

MINUTES OF THE PATTINGHAM AND PATSHULL PARISH COUNCIL MEETING HELD ON THE 20th JUNE 2022
AT PATTINGHAM VILLAGE HALL

Present: Councillors: R Lines (Chairman), J Tomlinson, N Land, Mrs A Davies, A Freeman, T Mason, A Turner and M Finch.

Also Present: Miss J S Cree, Councillor Jak Abrahams, PCSO A Tooth, Mrs P Price and Mrs J Fisher.

63/22. Apologies for Absence.

Apologies of absence were received from Councillors D Billson (Vice-Chairman), N Hill and L Billingham.

64/22. Declarations of Councillors' Interest.

Councillor Mrs A Davies declared a non-prejudicial interest in relation to the grant for the PTFA.

64/22. Public Forum - Democratic fifteen-minute period / public question time.

Standing orders were raised to enable members of the public to speak.

Julia Fisher addressed the members in relation to the following items:-

Grass cutting around the Parish she asked if after grass has been cut, can the pavements be cleared of the grass cuttings. As when it rains the grass cuttings get stuck on shoes and in your car tyres.

Speeding in the Parish is also an issue, when she was walking around the Greenway recently a lorry nearly hit a car on the road. The Clive Road in the evening towards the Fox it is a nightmare with speeding vehicles. Her concern is for people walking around the Parish.

Pat Price addressed the members in relation to the following items:-

She raised her concerns over the speeding in the village also.

Cllr Mrs A Davies updated members of the public that the Parish Council do all they can re speeding and parking problems and have managed in areas to stop parking, they have tried to set up a Community Speed Watch and no volunteers came forward and Traffic Wardens can come to help with parking issues but they do not deal with speeding.

Cllr T Mason reported that he had tried to get a group together for Community Speedwatch only 2 Patingham Volunteers came forward himself and his wife, he also said that he tried to get a shared group with Perton and no one came forward to volunteer.

The Chairman reported that the Parish Council has no authority in speeding that is the role of the Police and County Highways.

PCSO A Tooth reported that PCSO's can no longer operate a speed monitoring device and PC's can if they are trained. Community speed watch needs 6 volunteers as a minimum. He reported that next week the police model changes and should bring positive changes to the Police Service with more officers being deployed on the ground. He has received reports re the Quad bikes that go through the village and they will look into it.

County Councillor Jak Abrahams stated his number one issue from the public is speeding. The County Council have put up reduce speed signs in the Parish.

Councillor T Mason reported that the SSDC Speed Indication Device that were due to be shared in the parishes, are about to be deployed to the Localities.

The Chairman raised the issue that if any issues are seen they should be reported directly to the police on 101, via messenger on Facebook or directly on the Police website. There is also a link to the police from the parish website.

The grass cutting is probably SSDC because they contract to provide services for the County Council - but some areas may be County Highways and the areas of concern need to be raised with them. SSDC do minimal cuts and if additional cuts are required the Parish would have to pay.

Julie Fisher also reported that an elderly resident living near her is using an electric vehicle and she has issues with the surface of the pavements in the Greenway as they are so poor that she gets stuck. It needs to be reported online and Councillor J Abrahams can then pick it up from there.

Standing orders were reinstated.

65/22. To receive for confirmation and adoption, the Minutes of the Parish Council meeting held on 9th May 2022. The minutes of the above meeting were agreed as an accurate and true record of the meeting.

66/22. County / District Councillors to address the Council on any matters relevant to the Parish

District Councillor T Mason addressed the Council:-

- The tree on upper Westbeech Road that was previously reported as being dead, has been raised at SSDC and a response is awaited from SCC / SSDC to see who's responsibility it is.
- The Local Council Review that is printed 3 times per year to each household in South Staffordshire, is having to change the way its distributed due to the printer no longer printing and distributing it. They have asked for ideas such as putting copies around the Parish to have them like the Coffee shops or local pubs, or the Clerk to bring them to the Parish Meeting. It was agreed that the Clerk requests 20 magazines and she will go to the various businesses to ask them to have a few for people to read at their premises (such as the pubs / coffee shop).
- The Local Plan is being reviewed still.
- He and the Chairman independently have spoken to Mercers re the Lodges at Patshull Park, and he is having a meeting tomorrow with them with Councillor Mrs V Wilson and the Conservation Officer to look at the issues of concern. Harlaston/Packington Ltd (Mercer Framing) would like ideas for how they can get involved within the Parish, ideas to be brought to the next meeting, possible ideas Maps around the walking routes on their land, picnic areas, bins hedge / grass cutting.
- The new Blue bin bag scheme:-

The new blue bin scheme is now started, there have been many teething problems, the new blue bags were 2 months late arriving.

There is a fleet of brand new vehicles that SSDC have purchased that are partitioned to allow paper one side and general re-cycling the other bigger side. He has put an article on this in the Parish Magazine on this subject to try to explain some of the issues.

The current contract with 5 other authorities with regards to the recycling finished in March. From this the District Council have to follow new Government guide-lines SSDC are now operating to recycle the clean paper as best it can. Food waste may be coming forward to be recycled shortly.

A new Government paper is coming forward to say that all Councils should have the same bin system, this is in very early stages.

The recycling plants have changed how they work and we cannot revert back to the old system and it was noted that only 0.5% from the grey bin ends up in the incinerator.

The new system highlights what people should not put in the blue bins, no nappies, coat hangers etc, this is all detailed in the recycling book. It was reported that the paper is going astray when being loaded when it gets tipped into the lorry. Any evidence of this need to be photographed and needs to be reported directly to SSDC. The operatives cannot collect side waste re cardboard etc as if it is taken and its damp and they load it into the machine it contaminates the whole lorry load is then rejected.

County Councillor Jak Abrahams raised the following issues:-

- Trying to get new give way road markings at Burnhill Green Road at Burnhill Green, he is paying to have the road markings repainted on the road from his fund.
- The Village Gateway signs will be funded partly by SCC fund £1500 which will cover the install costs, however the final cost is required and this will be an agenda item for the next meeting. Cllr L Billingham is having a site meeting with Highways at the end of the month.
- The cars by the school on the road have been reported and parking on pavements on Orchard Close.

- Some pavements in the village are in need of repair and need reviewing. He will organise a site visit to look at the pavements. 5 years ago Mark Keeling came to Pattingham and looked at the areas, and Orchard Close was added to the list then.

67/22. To receive a report from the Police and discuss any relevant outstanding correspondence relating to Police matters only.

A report was received from PC Ashley Tooth and members were circulated with a copy prior to the meeting. PCSO A Tooth ran through the report. The changes at Codsall happen next week, with new officers and working will start from Wombourne / Codsall as opposed to Cannock. The new Chief Inspector has not appointed yet. There were 2 arrests in the village for driving / drugs and domestic issues.

Parking Stars are available for the school if they want them, and people can scan the QR code on them and report parking issues directly, they could be on the school wall and tied to the school fence / wall for easier access. He will bring once over a buddy for the school to look at.

They may be able to be fastened to the school fence / barrier – Councillor J Abrahams to see if this possible.

An email has been sent to Councillor J Tomlinson re issues he has raised re parking and speeding.

68/22. To discuss a grant application from the Brownies and St Chads PTFA and a grants policy for the Parish Council

The grant application for the St Chads School for £2150 has been received and the Clerk took advice from the SPCA and they have said that they should not support grants that fund another statutory authority. Parish Councils should not give a grant to fund another statutory authority unless it benefits the whole community. It was proposed by Councillor N Land and seconded by Councillor J Tomlinson to give the grant of £2150 to the PTFA and on a vote it was 3 votes for, 3 against, 1 abstention and therefore the Chairman used his casting vote to refuse the application on the basis of advice from SPCA. The Clerk will ask the question raised that the equipment is to be used for children at the preschool and this is not educational usage? And also the afterschool children could use this equipment if they wanted to.

The application for the Brownies for £200 to set up a new Rainbow group, was proposed to be accepted by Councillor T Mason and seconded by Councillor Mrs A Davies and on a vote this was agreed.

The Clerk prepared a draft grants policy for the Council, as attached as appendix 1 to these minutes including a limit of grants of £500.00 unless there are exceptional circumstances. It was agreed to adopt the policy which was proposed by Councillor T Mason and seconded by Councillor A Turner and on a vote this was carried.

69/22. To discuss quotes for purchasing outdoor Gym Equipment

The three quotes for the equipment are Listed below:-

Fresh Air Fitness	£7820.60
Sunshine Gym Equipment	£8215.00
Caloo -	£8495.00 (£7995 with discount)

The funding for the equipment is coming from a donation from the Scarecrow Festival of £5000, and the Parish Council only need to fund the balance from reserved funding for Outdoor Adult Gym Equipment.

It was proposed by Councillor Mrs A Davies and seconded by Councillor J Tomlinson to accept the quote from Sunshine fitness Equipment at a cost of £8215.00 + VAT. The delivery and install time is 6 weeks. Members thanked Councillor A Freeman for all his hard work and time in getting the quotes and progressing the project, he will contact Sunshine Gym Equipment to advise that they have been successful in obtaining the work and then the Clerk will place the formal order.

70/22. To discuss correspondence re repairs to fencing at Burnhill Green

On the last ROSPA inspection, the play area at Burnhill Green had been highlighted, as the surrounding fence was broken in places. The terms of the lease the Parish Council has with Crown Estate states that they cannot erect

perimeter fencing, although repairs may be carried out with permission of the landlord. Therefore, the Chairman contacted Savills to tell them of the damage, and they have agreed in writing that the fence can be repaired by the Parish Council. A quote is awaited from J Teague for repairing the post and rail fence. It was proposed by Councillor T Mason and seconded by Councillor J Tomlinson to agree to set a budget of £2500 for repairing the fence. On a vote this was agreed.

The Chairman also asked Savills with regard to the Crown Estate selling the land to the Parish Council but this has been declined at this time because the Crown Estate are not currently considering any disposals.

71/22. Report from the Clerk.

Information

The Christmas Light contractor this year has to get a HERS Registration and qualification before any decorations can be installed / connected to street lights.

The application has been submitted to Staffordshire County Council with a note saying the Contractor will be doing the required course in September and this will be added to the application. All Parishes are experiencing issues trying to get this sorted and we are hopeful that a dispensation may be given to allow us this year to get the light applications submitted without the contractor having to obtain this new qualification.

Planning Applications

22/00517/FUL 16 Letchmere Lane Pattingham - Proposal: Proposed garage, this was noted.

Correspondence / decisions

Request for a key older for the tennis courts from a resident from Claverley to allow them to access Pattingham tennis courts at 6.30 am. It was agreed that the Clerk write to them and say that we cannot give out any further keys.

PROW reported.

Broken stile butchers alley reported to SCC

Marlbrook Lane to Rudge Road path blocked with overgrowth reported to SCC

Path reported from rear of Butchers shop to Housing Association.

72/22. Update on Jubilee events and costs to date breakdowns

The Chairman thanked everyone involved in the Jubilee events. A grant was received by the Jubilee Committee from the County Council via Jak Abrahams, members thanked Councillor Mrs A Davies for all her work in supporting the events.

Jubilee Expenditure

Parish Council £2000 budget set for Jubilee

<u>Expenditure</u>	<u>Gross</u>	<u>VAT</u>	<u>Net</u>
Jubilee Program	£388.00	£0.00	£388.00
Lamppost signs	£450.00	£75.00	£375.00
180 mugs	£1,239.60	£206.00	£1,033.00
TFM Sleepers	£220.00	£26.67	£183.33
Total	£2,297.60	£307.67	£1,979.33

Grant from SCC income for Jubilee Committee	£1,500.00
Grant Chq issued to Jubilee Committee	£1,500.00
	£0.00

This was noted.

73/22. Accounts for Payment.

The accounts for payment are listed below:-

Expenditure				
Cheque	Accepted date	Gross	Organisation	Details
723599	26/06/2022	£674.01	Administration	Jun-22
723600	26/06/2022	£185.58	HMRC	Jun-22
723601	19/06/2022	£160.00	A Horton	Gardening June 22
723602	09/05/2022	£1,200.00	Dittons	Grass cutting
723603	18/05/2022	£500.00	Robert Lines	chairman's allowance
723604	18/05/2022	£595.00	Pattingham Belles	grant
723605	09/06/2022	£51.60	Community Heart Beat	Defib pads
723606-9	cancelled			
723610	09/06/2022	£119.71	Playing Field Maintenance	
723611	09/06/2022	£303.77	Plants for planters	
723612	09/06/2022	£1,500.00	Jubilee Committee	grant paid
723613	20/06/2022	£600.00	Dittons	Grass cutting
723614	19/07/2022	£160.00	A Horton	Gardening
723615	19/07/2022	£674.01	Administration	July
723616	19/07/2022	£185.58	HMRC	July
DD	11/05/2022	£57.53	British Telecom	monthly charge
DD	31/05/2022	£38.56	Utility Warehouse	changing rooms
DD	23/05/2022	£21.92	EE Limited	phone
DD	23/05/2022	£19.27	Water Plus	rates
	Total	£7,046.54		
Income				
DD	30/04/2022	£23,104.50	SSDC	Precept
DD	01/05/2022	£1,500.00	SCC	Jubilee Grant
	Total	£24,604.50		

On a vote they were agreed.

74/22. Items for future Meetings

Village Gateway Markers; consider Mercer Farming village contribution; Football fees, Charity Football match; possible part funding of a Defib at the other end of the village.

75/22. Dates of Next Meetings –

18th July 2022

Pattingham Village Hall

5th September 2022

Pattingham Village Hall

Pattingham Parish Council Grant Funding Policy

Pattingham Parish Council is funded by the residents of Pattingham and therefore has only limited funds available to assist community organisations located, and working, in Pattingham for the benefit of the community. Subject to funding being available, Pattingham Parish Council is committed to providing assistance, and support, to local community groups which are set up to promote community life for Pattingham residents. The Council's financial support is provided by way of grants/donations which are decided against criteria set by, and which can be amended from time to time, by Pattingham Parish Council

In order for the Council to be able to assess applications rationally, and objectively, many of which will inevitably be totally dissimilar in content, it is both necessary and helpful to assess all applications received against a range of criteria. These are structured to be a general indication of need, but are not exclusive, and can be flexibly applied. The Parish Council's policy on community grants is based on the principle of promoting the development of partnerships, which encourage, and enable, local community organisations to deliver local projects to the residents of the Parish.

Pattingham Parish Council will refer to the Parish Plan, when considering donations. In general, the following principles apply:

1. Assistance will be given on the basis of need, merit and contribution to the local community.
2. Applicants must clearly show how any assistance given will benefit the people living in the Parish or will benefit the environment of Pattingham.
3. Any assistance given *will be* subject to on-going monitoring and subsequent evaluation of the outcome of the grant.
4. Organisations should not make a presumption that funding will continue on a year to year basis.

Grants Legal Framework

The Aims Of The Council's Grant Making Policy

Pattingham Parish Council provides grant funding to support the following aims:

1. To enable local people to participate in voluntary groups and activities.
2. To help the parishes' voluntary groups to improve their effectiveness.
3. To ensure the provision of services, needed by the residents, via the voluntary sector.
4. To support organisations which meet the needs of people experiencing social and economic difficulties.
5. To ensure that there is equality of access and opportunity for *all* parishioners of Pattingham to the services it provides and funds.
6. To improve or enhance the local environment.
7. To achieve value for money.

The Council defines a voluntary group as a non-profit making organisation, set up and run by a voluntary, unpaid management committee.

The Council can only donate funds to organisations if the Council have a 'Power' to do so.

The Grants Process

To apply for a Council grant you must be a charity, community group or local voluntary organisation with a constitution* and dedicated bank account*, operating or providing a service to the community. All funding requests must use our application form and applicants should provide all information requested.

The amount of money available for grants varies each year, depending on the overall council budget.

Pattingham Parish Council supports a wide variety of grants/donations, and particularly welcomes applications from small, or newly formed groups, and those that have not applied before.

Pattingham Parish Council Criteria Applicable To Grant Applications:

1. Whether the group/project has followed our grants process and meets our requirements and the grant giving policy.
2. Level of benefit to Pattingham and the impact the grant will make/have on the residents.
3. Evidence of a well-managed group including previous experience and a proven track record.
4. Financial sustainability and viability of group and/or project.
5. Evidence of partnership working.
6. Evidence that funding has been sought from other sources and the level of match funding available.
7. Evidence of compliance with previous grant award conditions.
8. Evidence of matched funding will enhance the chances of an award.

Pattingham Parish Council Will Not Fund The Following:

1. Organisations that do not provide a service to the community in Pattingham.
2. Individuals, or appeals, supporting an individual.
3. General appeals.
4. Statutory organisations or the direct replacement of statutory funding.
5. Political groups or activities promoting political beliefs.
6. Religious groups where funding is to be used to promote religious beliefs.
7. Arts & sports projects with no community or charitable element.
8. Medical research, equipment or treatment.
9. Animal welfare.
10. Projects that may take place before an application can be decided.
11. Organisations that have a closed or restricted membership.
12. Hospitality.
13. Commercial projects or activities that generate a profit.
14. Equipment or other costs that have already been purchased or incurred prior to the application being considered.
15. Consideration will NOT normally be given to local branches that could be funded by their main organisation.
16. For buildings, activities, or projects, which are not insured.

Pattingham Parish Council Grants- Grants are usually offered on a one off basis to support a particular project, event, activity or the purchase of equipment. They are also open to new groups wishing to start up and receive a small contribution towards their running costs.

The Application Process

Groups must apply for funding using the appropriate application.
The organisations/group's constitution must outline the following

1. The aims of the group
2. The way it is organised
3. The way it is controlled and administrated.

Groups are also expected to have relevant insurance cover appropriate to their activity, and a copy will be requested, as appropriate.

Grant application forms can be downloaded from the Council's website or are available from the Clerk. The Clerk can also provide assistance to any group having difficulties completing the application form.

Grant applications will only be considered if all sections of the form are completed and appropriate supporting information/evidence is supplied where requested.

All valid grant applications will be assessed and presented to the Full Council for consideration.
All applicants will be notified of the Council's decisions.

Payments

Grants will only be paid by cheque, made out to the named organisation.

Monitoring And Reporting Requirements

As a condition of receiving a grant from Pattingham Parish Council you are required to complete a short evaluation form.

Groups are expected to provide Pattingham Parish Council with written evidence of what the money has been spent on and the benefit it has brought to the people of the Parish. Such evidence of how the money has been spent should include copies of invoices and receipts, plus attendance numbers, photos, press clippings, etc. where applicable. This information should be submitted within 1 month of the event/project end or by the end of February each year whichever is sooner, so that it can be reported at the Annual Council Meeting.

General Grant Conditions

1. The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application. However, if a group wishes to change the purpose of the grant they must seek approval by writing to the Council who will consider whether or not to approve the change.
2. Applications for projects where the work has already been completed will not be considered.
3. We will not support grants for the repayment of loans or cost of services, equipment or provisions in anticipation of a grant.
4. Small grants must be spent within 1 year of award. Any unspent monies left after this time must be returned.
5. Organisations are responsible for ensuring that they are in compliance with all applicable legal and statutory requirements (including those relating to health and safety and equalities).
6. Should for any reason the organisation disband or the project is not completed the Council may ask for all or part of the monies to be paid back.
7. Acknowledgement of the financial support received from the Council is required on documentation and any promotional material, including websites.
8. In order to receive payment organisations/groups must have a bank account into which grants can be paid; payments will not be made to private individuals. The bank account must have at least two joint signatories. The Council will request bank statements, and the latest annual accounts signed off by a person independent of the group, preferably a registered accountant, to prove the viability of the organisation prior to agreeing a grant.
9. Only one application per year will be accepted from any organisation with a £500 limit per application.

Additional grant conditions may also be attached to any funding from Pattingham Parish Council and these will be set out in the award confirmation letter. Failure to comply with any conditions attached to a grant may result in the grant being repaid or affect future grant assistance.

Pattingham Parish Council acknowledges that not all of the questions asked on this form will apply to all organisations. However, you are required to use this form to provide information on the type of activities you are engaged in and to demonstrate a financial need. If you feel that parts of the form are inappropriate or don't apply to your organisation, please provide details as to why in the 'Additional Information' Section 11 of this form.

Funds allocated under Pattingham Parish Council's grant aid awards should not be viewed as an alternative to fund raising activity. Grants awarded by Pattingham Parish Council are intended to help organisations where fund raising is difficult, they can be awarded to help new organisations get started and they can be used to fund one off events, activities or projects which are of benefit to the majority of Pattingham and Patshull residents.

The Pattingham Parish Council Grant Funding Policy document should be read prior to completing this application.



GRANT APPLICATION FORM

Name of applicant:

Contact Name:

Address:

Please provide
current 12
months

Contact Number:

accounts and
3 months bank
statements
with the
application.

Brief description of project:

Please return form
to:
Pattingham Parish
Council
35 Kingsford Park
Hobro Lane
Wolverley
DY11 5TA

Grant Sum Required (maximum of £500):

NB: If the grant request is successful, the applicant must provide the Parish Council with a full report on how the funds have been spent. A set of accounts for their organisation to be presented to the Annual Parish Meeting in March.

Signed:

Date:

Office use only

Minute Number:

Date of meeting: / /