

MINUTES OF THE PATTINGHAM AND PATSHULL PARISH COUNCIL MEETING HELD ON THE 17th FEBRUARY 2025 AT PATTINGHAM VILLAGE HALL

Present: Councillors: A Freeman (Chairman), J Tomlinson (Vice Chairman), Mrs S Attwater, N Burton, S Walker, Mrs A Kemp, W Morris, J Yardley, N Caine

Also Present: Mrs J Cree, SSDC Cllrs Mrs V Wilson and R Reade arrived at 7.40pm and 2 members of the public.

16/25. Apologies for Absence.

Apologies of absence were received from Cllrs M Finch, P Dunn, and County Cllr J Abrahams.

17/25. Declarations of Councillors' Interest.

SSDC Cllr R Reade declared an interest in relation to any planning matters.

18/25. Report from the Police

No Police report was received.

Cllr N Caine reported that he had emailed the Police re parking tickets in Staffordshire in the last year, 135 tickets issued, Staffordshire 0 tickets. It was agreed to write to Ben Adams to request that parking issues are taken back over by the Police. In Wolverhampton they use operation snap, why do Staffordshire Police not use this system? All issues to be forwarded to the Clerk to be included. Also the MP Mike Wood to be copied in.

The issues of illegal parking, on the zig zag lines by the coaches and parking all down the Westbeech Road is getting worse again, making children cross the road behind the coach and putting them in danger.

The local Police meeting, did not happen as the PCSO did not come to the meeting due to illness.

19/25. Public Forum - Democratic fifteen minute period / public question time

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

A member of the public raised her concerns over speeding in the village, particularly on Clive Road. Just past the bend on this road, the 30mph sign was moved further towards the village and she wanted to know why this has happened. There are also a large number of potholes on the road, which if cars are speeding could cause a problem.

The state of the pavements was also of concern, they are not swept and are covered with leaves. Cllr Mrs V Wilson reported that she can arrange for the road sweeper to come to the area she is concerned about and she will also find out why Clive Road was changed to increase the speed limit.

Standing orders were reinstated.

20/25. To receive for confirmation and adoption, the Minutes of the Parish Council meeting held on 13th January 2025.

The minutes of the meetings held on the above date, were agreed as a true and accurate record of the meeting.

It was proposed by Cllr J Tomlinson and Cllr Mrs S Attwater seconded the minutes.

21/25. County / District Councillors to address the Council on matters relevant to the Parish
SSDC Cllr R Reade reported that:-

- Devolution is on the agenda for SSDC, but no decisions have been made. He believes that elections will be going forward for Parishes, he suggested that all Parish Councils should try to get a full complement of Councillors so the Parishes remain in a strong permission. The role of the Parish may take on more responsibility but this is an unknown at this time.

Cllr N Caine reported that he is the Vice Chairman on the SPCA, some councils have postponed elections, but Staffordshire County Council are going ahead with their elections in May. The District elections may be extended from the 2 remaining years and add an extra year on but this could take up to 8 years to complete the change from District to whatever they choose to go to i.e. Unitary etc. There are also mayoral responsibilities being discussed, which will have to be addressed and are dependent on the total number of residents in the areas.

SSDC District Cllr Mrs V Wilson reported that:-

- She confirmed that SSDC should have an election in 2027, this is going to 2028, County elections are taking place in May. In Wilshire, Chippenham Town Council have requested certain devolution powers to take control back to their Town Council. The time frame is very tight to get this through from Government.
- She organised a meeting at Lower Penn Victory Hall for the Planning Highways Officer to come and explain why they make the decisions they do relating to Planning applications, she is going to arrange another meeting, this time in Kinver.
- There was a Facebook post that she was tagged into relating to Bennetts Lane, it was posted that a 4x4 vehicle has driven through a brook and broken the bank so the brook is flooding and it has been reported, and she is looking into it.

22/25. Update on Tennis court update and any other related playing field issues

The works to make good the eroded slope from West Beech Road to the park, needs to be addressed. The cost for doing the works would need a maximum budget of £750. It was agreed to move forward with these works and the Clerk to organise with the lengthsman to get this sorted ASAP with a maximum budget of £750.

A section of the PRoW (Hall End Lane - Marlbrooke Lane) has mud rising up and needs topping up with shingle. It needs to have a £100 bulk bag of 20mm shingle delivered to the Marlbrooke Lane end of the PRoW, this will be part of the lengthsman duties. This was agreed.

It was agreed for the Clerk to ask County Cllr J Abrahams for a sign to warn of the park entrance on the Patshull Road and SLOW markings if possible.

23/25. Report from the Clerk.

The following items were noted:-

South Staffordshire Council Social Housing Allocations Policy Consultation

Letter from SSDC re Unitary councils

Original SID needs to be repaired

Planning Applications

25/00043/FUL New dwelling to the garden north-west of 6 Moor Lane. Location: 6 Moor Lane Pattingham

24/00724/FUL - Change of use of 4no. agricultural buildings (units 6-9) to Class E (Commercial, Business and Service), including elevational changes to unit 5 and creation of an outside play area. Clive Farm Buildings Clive Road Pattingham WOLVERHAMPTON WV6 7EN

25/00053/FULHH Extension and alterations to existing dwelling and proposed detached single garage. Location: 1 Merchant Close Pattingham

These were noted.

24/25. To receive an update on the Christmas lights display for Dec 2025.

The following letter was received:-

“Xmas lights 2024-2025: Observations from the Village Hall Trustee Board and Management Committee

We understand that the Parish Council are due to discuss the future of the Christmas Lights and the Switch-On during its meeting on Monday and we thought it might help the discussion if we offered some observations about the event. We would first of all say that we have always given our full support to installation of the Christmas lights and the associated switch-on event and we intend to do so in the future.

1. Our first group of observations relate to the installation and operation of the lights. The first thing to say is that we would appreciate sight of a schedule of work or a plan before the start of this year's installation so that we have an opportunity to comment on any aspects of the installation that might be problematic for the Village Hall. Last year people turned up and started drilling holes in the front wall without first notifying us that this was planned or seeking permission. We would like to avoid this happening in the future as any installation or attachments to the Hall need the permission of the Village Hall Trustee Board and Management Committee.

We have concerns about the electrical connection box that is situated on the left-hand wall through which the lights are connected to the Hall's electrical system. This was damaged during a storm which caused the contents to be open to the elements and we were worried that this was unsafe and could cause issues for the Hall's electrical system. Our preference would be for the box to be replaced for this year's installation as the present one does not seem fit for its purpose.

2. Our second group of observations relate to the organisation of the Switch-On event. In 2024 the event was organised by a committee of well-meaning people from the village which included a representative from the School. The committee did not seem to have a constitution, corporate structure or, indeed, a bank account. We were asked to help them with their banking. With some reservations we agreed but it had some unexpected consequences for us such as an increase in our treasurer's workload and presenting us with some auditing difficulties in representing the income and outgoings in our accounts. Our preference in future would be for the event to be organised by a formally constituted

group operating under the auspices of the Parish Council and which has access to a bank account.

Whilst the Switch-On Committee gave us information about the stalls, burger van and fairground ride to be situated in the Hall and parked in the Village Hall car park on the day of the event, the information given was simply a list of participants and the amount to be charged, we were not given sight of any other details such as a Risk Assessment made in respect of the activities in the Hall or the car park nor a Health and Safety Plan. We were also not given any information about Public Liability Insurance. This was particularly important in respect of the fairground ride since the Hall's insurance policy would not have covered any accident that may have taken place. We would note that our booking conditions now require us to be assured about insurance cover were an item such as a Bouncy Castle or similar is to be used in the Village Hall or car park. Without wishing to increase the red tape associated with the event we do consider it important that reporting of these matters take place in the interests of all concerned.

Finally, we could be wrong about this, but to our knowledge, a Temporary Events Notice had not been applied for in relation to this the event. This could have had implications if the Local Council had decided to intervene.

We hope that these observations will be taken in the spirit in which they are intended as we are very anxious to continue our involvement in these activities in the future and we are simply offering our comments to assist in ensuring that there is a hitch free installation of the lights and light switch-on event.

Martin Cartwright

Chair of Trustee Board and Management Committee, Pattingham Village Hall

13th February 2025 “

The Parish Council agreed to respond to the letter, stating that they agreed with the comments made. The Council suggested that the Village Hall make a check list of their concerns and raise these with the group that organises the Christmas Light switch on event in December 2025. The Parish Councils only responsibility is erecting the lights and making sure they come on at the correct time.

The Parish Council will ensure that the electrical box is repaired and in future anything relating to the village hall re fixings they will be contacted for permission.

25/25. Community Speed-watch update

Former Cllr Lee Billingham has passed the Speed Device to Cllr Yardley. Training should be taking place in April for the 4 new volunteers, the Burnhill Green sites have been added (3 in total) to the approved areas to hold Speedwatch sessions.

February 27th there is a drop-in session at Perton Library for Community Speedwatch, to help get new volunteers.

26/25. Grant application for Village Hall upgrade CCTV system

A further email was received from the village hall, and they have detailed why they have requested funds from the Parish Council, an extract of the breakdown of funding from the letter is below:-

“Our current project is a £16,000 three stage project to replace the curtains in the main Hall, to refurbish the foyer area and to replace the doors and fire doors. The first stage, to replace the curtains in the main hall has been completed thanks to generous funding provided by the Scarecrow Festival Committee. The second and third stages are still subject to raising sufficient funding. A charitable foundation called the Bernard Sunley Foundation has offered £5,000 towards the project provided we can find match funding from another source. The Parish Council has, very generously, given £1,000 towards the project and we are now seeking a further £4,000 to complete the match required by the foundation.

Our next project will be the refurbishment of the Small Hall where the Parish Council mainly meet and also the Committee Room behind the stage. We will be seeking funding for the various aspects of the project in due course. Because of the age of the building we know that our future will be dominated by further projects designed to upgrade and refurbish it.”

Members felt that the car park surface should be addressed as a priority.

There will be further UK Prosperity fund which is ideal for funding from the District Council that the Village Hall will be eligible to apply for from April 2025.

The Clerk to write back to the Committee in response to the letter and let them know of other funding streams.

Funding was requested £3500 towards the upgrading the CCTV system, it was proposed by Cllr S Walker and seconded by Cllr J Tomlinson to support the CCTV grant at a cost of £3500 from the budget from 1st April 2025, budget line 28 budget of £4000. It was noted that once this grant is paid, there will only be £500 left for external grants for the next financial year. On a vote this was carried.

27/25. Accounts for Payment including the accounts to the 6th January 2025

The accounts for payment listed below were accepted:-

723998	Dittons	£600.00
723999	R H Electrical	£2,304.00
724000	Inland Revenue March	£220.34
724001	Village Hall Grant	£1,000.00
724002	Christmas Trees	£215.00
724003	Recoded Annual charge	£120.00
724004	Replacement Chq	£202.47
724005	Lengthsmans Work	£600.00
724006	A Horton (March)	£180.00
724007	Clerks Salary (March)	£769.69
724008	Dittons	£600.00
		£6,811.50

It was proposed by Cllr N Burton and seconded by Cllr S Walker to accept the accounts for payment. On a vote this was agreed.

The accounts to the 6th January were noted as attached as appendix 1 to the minutes.

28/25. Items for future Meetings

To be with the Clerk by the 24th February 2025.

29/25. Dates of Next Meetings –

3rd March 2025 (Burnhill Green) (SW, SA, VW apologies)

14th April 2025 (APM also)

19th May 2025.

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Appendix 1 to the minutes of Pattingham Parish Council held on the 17th February 2025.

BUDGET COMPARISON to 6/1/25							
	Income	Budget 2024/5	Actual inc to 06/01/2025	Balance	Projected income	Comments	Draft Budget for 2025/6
100	Donations	£0.00	£250.00	£250.00	£0.00	BKV winnings	£0.00
101	Precept	£46,209.00	£46,209.00	£0.00	£46,209.00	Received in full	£46,209.00
103	Football Income	£1,400.00	£700.00	-£700.00	£1,400.00	part received	£1,400.00
104	Misc. Items	£0.00	£0.00	£0.00	£0.00		£0.00
110	Interest on Santander deposit acc	£1.00	£8.60	£7.60	£18.00	paid monthly	£18.00
111	Redwood Bank Interest	£100.00	£0.00	-£100.00	£2,000.00	due in December	£2,000.00
112	Balance from reserves to balance the budget for 2023/24	£3,509.00	£0.00	-£3,509.00	£ 3,509.00		£3,473.00
	Total Income	£51,219.00	£47,167.60	-£4,051.40	£53,136.00		£53,100.00
	Expenditure	Budget 2024/5	Actual exp to 06/01/25	Balance	Projected expenditure	Comments	Draft Budget for 2025/6
1	Administration	£1,500.00	£1,110.89	£389.11	£1,500.00	Break down below	£1,000.00
2	Audit Costs	£600.00	£275.00	£325.00	£600.00	Awaiting invoice	£750.00
5	Best Kept Village Competition	£550.00	£267.94	£282.06	£268.00	Completed	£550.00
6	Coronation	£0.00	£0.00	£0.00	£0.00		£0.00
9	Chairmans Allowance	£300.00	£300.00	£0.00	£300.00		£300.00
12	Christmas Lights	£6,000.00	£1,615.77	£4,384.23	£3,536.00		£6,000.00
14	Clerks Salary	£11,219.00	£8,714.32	£2,504.68	£11,656.00		£12,000.00
15	Defibrillator maintenance	£1,000.00	£107.95	£892.05	£108.00		£200.00
16	Elections	£1,000.00	£0.00	£1,000.00	£0.00		£1,000.00
18	Gardening	£2,500.00	£1,484.85	£1,015.15	£2,200.00	£180 x 12 + fuel costs	£2,400.00
19	Insurance	£1,700.00	£1,376.13	£323.87	£1,376.00	Completed	£1,400.00
25	Playing Flds Maintenance	£12,000.00	£7,129.89	£4,870.11	£10,130.00	6 invoices for Dittons to be paid £500 each	£8,500.00
28	External Grants	£5,000.00	£4,480.00	£520.00	£5,480.00	£1000 for Village Hall refurbishment to be paid; £480 whos for lunch; £2000 CCTV maintenance; £2000 old people welfare;	£4,000.00
29	Subscriptions	£650.00	£738.00	-£88.00	£738.00	SPCA invoice	£600.00
30	Training	£500.00	£0.00	£500.00	£0.00		£250.00
34	STORAGE AT THE VILL HALL	£200.00	£120.00	£80.00	£120.00	Invoice due	£150.00
36	FOOTBALL EXPENDITURE	£1,500.00	£1,784.75	-£284.75	£2,700.00	Increased due to costs so far and invoice for repairs to canopy and lights	£2,000.00
37	VILLAGE MAINTENANCE improvements / other expenditure	£5,000.00	£10,868.00	-£5,868.00	£11,000.00	Increased due to costs so far	£10,000.00
38	MUGA / Tennis courts	£0.00	£0.00	£0.00	£0.00		£2,000.00
	Total Expenditure	£51,219.00	£40,373.49	£10,845.51	£51,712.00		£53,100.00

	Summary	2024/5	Actual Net	Balance	Projected figures	Proposed budget 2025/6
	Total Income	£51,219.00	£47,167.60	-£4,051.40	£53,136.00	£53,100.00
	Total Expenditure	£51,219.00	£40,373.49	£10,845.51	£51,712.00	£53,100.00
	Total Net Balance	£0.00	£6,794.11		£1,424.00	£0.00

Bank account balances as at 6th January 2025

Santander	£15,039.21				
Redwood Bank	£59,537.53				
Santander Deposit account	£1,643.23				
VAT Retun to be added in Feb 25	£3,340.18				
Total	£79,560.15				

Projected expenditure to 31st March 2025

<u>Proj Inc still to be received</u>	£ 1,917.00				
Projected Exp still to be paid	-£ 11,338.51				
Projected Exp to year end	-£ 9,421.51				

The above sum of £9421.51 to be taken from the bank balances £79560.15 leaving **£70138.64** projected reserves at the 31st March 2025

Administration breakdown of expenses

Website charges	£ 28.41				
ICO	£ 60.00				
Stationary	£ 364.35				
Room Hire	£ 304.00				
EE Phone bill	£ 197.13				
Wreathes	£ 75.00				
Morelock SID Battery	£ 72.00				
Total	£ 1,100.89				

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/24 and 06/01/25 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

Cash in hand	£0.00
Santander	£15,429.03

Short Term Investment Accounts

Nationwide Playing Fields 1373/704060866	£0.00
Nationwide Vill Hall Fund 1136/708023140	£0.00
Redwood Bank	£59,537.53
Santander Deposit account	£1,634.63
Total	<u>£76,601.19</u>

RECEIPTS	Net	Vat	Gross
Council	£50,290.29	£0.00	£50,290.29
Total Receipts	£50,290.29	£0.00	£50,290.29
PAYMENTS	Net	Vat	Gross
Council	£47,328.43	£3,343.08	£50,671.51
Total Payments	£47,328.43	£3,343.08	£50,671.51

Closing Balances

Ordinary Accounts

Cash in hand	£0.00
Santander	£15,039.21
	<u>£15,039.21</u>

Short Term Investment Accounts

Nationwide Playing Fields 1373/704060866	£0.00
Nationwide Vill Hall Fund 1136/708023140	£0.00
Redwood Bank	£59,537.53
Santander Deposit account	£1,643.23
	<u>£61,180.76</u>
Total	<u>£76,219.97</u>

Signed _____

Chair

Clerk / Responsible Financial Officer