

**Minutes of the Meeting of  
PERTON PARISH COUNCIL  
held at the Perton Civic Centre on  
Monday 11<sup>th</sup> June 2018 at 7:00pm**

Present PE Davis (Chairman )  
Mrs R Heseltine (Vice Chairman)  
Mrs P Allen                      AA Bourke                      Naomi Caine  
N Caine                              Mrs G Davis                      D Glynn  
AK James                          Mrs A James                      R Moreton  
RR Simonds                      Mrs L Turner  
Parish Clerk - Becky  
Hodgetts  
Members of the Public - Three  
Also present: PCSO's A Price and A Tooth

29/18 **PUBLIC OPEN SESSION**

No questions were raised by the public present.

7.00pm The Chairman imposed Standing Orders

30/18 **APOLOGIES FOR ABSENCE**

Apologies received and accepted from Cllrs C Evans and M Francis

31/18 **POLICE MATTERS**

It was reported that there is a slight increase in theft from vehicles. There is a team going out in the early hours of the morning from the West Midlands area, some are known to the Police.

A youth has been taken to court and now has a behavioural order.

With the summer school holidays approaching the Police and District Council are looking at programs that can be delivered locally.

The Parish Council was informed that PCSO Price will be moving areas and PCSO Tooth will be returning to Perton before the school holidays begin.

The PCSO's were aware that it appears drug taking by the youth shelter has increased, it is very intimidating for residents. PCSO Price agreed to include the area in the Patrol Strategy which visits hot spots around the area.

All suspicious incidents to be reported to 101 and if possible provide vehicle registrations.

Key less cars are the main target, it is recommended to add extra security, key defender bags could be used.

Thanks given to PCSO Price and everyone wished him well.

32/18 **DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

a) **Declarations of Personal and Prejudicial Interest received from the following**

35/18 b) **Cheque No. 100074** - Cllr AK James

**Cheque No. 100081** - Cllrs Mrs P Allen, Naomi Caine, N Caine, PE Davis,  
Mrs R Heseltine, R Moreton and Mrs L Turner

b) Members are reminded to review their declaration of Disclosable Pecuniary Interest to ensure it is up to date. Copy available to view in the Clerk's office.

33/18 **REQUESTS FOR DISPENSATION**

No requests received.

34/18 **MINUTES**

**Resolved** that the minutes of the Parish Council Meeting held on 14<sup>th</sup> May 2018 having previously been distributed, were signed by the Chairman as a true and correct record.

37/18 **FINANCE**

a) **Resolved** that the draft minutes of the Finance Committee Meeting held on 5<sup>th</sup> June 2018 together with the income statement for May 2018 and 2018/19 Budget update were accepted for information.

b) **Accounts for Payment**

Payments made since the last Parish Council meeting

**April**

01/05/18	BACS	Veolia (Credit)	-17.66
01/05/18	SO	Kalidescope Ltd	30.00
01/05/18	100074	Down to Earth Grounds Maintenance	108.00
01/05/18	DD	South Staffordshire Council - rates	1380.00
04/05/18	100075	ESPO	211.20
04/05/18	100076	SGS Systems Ltd	1374.00
04/05/18	BACS	Wages week 05	1611.36
11/05/18	BACS	Wages week 06	1346.75
14/05/18	100077	Ricoh Uk Ltd	252.14
14/05/18	BACs	Flicks in the sticks - Arts Alive	300.00
16/05/18	100078	Citizens Advice Bureau	300.00
17/05/18	DD	BT	124.83
17/05/18	DD	Npower - Gas	663.12
18/05/18	BACS	Black Rose Solutions Ltd	161.77
18/05/18	100079	Wolverhampton Olympic FC	200.00
18/05/18	BACS	Wages week 07	1411.76
18/05/18	BACS	HMRC Inland Revenue	2514.19
18/05/18	BACS	Staffordshire County Council - Superannuation	2870.53
21/05/18	BACS	Waterplus	327.82
21/05/18	100080	MGD Solutions	392.00
25/05/18	BACS	Members allowance month 02	1034.15
25/05/18	BACS	Wages week 08/month 02	3944.12
28/05/18	DD	Veolia	105.98
29/05/18	DD	Npower - Electricity	386.83
30/05/18	100081	PPFA - Youth Club Pavilion hire	117.00
<b>Month End Total</b>			<b>21149.89</b>

c) **Budget to Date**

Budget noted for information.

36/18 **FINAL ACCOUNTS 2017/18**

a) **Internal Auditors report**

**Resolved** that the Internal Auditors report for 2017/18 received with no concerns or recommendations be approved

b) **Accounts for Year Ending 31<sup>st</sup> March 2018**

**Resolved** that the Annual Accounts for year ending 31<sup>st</sup> March 2018, 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 duly signed the statement.

d) **Annual Accounting Statement**

**Resolved** that the annual accounting statement having previously been distributed be approved. The Chairman and Clerk duly signed the statement.

37/18 **STAFFORDSHIRE COUNTY COUNCIL**

- a) A representative from Staffordshire County Council attended an informal meeting with councillors to expand on the People Helping People Agenda. It is hoped that volunteers can carry out some of the small tasks, especially in their area. Cllr Mrs P Allen has agreed to set up a Pride in Perton Facebook page to see if there would be any interest. There are already two volunteers that look after the North island. Clerk to look at the link on the County website to see what can and can't be done. Flyers could be produced to encourage community help.  
**Resolved** to approve an expenditure of £250 for small equipment ie litter pickers, bags

Hi-vis jackets.

Clerk to confirm the insurance position for volunteers if working on behalf of Staffordshire County Council.

- b) Heath House Lane footpath is still in a very poor condition. **Resolved** clerk to contact Codsall Parish Council to get support for resurfacing.

- c) **Written report from County Councillor AK James**

Member for the Perton Division of Staffordshire County Council

The Cabinet Member for responsibility for Traffic Control Crossing Wardens has contacted me with regard to the replacement of the patrols that are vacant along the Parkway after my enquiry for information on the advertisement for these posts. It is still being looked at and a review is planned as a result of a lack of response from suitable candidates coming forward for interviews. I have explained that three schools are affected in Perton with the reduction from 4 wardens to 2 and a sub-way for children and residents to cross this road to access them. I hope to hear soon about a decision for this issue.

A meeting has been arranged for the 6<sup>th</sup>.June at the Gailey Depot with the County Highways Manager, Mr Mark Keeling to discuss matters within my Division of Perton and Pattingham. There are as usual road surfaces that need attention for pothole repairs and road signs that are broken. The County Highways have acquired a further machine to improve repairs that occur after the winter damage caused. There is also a surface dressing machine being used to deal with skidding surfaces that are appearing in some areas.

The Countryside Paths and Rights of Way Panel held their meeting at the County Offices last week and a Training session gave guidance on the procedures and adoption of rules involved was explained to members concerning points of law in dealing with diversions and disputes that were brought for implementation or clarification on the definitive map showing byways, footpaths and bridleway in Staffordshire.

#### 38/18 **SOUTH STAFFORDSHIRE DISTRICT COUNCIL**

- a) **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:

15.05.2018 Planning Committee.

22.05.2018 Overview and Scrutiny Committee. There were three representatives from Staffordshire County Council present: - Mark Deaville, Mark Keeling and Mark Winnington. Members had been given the opportunity to send written questions with regards to highway issues. However, I chose not to do this as I wanted to have a face to face discussion and not give the three SCC Councillors the chance to prepare beforehand. I raised the issue of the state of the road at the pedestrian lights on the Parkway at the junction with St. Andrews Drive. This problem has been ongoing for 6+years and has driven me to near distraction! Mark Deaville appeared to be quite shocked at this situation particularly as he had stressed earlier that his over-riding concerns are safety issues. I took the opportunity to ask how he and any inspector could fail to see that the condition of the road is a definite safety issue. It was stated that an inspector would be sent out to examine the road. I am waiting for feedback, but please rest assured that I will continue to pursue this.

24.05.2018 Standards and Resources Committee.

02.06.2018 Litter Pick - Dippons Lane, surrounding areas, the Parkway, Gainsborough Drive, Pavilion car park.

06.06.2018 Renewed "Clean it Up" stencils. Have obtained a new stencil to replace the previous one.

07.06.2018. Along with the Clerk, attended a Peer Review of the District Council from the point of view of a Parish Council/Councillor.

11.06.2018 World War One working group.

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

As a result of the question asked at the last Parish Council Meeting concerning the Fire escape provisions at the Civic Centre in Perton. I have contacted the Local Fire Station Commander, Ian Broadhead at the Codsall unit to examine the requirements that could be needed and a visit was arranged to check out the situation for compliance. He visited Perton and spoke to Becky about the matter and made recommendations for small practice improvements.

A Local Priority Meeting was arranged to introduce a new County Council Officer to chair these procedures. The main subject was given by a member of the Police on the situations arising from unlicensed money lending by unscrupulous lenders who use methods to obtain excessive amounts of interest payments from the most vulnerable members of the community. The advice was to contact all agencies including the Police for assistance in dealing with this crime by tackling the people behind the methods being used to collect their demands.

A visit to a Biffa site for South Staffordshire members to look at the Waste Disposal methods used and the recycling of food process carried out by the company, was attended. In describing the complex procedures. The Staff were able to show that plastic products and other recyclable items could be turned into renewable bottles and cardboard containers. It was a useful and informative experience.

### 39/18 CLERK'S REPORT

#### Email Distribution

SPCA weekly bulletins

SSDC weekly news updates

10/05/18 SSDC - SAD Inspector's Report & Local Plans Database

14/05/18 SSDC - South Staffordshire Dementia Friendly Communities - update

18/05/18 Smart Alert Online Surgery - Cyber Crime and Internet Safety

22/05/18 SSDC Grass cutting update 22<sup>nd</sup> May 2018

25/05/18 Information from City of Stoke on Trent - Civil Enforcement Officers

30/05/18 Weekly grass cutting update week commencing 29th May

30/05/18 Staffordshire Police bi-monthly newsletter - May 2018

#### Other Matters

- Purchased new control unit for the automatic hanging basket watering system
- Flicks in the sticks Audiences for the first half of 2018
  - Victoria & Abdul - 141 attendees (41 paying customers)
  - Wonder - 84 attendees (25 paying customers)
  - Murder on the Orient Express - 60 attendees (20 paying customers)The next showing is on 5<sup>th</sup> July and will be *Finding your Feet*.
- PPC Informed SPCA of Chairman's details
- Internal Audit completed
- Bollard at bus lane not working again, PPC reported to SCC
- Small section of railing missing on upper lake, PPC reported to SSDC
- Gas meter upgraded at Civic Centre
- Subscribers to the parish Council Newsletter via the website have all been contacted regarding GDPR
- PPC caretaker repaired the wet pour in the children's play area.
- PPC reported Bus Lane bollard not working. A repair was carried out, however when the Engineer was on site bus drivers reported that some of the buses did not have the necessary transponders to operate the barrier. Therefore the Engineer has temporarily left the barrier switched off. This has been escalated to inform the bus company how they purchase more transponders to enable the system to be switched back on
- Civic Centre received a formal visit from the Fire Service to assess the fire escape routes available to all users.
  - There is no issue with the travel distances in the first floor
  - The kitchen door is not an issue as long as it is not held open by a wedge or some other item.
  - The possibility of an alternative escape route using a ladder is not considered necessary as the current arrangements are held to be adequate.

- PPC reported to SCC - Link footpath overgrown Library to Canterbury Drive Reference: **4125613**
- PPC reported to SCC - fallen tree, Gainsborough Drive. Tree removed the following day
- 10 Summer Sussed sessions requested - 4 dance/musical theatre and 6 sport sessions
- Thank you letter received from Citizens Advice Bureau for the £300 grant
- Planters are due for delivery on 13<sup>th</sup> June
- 10,000 poppy seeds planted on the south island
- PPC reported to SCC - Link footpath overgrown Fallowfield to Lytham Road/The Parkway Reference: **4125824**
- Cllr Mrs R Heseltine to represent Perton Parish Council at the Service for Armed Forces Day - Monday, 25 June 2018 at Codsall Council Offices

#### Facebook /Website Posts

- Various smart Alerts
- Litter pick dates
- SSLVT volunteer drivers required
- Online Surgery - Cyber Crime and Internet Safety
- Staffordshire Police bi-monthly newsletter - May 2018
- Staffordshire Libraries - 'What's on'

#### Ongoing matters

- ❖ Lower Lake desilting

#### 40/18 PLANNING

**DECISIONS** - The following decisions received from South Staffordshire Council since the last parish council meeting held on 14<sup>th</sup> may 2018

Application No.	Proposals	
18/00309/FUL	Proposed single storey side extension to provide store, WC and utility - <b>12 Buttermere Court</b>	<b>Granted</b>
18/00033/FUL	Move the perimeter fence (amended plan) - <b>23 Lytham Road</b>	

#### 41/18 BUS SHELTERS

- a) Quotation received from Shelutions to install a 3 bay cantilever shelter at the junction of Parkway/Richmond Drive at a cost of £4490 plus VAT, to include additional construction of tarmac base. Shelter to be the same as those installed in 2015. **Resolved** to approve the installation. Clerk to confirm the cost of etching Perton Parish Council into the polycarbonate instead of applying decals.
- b) Bus shelter, Coleridge Drive - quotation for refurbishment of the shelter received at a cost of £380. **Resolved** to approve the refurbishment, colour of shelter to be green. The council will need to consider replacement in the long term.
- c) The residents at Kingswood have raised concern that the bus shelter was removed several years ago by Codsall Parish Council, but no replacement has been installed. **Resolved** Clerk to contact Codsall Parish Council to find out when the shelter will be re-instated.

#### 42/18 SKATEPARK

- a) A proposed plan of sites for the re-siting of the gym equipment was distributed. A planning application will be required. A professional skateboarder uses the site at Kinver, the committee could speak to them and get more advice.  
Siting of the skatepark at the new allotment site was discussed. There were some concerns with security. Agreed to keep the options open.

#### 43/18 FIRST WORLD WAR CENETARY

Update noted for information.

#### 44/18 WROTTESLEY PARK ROAD DEVELOPMENT

- a) Outline Planning application 18/00436/OUT - Unfortunately the application was not validated by SSDC in time for the meeting therefore not all the documents were available. **Resolved** to call an extra ordinary meeting to look at the application in more detail, especially highway issues once it is validated. A list of questions to be forwarded to Land

Fund for clarification before any formal comments are submitted. Land fund to meet with councillors following the Extra Ordinary meeting. It would be beneficial if a Highways engineer could also attend the informal meeting.

- b) Community Benefit - if planning permission is approved for 219 homes the parish feel it should have more community benefit. The Parish council has been asked to produce a prioritised list with approximate costs. Suggested items are additional play equipment/Skatepark, goal posts for the playing fields, moving outdoor gym/trim trail, dredging the lower lake and a new youth shelter.

45/18 **GDPR**

On 9<sup>th</sup> May MP's accepted the Governments proposal to exempt all parish councils from the requirement to appoint a Data Protection Officer (DPO). It is now to be approved through the House of Lords but the amendment is not expected to be reversed. **Resolved** Perton Parish Council will not appoint a DPO.

46/18 **PARKING ENFORCEMENT**

Parking enforcement for South Staffordshire is operated by Stoke on Trent City Council. Currently there is one Civil Enforcement Officer to cover South Staffordshire. Within the last 6 months they have visited Perton 43 times totaling 120 minutes. This equates to only 2 minutes 48 seconds per visit. A further visit is scheduled for the first schools before the summer break. **Resolved** to request dates and times of when they have visited, to request further visits are carried out, and why is the Middle School not included?

47/18 **CODE OF CONDUCT**

**Resolved** to adopt the revised code.

48/18 **CIVIC CENTRE**

Suggestions for the installation of solar panels were discussed. **Resolved** Clerk to investigate further. In the first instance speak to SSDC

49/18 **HARLEQUIN PANTOMIME**

**Resolved** to display the awards for best regional panto of the year for the West Midlands area received from the National Operatic & Dramatic Arts Association (NODA).

50/18 **COMPUTERS**

- a) An audit of the current software was presented to the council. Upgrades for Microsoft Office 2007 ceased in October 2017, this poses security and operational risks. Upgrading to Microsoft Office 365 Business Premium will include all updates, 1Tb of cloud storage via Microsoft Onedrive providing offsite encrypted storage compliant with GDPR. Outlook.com email mailboxes which will provide a secure backup off site. **Resolved** to upgrade at an annual cost of £338.40
- b) As part of the budget it was agreed to have a rolling program of PC replacement. The Clerks computer currently has only 2Gb of memory. Memory from the replaced machine will be added to the Admin computer if possible. **Resolved** to purchase a new PC with a budget of £500 + VAT & delivery.

51/18 **DATE & TIME OF NEXT MEETING**

Extra Ordinary meeting 25<sup>th</sup> June 2018 @ 7.00pm  
Full Council Monday 9<sup>th</sup> July @ 7.00pm

Meeting closed at 8.45pm

***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: 9<sup>th</sup> July 2018