MINUTES OF THE PATTINGHAM AND PATSHULL PARISH COUNCIL MEETING HELD ON THE 20TH MAY 2021 AT PATTINGHAM VILLAGE HALL

Present: Councillors: R Lines (Chairman), L Billingham (Vice-Chairman), D Billson, Mrs A Davies, A Freeman, N Hill, N Land, T Mason, J Tomlinson, M Finch, Jak Abrahams (County Councillor)

34/21. Election of Chairman of the Parish Council for the Council Year 2021/22.

(the new Chairman to make his/her declaration of Acceptance of Office).

There was only one nomination for Chairman for 2021/22, Councillor R Lines. He was duly elected to the position and signed his declaration of acceptance of office.

35/21. Appointment of Vice-Chairman of the Parish Council for the Council Year 2021/22.

(the new Vice-Chairman to make his/her declaration of Acceptance of Office).

There were 2 nominations for Vice Chairman Councillor J Tomlinson and Councillor D Billson both nominations were proposed and seconded, there were 3 votes for Councillor J Tomlinson and 6 votes for Councillor D Billson (with 1 abstention), therefore Councillor D Billson was elected as Vice Chairman of the Council for 2021/22. He was duly elected to the position and signed his declaration of acceptance of office.

36/21. Vote of Thanks to the Outgoing Chairman and Vice-Chairman.

Thanks were expressed to Councillor L Billingham for his contribution as Vice Chairman.

37/21. Apologies for Absence.

An apology of absence was received from Councillor Mrs C Clarke .

38/21. Declarations of Councillors’ Interest.

Councillors L Billingham, Mrs A Davies and T Mason declared an interest in relation to the Pattingham over 65’s grant.

39/21. Public Forum - Democratic fifteen minute period / public question time.

Standing orders were suspended.

Mrs Amanda Zaadesta addressed the Council with her concerns over dog fouling along the bridlepath to Wildecote. Members thanked her for attending the meeting and it was an agenda item later in the meeting.

Standing orders were re-instated.

40/21. To receive for confirmation and adoption, the Minutes of the Parish Council meeting held on 1st March 2021.

The minutes of the above meetings were agreed as an accurate and true record of the meeting.

41/21. County / District Councillors to address the Council on any matters relevant to the Parish

Councillor T Mason reported that meetings at Codsall had resumed and the Covid rates for South Staffordshire were very low.

Members thanked the former County Councillor Keith James for his support to the parish over a number of years.

County Councillor J Abrahams introduced himself to the Council and asked for any areas of concern to be forwarded to him.

The points relating to County matters that are outstanding are:-

• Primary gritting route – request to add Wolverhampton Road.

• School bus places – concern over loss of 6th form being able to use bus due to change in regulations, and boundary issues relating to free school transport on the 3 mile rule from the school.

• Speeding in the village in Pattingham and Burnhill Green, village markers are being looked at for marking the speed reduction at Burnhill Green.

• Clive Road, near junction with High Street – road sinking, and severe flash flooding.

42/21. Review standing orders, Financial Risk Assessment and Financial regulations.

These documents having been circulated previously to all members were agreed and noted.

43/21. Review of inventory of land and assets including buildings and office equipment.

These documents having been circulated previously to all members were agreed and noted.

44/21. Review and confirmation of arrangements for insurance cover in respect of all insured risks.

The Parish Council is insured with Zurich Municipal, and the policy is renewed in May each year.

45/21. Reviewing the Council’s complaints procedure and Health and Safety policy.

These documents having been circulated previously to all members were agreed and noted.

46/21. Reviewing the Council’s procedures for handling requests made under the Freedom of Information Act 2000, GDPR and the Data Protection Act 1998.

These documents having been circulated previously to all members were agreed and noted.

47/21. Reviewing the Council’s policy for dealing with the press/media

These documents having been circulated previously to all members were agreed and noted.

48/21. To confirm the dates, times and place of ordinary meetings of the full Council for the year ahead to May 2022 (Schedule attached).

**The meeting schedule detailed below was accepted.**

|  |  |
| --- | --- |
|  | **Parish Council Meetings** |
| MAY 2021 | 20 AGM |
| JUNE 2021 | 17 |
| JULY 2021 | 26 Full and APM |
| AUGUST 2021 |  |
| SEPT 2021 | 6 |
| OCT 2021 | 11 (Burnhill Green) |
| NOV 2021 | 15 |
| DEC 2021 | 6 |
| JAN 2022 | 17 |
| FEB 2022 |  |
| MARCH 2022 | 7 (Burnhill Green) |
| APRIL 2022 | 25 APM |
| MAY 2022 | 9 AGM |

49/21. Confirm authorisation of signatories for Cheques.

The cheque signatories are the Clerk, Councillors R Lines, T Mason and Mrs A Davies, these were noted.

50/21. Appointments on outside bodies

The appointments detailed below were agreed:-

Pattingham Village Hall – Councillors L Billingham, Mrs A Davies, R Lines, D Billson

Over 65’s Lunch Club – Councillors Mrs A Davies, L Billingham and T Mason

Police Forum – Councillor J Tomlinson and M Finch

The Education Foundation – Councillors Mrs A Davies and N Hill

51/21. Quotation for the Village Map

The quotation for the printing and production f the Pattingham Map (similar to Perton’s) is as follows:-

New post and panel sign, mounted onto 2 x new 76mm posts  £479.77+VAT

Installation  £395.00+VAT

To create the map artwork with a key denoting POI to a given

size and supply poster artwork £665.00 + vat £1539.77 + VAT

It was proposed by Councillor T Mason and seconded by Councillor L Billingham, this expenditure was agreed subject to a suitable proof being agreed by all members and points of interest that we would like on the map.

52/21. To receive an update from the Village Hall re taking over the CCTV at the village hall

The Village Hall Committee have agreed to accept the CCTV system and the Clerk is on the process of changing the telephone line into their name. This was noted.

Action: Clerk to continue to progress

53/21. To discuss having a dog Waste Bin located at Wildicote Bridle Path

It was agreed to support the request to have a dog waste bin at either end of the bridle path. The Clerk to contact Street Scene at Souths Staffordshire District Council. County Councillor J Abrahams to also look into the matter on behalf of the Parish Council.

Action: Clerk to contact SSDC / County Councillor to look into

54/21. Update on Land off Windsor Road.

The Chairman submitted the request to SSDC to buy the land, but after a protracted time period and chasing, he was informed the request was rejected by the SSDC Cabinet. The chairman requested details about the decision but was told it was dealt with as a verbal item under any other business and no formal record was made. A similar process was followed for the withdrawal of planning application. The lack of transparency and formal record of decision making at SSDC is alarming. The Clerk has since submitted another ‘Application to Purchase Land’ form request to SSDC. Copy to be issued to Councillor T Mason.

Action: Chairman / Clerk to progress

In addition, the Chairman reported that he had contacted Savills (the agent for the land at Burnhill Green), and he sent in the formal request to buy this land, as advised by the agent. Despite repeated requests for an update - no further response has been received.

Action: Chairman to continue to progress.

55/21. To discuss and agree grant application form from Pattingham and Patshull’s over 65’s

A grant request for £2500 has been received for the above organisation.

It was proposed by Councillor J Tomlinson and seconded by Councillor A Freeman, to give the grant for £2500. On a vote this was agreed.

56/21. To receive an update on the Christmas Tree at Burnhill Green.

Councillor L Billingham reported that he had found a substantial fir tree for the Christmas light display. The tree found is 3m and a cost of £1000. This was proposed by Councillor J Tomlinson and seconded by Councillor T Mason and on a vote was carried.

57/21. Report from the Clerk.

Request to use the netball court by the Pattingham Belles, Chairman contacted by the Clerk and he advised that as long as they displayed signs advising tennis users in advance of their sessions they could use the courts.

Local Plan review information circulated to members on 21st April

Zip wire new seat has been ordered following it being damaged £376.70 +postage

Scyvvs Information sent on 26th March

60th Wedding Anniversary for Valarie and Mike Edwards – Flowers sent by the Chairman

Noticeboard at Burnhill Green Relocation

Lets Beat Loneliness together information 26th March

Locality Forum Meeting notes and presentation

Resignation of Lengthsman

Update on Quarry Traffic

Litter pickers – clerk to purchase 10 litter picking kits for Burnhill Green.

58/21. Accounts for Payment.

The accounts as set out below were agreed and accepted.

|  |  |  |  |
| --- | --- | --- | --- |
| 723467 | Ditton Services | Grass cutting | £ 472.50 |
| 723468 | Neat N Tidy | Lengthmens work | £ 252.00 |
| 723469 | Xmas Lights Comp winner | | £ 50.00 |
| 723470 | SPCA | Annual subs | £ 415.00 |
| 723471 | Ebay | Spares for leaf blower | £ 14.98 |
| 723472 | Ditton Services | Grass cutting | £ 472.50 |
| 723473 | Administration | April | £ 661.22 |
| 723474 | Zurich Municipal | Insurance | £ 1,253.36 |
| 723475 | Inland Revenue | April | £ 183.40 |
| 723476 | Playdale | Replacement cradle seats | £ 175.22 |
| 723477 | Neat N Tidy | Lengthmens work | £ 360.00 |
| 723478 | TFM | Sthil Bag | £ 65.31 |
| 723479 | A Horton | Gardening | £ 150.00 |
| 723480 | Inland Revenue | May | £ 167.25 |
| 723481 | Administration | May | £ 661.22 |
| 723482 | Ditton Services | Grass cutting | £ 472.50 |
| 723483 | Rutelle | Internal Audit | £ 275.00 |
| 723484 | SSDC | Repay loan | £ 7,500.00 |
|  |  | Total | £ 13,601.46 |

59/21. To receive the year end accounts including Internal Auditors Report.

It was proposed by Councillor L Billingham and seconded by Councillor D Billson to accept the accounts as set out as appendix 1 to these minutes.

60/21. To receive an updated report from the PCSO on crime statistics in Pattingham

The crime statistics were circulated with the agenda papers were noted.

61/21. To discuss use the playing field for an event

A company emailed the Council asking to run a free event on the Playing fields for a music concert / event under the Parish Council’s insurance and to be held on the lower field (football pitch).

It was agreed to contact the company and state that this not something that we would allow on the football field.

Action: Clerk to write

62/21. To discuss the Speed Indication Sign

Councillor J Tomlinson requested that the speed sign is turned around to see the speed of vehicles leaving Pattingham. Then to look at moving around the village.

The Chairman responded that this had been discussed previously in the January meeting and a decision made to leave it where it is. The sign is in an optimum location on Wolverhampton Road and slows incoming traffic into the village.

The chairman suggested we enquire about the ‘shared’ SID purchased by SSDC for Locality 4 to be located on Clive Road. Previous communication with Helen Marshall to be passed to District Councillor T Mason to follow up.

The Clerk to ask if the PCSO can visit the Parish at the times when traffic is deemed to be speeding.

Action: Cllr T Mason to request sign and Clerk to contact the PCSO.

63/21. To discuss the reopening grant for the High Street

There is a grant of £5000 for High Street re-opening from the District Council. It was agreed to delegate the proposal to Councillor T Mason to put forward a bid for the funds for benches, planting etc in the Parish. This was agreed.

Action: Councillor T Mason to apply for grant on behalf of Parish.

64/21. Items for future Meetings

To be with Clerk by 9th June.

65/21. Date of Next Meeting –

17th June 2021

Appendix 1 to the minutes of the Pattingham Parish Council meeting held on the 20th May 2021

**Financial Summary - Cashbook**

Summary between 01/04/20 and 31/03/21 inclusive. Includes due and unpaid transactions.

Balances at the start of the year

**Ordinary Accounts**

Santander £9,000.86

**Short Term Investment Accounts**

Redwood Bank £30,000.00

Santander Deposit account £26,594.12

Total £65,594.98

RECEIPTS Net Vat Gross

Council £58,208.86 £0.00 £58,208.86

Total Receipts £58,208.86 £0.00 £58,208.86

PAYMENTS Net Vat Gross

Council £44,622.13 £3,567.40 £48,189.53

Total Payments £44,622.13 £3,567.40 £48,189.53

Closing Balances

**Ordinary Accounts**

Santander £18,952.79

**Short Term Investment Accounts**

Redwood Bank £55,045.55

Santander Deposit account £1,615.97

Total £75,614.31

Signed

Chair Clerk / Responsible Financial Officer

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Financial Budget Comparison

Comparison between 01/04/20 and 31/03/21 inclusive. Includes due and unpaid transactions.

2020/2021 Actual Net Balance

INCOME

100 Donations £0.00 £400.00 £400.00

101 Precept £48,790.00 £48,790.00 £0.00

103 Football Income £1,300.00 £1,400.00 £100.00

110 Interest on Santander deposit acc £60.00 £21.85 -£38.15

111 Redwood Bank Interest £0.00 £45.55 £45.55

Total Income £50,150.00 £50,657.40 £507.40

EXPENDITURE

1 Administration £1,000.00 £2,764.75 -£1,764.75

2 Audit Costs £550.00 £550.00 £0.00

5 Best Kept Village Competition £500.00 £264.85 £235.15

8 CCTV £750.00 £466.40 £283.60

9 Chairmans Allowance £250.00 £250.00 £0.00

10 Play Park Loan £1,500.00 £7,500.00 -£6,000.00

12 Christmas Lights £5,000.00 £4,150.98 £849.02

14 Clerks Salary £9,250.00 £8,193.12 £1,056.88

15 Defribulator £100.00 £0.00 £100.00

16 Elections £1,000.00 £0.00 £1,000.00

17 Footpath Maintenance £2,000.00 £0.00 £2,000.00

18 Gardening £1,750.00 £1,595.00 £155.00

19 Insurance £0.00 £1,226.18 -£1,226.18

25 Playing Flds Maintenance £8,000.00 £10,814.66 -£2,814.66

28 Grants / Other exp £9,750.00 £522.02 £9,227.98

29 Subscriptions £500.00 £415.00 £85.00

30 Training £500.00 £0.00 £500.00

34 Storage at Vill Hall £150.00 £120.00 £30.00

36 Football Exp £700.00 £685.18 £14.82

37 Village imp / litter £5,600.00 £3,215.41 £2,384.59

Total Expenditure £48,850.00 £42,733.55 £6,116.45

Total Income £50,150.00 £50,657.40 £507.40

Total Net Balance £1,300.00 £7,923.85

