

**Minutes of the Meeting of
PERTON PARISH COUNCIL
held at the Perton Civic Centre on
Monday 14th May 2018 at 7:00pm**

Present PE Davis (Chairman)
Mrs R Heseltine (Vice Chairman)
Mrs P Allen AA Bourke N Caine
Mrs G Davis D Glynn C Evans
AK James RR Simonds Mrs L Turner

Parish Clerk - Becky Hodgetts
Members of the Public - Three
Also present: PCSO S Fryer and Special Constable Jorja Whittingham

01/18 **PUBLIC OPEN SESSION**

No questions were raised by the public present.

7.00pm The Chairman imposed Standing Orders

02/18 **ELECTION OF CHAIRMAN**

Cllr P Davis nominated and seconded, with no further nominations. **RESOLVED** that Cllr P Davis be re-elected Chairman for the year 2018/19.

03/18 **DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr P Davis signed the Declaration of Acceptance of Office.

04/18 **APOLOGIES FOR ABSENCE**

Apologies received and accepted from Cllrs Naomi Caine, M Francis, Mrs A James, R Moreton.

The Parish Council sends their condolences to Cllr M Francis who was unable to attend due to a family bereavement.

05/18 **ELECTION OF VICE-CHAIRMAN**

Cllr Mrs R Heseltine nominated and seconded, with no further nominations. **RESOLVED** that Cllr Mrs R Heseltine be re-elected Vice-Chairman for the year 2018/19.

06/18 **POLICE MATTERS**

- a)
- Special Constable Jorja Whittingham gave details of the Codsall Police Cadets that runs from Bilbrook Middle School once a week. It is open to 13 - 18 year olds and is funded purely through donations. The cadets have recently been involved in local litter picks. It was agreed that the Parish Council will publicise the group if posters can be provided.
 - Cllr P Allen thanked the Police for attending the Carnival. It was good to see a large Police presence.
 - It has been reported that cars are 'racing' around Perton, especially Wrottesley Park Road (Past Brownies Nursery). PCSO Fryer has agreed to use the speed gun along that stretch of road in the evenings.
 - 2 males have been caught and dealt with in connection with starting fires in Perton.
 - There is some personal ASB, nothing out in the Community.
 - There was a theft from and theft of van
- b) The response from PCSO Price regarding school parking was discussed. County Councillor AK James commented that several other county members want action on parking issues. **Resolved** Clerk to establish how many Traffic Wardens there are to cover South Staffordshire and what time is spent in Perton.

The installation of a 2metre high bar on the playing fields car park to stop large vehicles parking on there, enabling more cars to use the spaces was also discussed.

- 07/18 **DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**
Declarations of Personal and Prejudicial Interest received from the following
11/18 b) **Cheque No. 100066** - Cllr N Caine
Cheque No. 100068 - Cllr AK James
Cheque No. 100070 - Cllrs P Davis, D Glynn, Mrs R Heseltine
Cheque No. 100071 - Cllrs Mrs P Allen, N Caine, C Evans, Mrs R Heseltine
and Mrs L Turner
- 08/18 **REQUESTS FOR DISPENSATION**
No requests received.
- 09/18 **COMMITTEE MEMBERS**
- a) **Management Committee (6 plus 2 Ex-Officio members)**
Resolved that the Management Committee will comprise of the following members:
Cllr P Davis (Ex-Officio)
Cllr Mrs R Heseltine (Ex-Officio)
Cllr Mrs P Allen
Cllr Mrs A James
Cllr R Moreton
Cllr R Simonds
Cllr A Bourke
- b) **Finance Committee (5 plus 2 Ex-Officio Members)**
Resolved that the Finance Committee will comprise of the following members:
Cllr P Davis (Ex-Officio)
Cllr Mrs R Heseltine (Ex-Officio)
Cllr Mrs P Allen
Cllr MD Francis
Cllr DJ Glynn
Cllr AK James
Cllr R Moreton
- c) **Election of members to sign cheques (6)**
Resolved that the cheque signatories remain the same:
Cllr Mrs R Heseltine
Cllr AK James
Cllr PE Davis
Cllr NP Caine
Cllr MD Francis
Cllr DJ Glynn
Mrs R Hodgetts (Parish Clerk)
- d) **Election of representatives - Perton Playing Fields Association (8)**
Resolved that the Councils' representatives will be:
Cllr Mrs R Heseltine
Cllr Mrs L Turner
Cllr Naomi Caine
Cllr N Caine
Cllr RE Moreton
Cllr PE Davis
Cllr C Evans
Cllr MD Francis
- 10/18 **MINUTES**
Resolved that the minutes of the Parish Council Meeting held on 9th April 2018 having
previously been distributed, were signed by the Chairman as a true and correct record.
- 11/18 **FINANCE**
- a) **Resolved** that the draft minutes of the Finance Committee Meeting held on 8th May 2018
together with the income statement for April 2018 and 2018/19 Budget update were
accepted for information.

b) **Accounts for Payment**

Payments made since the last Parish Council meeting

April

01/04/18	100064	Kalidescope Ltd	18.00
01/04/18	100065	John Ellis Associates Ltd	250.00
01/04/17	100066	Staffordshire Parish Council Associations	745.00
03/04/18	DD	South Staffordshire Council - rates	1380.00
03/04/18	SO	Kalidescope Ltd	30.00
03/04/18	100067	Cannon Hygiene	106.24
03/04/18	100068	Down to Earth Grounds Maintenance	108.00
04/04/18	BACS	R Hodgetts - Norton Anti-virus	69.99
04/04/18	100069	Drinkmaster	171.29
06/04/18	BACS	Wages week 01	1290.12
10/04/18	100070	Perton Carpet Bowls Club	1000.00
10/04/18	100071	PPFA	2000.00
11/04/18	BACS	Halls SMS	110.04
13/04/18	BACS	Wages week 02	1289.32
13/04/18	BACS	Inland Revenue	2353.53
13/04/18	BACS	Superannuation	2415.82
16/04/18	Debit card	Sainsburys	100.10
17/04/18	DD	BT	122.95
18/04/18	DD	Npower - Gas	1155.29
20/04/18	BACS	Wages week 03	1289.32
23/04/18	BACS	R Hodgetts	424.25
23/04/18	100072	ESPO	339.25
24/04/18	BACS	Jessie Bolas	200.00
24/04/18	100073	Naturescape Ltd	212.50
27/04/18	DD	Npower - Electricity	392.45
27/04/18	BACS	Wages week 04/month 01	3756.27
27/04/18	BACS	Members allowance	1034.15
30/04/18	DD	Veolia	123.65
Month End Total			22487.53

c) **To approve asset register**

Resolved to approve the asset register with no amendments.

12/18 **Grant applications**

Citizens Advice Bureau. **Resolved** to approve a grant of £300.

13/18 **Concessionary room hire rate -**

- a) Everyone Health - **Resolved** to apply the concessionary room hire rate for Lakeside Hall use.
- b) Perton Christmas Fair - **Resolved** to provide the Civic Centre free of charge for the event to be held on 1st December 2018.

14/18 **STAFFORDSHIRE COUNTY COUNCIL**

- a) Cabinet Support Member for Highways & Transport - **Resolved** to invite to the September meeting.
- b) **Written report from County Councillor AK James**
Member for the Perton Division of Staffordshire County Council
 The Police Commissioner will be taking on the governance of the Staffordshire Fire and Rescue Service on 1st June 2018, This means that Staffordshire County Council will no longer have members involved in the Scrutiny and Audit Committees on that Authority to oversee the administration of the Service. Further details will be disclosed after that date.

The Rights of Way Consultation has asked Communities within Staffordshire to assist in the maintenance of footpaths in the countryside and proposals to see proactive work by groups that wish to become involved to categorise to a system of A.B.& C to primarily focus on A paths, Any issues that constitute a safety hazard will be dealt with by the County Council.

Applications for grants from the County Community Fund are being received from organizations in Perton. They include the following.

The Gardening Club.

The First World War Library Gallery.

Perton Art Club.

Perton Carnival Committee.

Sandown School Academy.

An effort to provide funds for the Community here for worthwhile projects has been supported by the County Council and results show it is very much appreciated.

The Amey Organization presented a plan to members of the Council at Stafford in the methods that they intend to use in improving the work on Highways and pavement repairs, I am leaving their pamphlets for Parish Councillors to look.

Additional Comments

Cllr AK James is meeting with the Highways Manager.

The Police and Crime Commissioner is due to take over the Fire Authority, this is delayed until an instrument of law is applied. There was opposition from the County Council members.

Cllr A K James to confirm the definition of what work would be required by communities for maintaining Rights of Way and what is the responsibility of County Council.

15/18 SOUTH STAFFORDSHIRE DISTRICT COUNCIL

- a) Environmental Enforcement Agencies - comments from South Staffordshire District Council were noted.
- b) Summer SUSSED 2018 - **Resolved** to run the 'Out and About' sessions for one more year, removing the less popular sessions, and to review options for 2019.
- c) **Report from District Councillors**

Written report from Cllr Rita Heseltine - Member for Perton Lakeside Ward of SSDC

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

10.04.2018: Consultation meeting about the proposed re-siting of the outside gym equipment.

12.04.2018 Overview and Scrutiny Committee.

16.04.2018 World War One Working Group.

17.04.2018 Locality 4 discussion /briefing session with the Chief Executive and the Leader of South Staffordshire Council.

Planning Committee.

20.04.2018 Let's Work Together - Supporting our Communities. There were 5 modules :- Catherine Care, supporting adults with learning disabilities, which is an initiative based in Great Wyrley but open to all.(Sabrina Sproston). Staffordshire Football Association promoting football in the community for all ages and abilities.(Gemma Turner.) Community and Voluntary Transport - supporting local residents without access to transport (in view of the current situation, there was a very lively question and answer session following Simon Hobbs' presentation!) Olive Branch Training- Staffordshire Fire Service, how to spot hazards in the home. (David Small.) South Staffordshire Lottery - an update. (Maggie Quinn.)

24.04.2018 Special Council.

Wellbeing Select Committee.

26.04.2018 Localities Celebration Masterclass. An interesting and knowledgeable presentation given by Mark Jenkinson and Maggie Quinn on Partnership Working:-

Projects, outcomes, sustainability and showcasing the projects. Support Staffordshire:- Support and Funding Opportunities presented by Sandra Payne. South Staffordshire Community Lottery - an enthusiastic presentation by Nicola Taylor. After refreshments there was a workshop session. Out of the 4 options I chose to attend Social Prescribing which Jon Topham from SCC public health presented and the workshop on District and County Partnerships (Angela Schulp), Support for All Ages at All Life Stages. The 2 other workshops offered were Community and Voluntary Transport (Simon Hobbs) and the Voluntary and Community Sector (Clodagh Peterson.) An interesting and informative day.

02.05.2018 Local Plan Infrastructure Delivery Requirements. A follow up session to those held over several months where members have had the opportunity to work together to have an essential input into what will be the future of South Staffordshire.

08.05.2018 Annual Council. The new Chairman of South Staffordshire Council for 2018-2019 is Councillor Len Bates BEM (Penkridge North East & Acton Trussell). His chosen charity for the year is CASS.

Written report from Cllr AK James - Member for Perton Dippons Ward of SSDC

Local Plan meetings have been held to discuss Infrastructure Priorities for the future housing provisions in South Staffordshire. The suggestions mainly centered on improvements to road systems to allow better access and car parking within the villages and settlements in the District. As the Rail network is essential to the area, an amount of proposals centered on this subject. A further meeting will be held later in the month to focus on developments.

The Overview and Scrutiny Committee looked at the Council's Investments that have been developed to create income from commercial property in South Staffordshire. This is to create the replacement funding that is needed to cover Council expenditure as the government grants are phased out in 2020. In the sessions that take place, Councillors are each given updates and projections that are relevant to the progress of these projects.

The Challenge Committees have now completed their recommendations for the work each panel is involved in improving the way the Council operates. One of the main areas that will be looked at is local transport other than schedule services. A report will be issued later in the year.

Verbal report from Cllr AA Bourke - Member for Perton East Ward of SSDC

Locality 4 discussion is still looking at the options for the replacement of the Connect Bus service, hopefully there will be some news soon.

16/18 CLERK'S REPORT

Email Distribution

SPCA weekly bulletins

SSDC weekly news updates

04/04/18 Staffordshire Police Bi-monthly newsletter

10/04/18 Staffordshire County Council - Dignity Award 2018 - nomination process

11/04/18 Staffordshire County Council - response to PPC request for compensation process information

17/04/18 Youth Club AGM 24th April 2018

18/04/18 Perton Litter pick dates arranged by the Chairman

23/04/18 SCC - information on the number of views from the County website to the Parish Council website from members of the public over the past 12 months

23/04/18 Facebook comments following 1940's evening

24/04/18 SSDC Grass cutting update

27/04/18 Overview of Public Consultation Event - Land west of Wrottesley Park Road, Perton

30/04/18 Office of the Police and Crime Commissioner - 2018 National Rural Crime Network Survey

02/05/18 SSDC grass cutting update

04/05/18 Police & Crime Commissioner - Decision announced on governance of Fire and Rescue Service. The legal transfer of governance is scheduled for 1st June 2018

Other Matters

- Following the County Council's review into subsidised transport all dial a ride services across Staffordshire including the South Staffordshire Connect service ceased operation on the 31ST March 2018. Tenders inviting bids to provide demand responsive transport across South Staffordshire are currently out to the market, and bids will be required to be submitted to the County Council by the 16th April 2018. Once decisions have been made and the statutory standstill period adhered to it will mostly likely be June 2018 before any replacement service commences operation
- Civic Centre Gas contract to move from Npower to CNG for a fixed term of 24 months with effect from 11th October 2018. The new tariff will be 2.84950 (2.63600) from per kilowatt hour with no standing charge
- Harlequin Pantomime have agreed to a three year contract at the revised price
- PPC contacted South Staffordshire Council and Staffordshire County Council regarding links to the Locality 4 Voluntary Car Scheme and Connect bus still being active on their websites
- Staffordshire County Council highway fault report 4100916 - Letter to be sent to home owner regarding overhanging trees onto footpath
- Staffordshire County Council highway fault report 4108705 - Richmond Drive pot hole fault logged as category 3 - Currently, over 50% of low risk repairs are completed within 60 days. The remaining reported defects will be repaired as soon as resources become available
- Perton Carpet Bowls Club Thank you card from committee and members for the £1,000 grant towards additional equipment
- Grass cutting has been completed in Perton again but a couple of places have been left as the ground was too wet, SSDC will return once the areas have dried out.
- PPC requested litter bin be emptied at Raglan Avenue and also at Petrol Station on Coleridge Drive, they appears it had been missed
- One of the three Civic Centre boilers has broken, clerk looking into options before the winter
- SSDC response to include the previous year Council tax costs on annual bills; *'The contents of a Council Tax bill are prescribed by law (The Council Tax And Non-Domestic Rating (Demand Notices)(England) Regulations 2003). Including more information does not come without cost including risk and timeline, On that basis I would not recommend this to my Councillors*
- SSDC requesting confirmation of contact details for Perton Tree Wardens, clerk responded
- Perton Middle School - Thank you card received from year 6 pupils for the grant towards new library books
- Jessie Bolas 1940's evening - 111 people attended. Everyone appeared to enjoy the evening and many said they were looking forward to next year!
- National Joint Council Salary Award agreed for 2018 & 2019, hourly increases range from 2% to 8.75% for the lowest paid workers
- From 1st July Water Plus will become our water retailer as Severn Trent formally exits the retail market for business customers
- PPC received a request to clean up the bus shelter on Coleridge Drive. Civic Centre staff cleared debris, Clerk requesting a quote for refurbishment
- Finger posts - still waiting for permission from Sainsbury's

Facebook /Website Posts

- Various smart Alerts
- SCC Perton Library 'What's On'
- Overview of Public Consultation Event - Land west of Wrottesley Park Road, Perton
- Police & Crime Commissioner - 2018 National Rural Crime Network Survey
- Staffordshire Police Open Day 3rd June
- Perton Parish Council Litter Picks
- SSDC promotion of wedding fair

Ongoing matters

- ❖ Lower Lake desilting

Additional comments

Suggested Clerk to add Solar Panel investigation to the next agenda.

17/18

PLANNING

Planning Applications received from South Staffordshire Council and reviewed by the Parish Council since the last Council meeting

Application No.	Proposals
18/00218/FUL	Single storey rear extension to existing utility room and kitchen – 21 Reynolds Grove, Perton, WV6 7NY
18/00206/FUL	Proposed single storey rear extension – 15 Levington Close, Perton WV6 7NP
18/00309/FUL	Proposed single storey side extension to provide store, WC and utility - 12 Buttermere Court, WV6 7PP

Perton Parish Council raised no objections to the above planning proposals.

18/00033/FUL	Amended Plan – Move the perimeter fence, 6ft tall approx 23 Lytham Road, Perton WV6 7YY
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Perton Parish Council raised no objections to the amended plan.

18/00220/FUL	Existing fence line moved closer to be in line with footpath adjacent. 1.8m high to match existing – 1 Wastwater Court, Perton WV6 7PQ
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Perton Parish Council raised objections to the above retrospective application on the grounds of highway safety and is not in accordance with the open aspect policy for Perton

DECISIONS - The following decisions received from South Staffordshire Council:

Application No.	Proposals	
18/00118/FUL	Kitchen extension with bedroom and bathroom above. Alterations to ground floor WC - 23 Reynolds Grove	G R A N T E D
18/00206/FUL	Proposed single storey rear extension - 15 Levington Close	
18/00218/FUL	Single storey rear extension to existing utility room and kitchen - 21 Reynolds Grove	

18/18 **GENERAL DATA PROTECTION REGULATIONS**

- a) General Consent to hold Contact Information - **Resolved** to approve
- b) Hirer consent to hold Contact Information - **Resolved** to approve
- c) Privacy Impact Assessment - **Resolved** to approve
- d) Email Contact Privacy Notice - **Resolved** to approve
- e) Privacy Notice - **Resolved** to approve
- f) Councillor Privacy Notice - **Resolved** to approve
- g) Allotment Tenants Privacy Notice - **Resolved** to approve
- h) Subject Access Request Policy & Request Form - **Resolved** to approve
- i) Document Retention and Disposal Policy and Document List - **Resolved** to approve with amendments.
- j) Information & Data Protection Policy - **Resolved** to approve
- k) The Management of Transferable Date Policy - **Resolved** to approve

Parish Councils have been informed that an amendment to the draft Data Protection Bill has been tabled by the Government which will exempt Parish Councils from the need to have a Data Protection Officer (DPO). All other obligations under the General Data Protection Regulations, as advised, will come into force on 25th May 2018.

19/18 **RISK ASSESSMENT & MANAGEMENT**

- a) Risk assessment previously distributed - noted for information.

- b) Civic Centre First Floor Fire escape was discussed. There is limited escape if there was an incident at the bottom of the stairs. Access to the flat roof is available but no means of getting off the roof until authorities arrive. **Resolved** to request a Fire Officer complete a survey of the building. Clerk to research roof ladder options.
- 20/18 **STANDING ORDERS & FINANCIAL REGULATIONS**
Resolved to accept amendments to Model Standing Orders. No amendments made to Financial Regulations.
- 21/18 **LITTLE TREASURES ROOM HIRE RATE**
Resolved to defer any rate increase until September 2018.
- 22/18 **RESIDENTIAL DEVELOPMENT SITE CAPACITY**
Councillors believe that if a planning application is submitted for 219 homes, rather than the anticipated 163 there should be more Community Investment. **Resolved** clerk to organise a meeting with Land Fund.
- 23/18 **BUS SHELTERS**
- a) Richmond Drive - Staffordshire County Council have approved the installation of a new bus shelter. **Resolved** Clerk to obtain quotations.
- b) Trescott - unfortunately Staffordshire County Council have confirmed that a bus shelter would interfere with operation of the speed camera at this site. **Resolved** clerk to gather evidence of demand and usage from the residents before any further options are considered.
- c) Coleridge Drive - The shelter is in need of refurbishment. A quotation has been sought, unfortunately it was not available for the meeting. **Resolved** to add to the next agenda.
- 24/18 **PERTON YOUTH CLUB**
The age range has been amended to 10 - 15 years. A contract from Base 25 has still not been received for the provision of a youth worker.
- 25/18 **SKATEPARK**
No further information available, a working party meeting is scheduled for 24th May.
- 26/18 **FIRST WORLD WAR CENETARY**
- a) Update noted for information.
- b) Silent Soldier Options were discussed. **Resolved** to purchase a silhouette of the silent soldier at a cost of £750. Site to be agreed.
- 27/18 **PARISH LITTER PICKS**
The Chairman reminded all councillors that there is a litter pick scheduled for Saturday 2nd June 2018, meet at the Pavilion at 10am.
- 28/18 **DATE & TIME OF NEXT MEETING**
Annual Parish Meeting - Monday 11th June @ 7.00pm

Meeting closed at 8.57pm

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.

Signed
Chairman

Date: 11th June 2018