival thanking PPC for its support.

**DATE & TIME OF NEXT MEETING** - Monday 13<sup>th</sup> June 2016 @ 7.00 pm

***Crime and Disorder Implications***

*Section 17 of the Crime and 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 is it reasonably can to prevent crime and disorder in its area.*

*Where relevant any decisions noted herein have taken this duty of care into consideration.*

The meeting closed at 8.35 pm

**Chairman - 13<sup>th</sup> June, 2016**