

BREWOD AND COVEN PARISH COUNCIL
WITH BISHOP'S WOOD AND COVEN HEATH

**MINUTES OF THE MEETING OF THE COUNCIL HELD IN THE COUNCIL OFFICES,
STAFFORD STREET, BREWOOD
ON THURSDAY, 14 JUNE 2012 AT 7.30PM**

PRESENT:

M. Alden-Court, Mr T. Fellows, Cllr Mrs D.M. Holmes, Mrs J. Jeffries, Mr G.E. Martin, Dr R.C.H. Taylor, Mrs L. Tomkins, Mr M. Webb MBE.

IN ATTENDANCE:

Cllr M. Hampson.

APOLOGIES:

Mr A. Ball (family commitment), Mrs J. Carr (holiday), Mr R. Dakin (holiday), Mr J. Pegg (holiday), Mr P. Smith (holiday).

MINUTES:

The minutes of the meeting of the Council held 31 May 2012 were approved as an accurate record and duly signed, with the exception of item No. 38 which should have read September, not June.

DECLARATION OF INTEREST:

There were no declarations of interest.

CRIME AND DISORDER ACT:

Section 17 of the Crime and Disorder Act, 1998 places a duty on local authorities to consider the crime and disorder implications when exercising its functions and to do all that it reasonably can to prevent crime and disorder in its area. Unless otherwise stated it was not considered that the resolutions moved herein would have any adverse impact for the purposes of the Crime and Disorder Act.

63. PUBLIC PARTICIPATION:

The Chairman moved that the meeting be adjourned for a period of no more than fifteen minutes to allow any elector of the parish or his/her representative to raise or question any issues appertaining to proper Parish Council business. There were no members of the public in attendance at the meeting.

MATTERS ARISING:

* items appertain to matters arising during 2011/2012, ** to matters prior to May 2011.

41** **Brewood Playing Field Equipment.** Mr G. Williamson MP officially opened the re-named park and thanked all those involved in the project. The matter of a safety barrier near the swings was being monitored, Clerk's Report referred. The Clerk advised that the written report from Digley Associates was awaited. A letter had been sent to Brewood Fire Service advising of the cost of the picnic bench. With

regard to the correspondence from Mrs D. Bate querying whether the Council intend to install toilets at the playing field, Members concurred that the content of the Clerk's interim reply was sufficient.

It was resolved that:

- **The Clerk write to Gavin Williamson MP thanking him for officially opening the park**
- **The Clerk pursue at satisfactory solution with Playdale subject to the written report of Digley Associates**
- **50% of the final payment be made to Playdale with the balance being with held until the outstanding matters were resolved.**
- **The Clerk write to Mr J. Lefroy MP thanking him his support in attending two of the Bishops Wood Jubilee events.**

185** **Church House.** Mr G. Bailey and Mr B. Jones to make a presentation to the Council on 12 July at 7pm. **Matter of report.**

301** **Queen's Diamond Jubilee.** Members met with Mr H Medicott on 1 June. It was agreed that a commemorative oak tree be planted at the site in Deansfield Rd. Dr Taylor had brought the tree which was planted. The Clerk had asked Mr Medicott to advise Helen Wallett at South Staffordshire Housing Association that he had approved the location of the tree. See 41**.

Matter of report.

282* **Council and Community Web Site.** Clerk's Report referred. Email received from Mr J. Redshaw of Brewood Civic Society congratulating the Parish Council on producing an excellent website. Email received from Mr P. Smith advising that Mr S. Smith was willing to make a 10-15 minute presentation. Email received from Mr T. Fellows agreeing with the suggestion to advertise the photographic competition to local schools and in the next Parish Council Newsletter.

It was resolved that:

- **Mr Smith be invited to attend on 26 July at 7.00pm to give a brief presentation explaining the benefits of Facebook**
- **The photographic competition to take place after September, that the Terms and Conditions be finalised by Mr Fellows in the meantime noting that photographs taken prior to the launch of the competition would be accepted**
- **Councillor photographs and biographies resolution to stand – the matter be deferred until more Members were in attendance.**

346a* **Bus Stop, Bishops Wood.** Reply received from Mr B. Wilding advising that he would attempt to have a firmer base laid at the bus stop.

Matter of Report.

183a*/165* **Coven Heath Allotments Association.** Acknowledgement received from Dallow & Dallow confirming the Council's letter withdrawing its previous request for a longer lease would be put before the Trustees at their next meeting in June. Mrs L. Tomkins reported that the first of the bi-monthly meetings had been arranged for 27 June at 10.30am, Mr A. Higgins and Mr A. Lawrence had been informed. The Clerk reported that a meeting had been arranged for Monday 18 June at 10.00. Clerk's Report referred.

Matter of report.

279* **Council Offices.** Quotes received for carpet tiles and redecoration throughout the Council offices. Mr P. Smith had compared all quotes received to ensure that they were consistent.

It was resolved that the Clerk liaise with the Working Party to arrange a date, outside of a night of a scheduled meeting if necessary, to consider the quotes and make a recommendation to the Council.

426* **Parish Summit (Spring)**. Email received from Cllr Mr B. Edwards enclosing a booklet providing feedback from the day and advising that the next Parish Summit would be held in November. Clerk's Report referred.

A copy of the booklet was tabled at the meeting for each Member, copies to be forwarded on this occasion to those not at the meeting.

450* **Police Reports**. Inspector Donna Gibbs had accepted the Parish Council's invitation to attend a meeting on 28 June at 7.00 pm. Clerk's Report referred.

A copy of the latest Crime and Anti-Social Behaviour Report for Locality 2 was tabled at the meeting for each Member, copies to be forwarded on this occasion to those not at the meeting.

54. South Staffordshire Council forwarding promotional material regarding the new South Staffordshire Connects bus service. Further correspondence received. Also received confirmation of the withdrawal of the 803 bus service. Mr Jenkinson had requested that any concerns be forwarded to him to take up with Staffordshire County Council. Members confirmed that the withdrawal of the 803 bus service had no impact as there were other services in operation.

Matter of report.

MATTERS ONGOING:

408** **Croft House**. Cllr M. Hampson spoke on the matter and reported that South Staffordshire Council was going through the process of enforcement action. Members requested that District Councillors report back any further information they receive.

Matter of report.

183a* **Coven Heath Allotments**. Mrs L. Tomkins reported that there was no longer a plan to plant fruit trees at the allotments.

Matter of report.

218* **i54**. Mrs L. Tomkins thanked the Chairman for forwarding the papers to her. She had received a letter of support from Gavin Williamson MP and advised that Defra would be carrying out a noise map on the M54. Chairman to forward a copy of the papers to the Council.

Matter of report.

391** **Coven Heath Motocross**. Clerk's Report referred.

Matter of report.

38. **Visit to HMP Oakwood**. Clerk's Report referred. Meeting scheduled for 1 October 2012, time to be confirmed. M. Alden-Court, Cllr Mrs D.M. Holmes, Mrs J. Jeffries, Mr G. Martin, Dr R.C.H. Taylor, Mrs L. Tomkins, and Mr M. Webb MBE confirmed they would be available for the new date.

Clerk to confirm the availability of those Members who were absent from the meeting but had previously indicated they wished to attend and those who were also absent from 31 May meeting – Mr A. Ball, Mr D. Evans and Mr J. Pegg. Clerk to report back in due course.

56. **Code of Conduct for Parish Councils**. Clerk to issue any further papers received to all Members, subject to them being made available to the Council, prior to the next meeting of the Council. The significance of 1 July was noted by Members.

It was resolved that Dr R.C.H. Taylor, Mrs J. Jeffries and Mrs J. Carr to meet with the Clerk and make a recommendation to full Council once the template had been received from South Staffordshire Council. Clerk to also feedback any further information that may be acquired.

CORRESPONDENCE RECEIVED:

64. Email received from Mr D Evans raising a number of concerns he had and advising he was reconsidering his position on the Council. Copy circulated prior to the meeting. Members discussed the content of the email.

It was resolved that the Clerk write to Mr Evans and advise him that the Council had considered the content of his email, that there was no further action to be taken and that the Council would wait to hear from him as to his intentions.

65. M. Alden-Court raised the matter of the possibility of a running track (previously raised under item 390* and the 2012/13 budget) being provided around Coven playing field for which she was aware there was local interest. The Clerk reported this matter was under Matters Ongoing along with a number of other items and the Council would need to raise it as a priority otherwise it would be progressed as workload allowed.

Matter of report.

66. Email from Staffordshire County Pension Fund advising of insurance for Ill health retirement.

Matter of report.

67. Press cutting from the Express & Star 31 May 2012 regarding motorway improvements at junction 2 of the M54; supplied by Mr P. Sanders. Copy circulated prior to the meeting.

Matter of report.

68. South Staffordshire Council with regard to the 2012 Summer Sussed Out & About Scheme offering two proposals either a voucher scheme for activities at Leisure Centres or the Aspire Sports Scheme for activities in local villages - a recently established company offering sport and dance sessions. Copy circulated prior to the meeting. Clerk's Report referred and a separate report from the Clerk providing more details was tabled to Members at the meeting.

It was resolved that:

- **the Council opt for the Aspire package, 2 x 2hr activities for each of the 3 villages during the school holidays. Different dates at the 3 venues to be agreed avoiding the duplication of activities across the parish if possible. Cost £127.50 exclu VAT per session, total £765. Sessions to be provided free of charge to children in the Parish.**
- **Cheerleading and Street Dance to be requested for Bishops Wood, Mrs K. Webber having already identified the requirement in a recent village survey when summer activities were to be provided by the Village Hall**
- **Mr T. Fellow to confirm the type activities required for Coven**
- **Clerk to decide on activities for Brewood**
- **Additional hours which may be incurred above what would be practical to absorb by the office based staff would be funded from the balance of the £1,000 budget held for Sussed, providing for example in the region of 23 hrs for the Assistant Clerk if necessary.**

69. Email from the Village Agent advising the Council of a new community rights website www.civilsociety.co.uk/governance launched by the Government to help local community groups support their neighbourhoods.

It was resolved that an item be included in the Parish Council's Newsletter.

70. Email from Edwin Turnham of Marie Curie Care requesting that an article be placed in the Parish Newsletter and on Parish Council notice boards advertising a fund raising walk of 10 kilometres to take place at Weston Park on 27 July in support of Marie Curie Cancer Care. **It was resolved that details be placed on the Jubilee Hall notice-board and the Council web site.**

71. Email from Maggie Quinn, Partnership and Locality Manager, South Staffordshire Council advising that funding has been reduced for Village Agents and asking Parish Council's to consider funding in future years for village agents in support of neighbourhood plans, parish plans and other projects. Copy circulated prior to the meeting. This email had been received by Members at the meeting of 31 May. **Matter of report.**

72. Email from Becky Harris enclosing a Neighbourhood Planning Factsheet giving information on creating a Neighbourhood Plan, a Supplementary Planning Document, influencing the Site Allocation Document and an update on the Core Strategy.

A copy of the papers was tabled at the meeting for each Member, copies to be forwarded on this occasion to those not at the meeting.

73. Email from the Community Council of Staffordshire giving details of a forthcoming free workshop entitled Action for Community Energy, sharing best practice in the development of sustainable low carbon communities, on Friday 29th June from 9.30 am to 1.00pm at Madeley Centre in Madeley, north Staffordshire.

Members wishing to attend to advise the Clerk.

74. Email from Emily Simmonds of SSCVA regarding the new Assisted Technology Home Shop at Bilbrook House, Bilbrook. A new venture providing helpful items such as non-slip mats and jar openers at an affordable price, for people who may struggle with day to day tasks at home. Email requested that the Parish Council publicise the shop in the next Parish Newsletter and on notice boards.

It was resolved that the matter be placed on the Parish Council's notice-boards subject to space available, newsletter and website.

75. St Dominic's School, inviting the Chairman to their annual exhibition of GCSE and A Level art, photographic and textiles work on Tues 19th June from 3.30pm – 6.30pm. R.S.V.P by 15 June. The Assistant Clerk had already confirmed Mrs J. Jeffries would attend.

Matter of report.

76. **CORRESPONDENCE CIRCULATED:**

South Staffordshire Council: Agenda, Regulatory Committee 12 June, Cabinet Meeting 12 June. What's on in June at libraries in South Staffordshire. Rural Services Network, Rural Opportunities Bulletin
Community Council of Staffordshire Spring Newsletter. SLCC E-Newsletter; SLCC 40th Anniversary, Community Right to Challenge, Localising support for Council Tax, 2012 Rural Insight Survey, Abolition of the Commission for Rural Communities-Government response. Policy and legal framework for public rights of way, turbine overload warning, Audit Commission scale of fees, Annual returns, Repeal of S150(5) of the Local Government Act 1972,Portas Pilots announced.

The Queen's Speech 2012. Bishops Wood Bugle, Wolgarston SNU, Arbor magazine, Wolverhampton magazine.

77. **CHAIRMAN'S REPORT:**

The Chairman Mrs J. Jeffries reported that Mr Bob Drury, the husband of Diane Drury, former Clerk, had passed away and gave details of the funeral arrangements. The Clerk to send a letter of condolence to Mrs Drury. Mrs Jeffries had attended Codsall Civic Sunday. She apologised for not having been able to attend the recent Jubilee celebrations and the opening of Brewood park but congratulated all those in the villages who organised events in particular: Bishops Wood Jubilee Committee who organised four days of events; the opening of the Jubilee Park which also celebrate the Jubilee; an all day event organised by

the Coven Christmas Lights committee and the Young Mothers in Coven; a tea party at the Jubilee Hall attended by over 100 people; a Jubilee celebration by the CLASS Club at Coven Court. Events were supported by both local MPs, Jeremy Lefroy and Gavin Williamson. Mrs Jeffries requested that a letter of thanks be sent to them both. A letter of thanks to be sent to Mr A. Dutton in recognition of his hard work in redesigning the website and a scroll to be presented in due course.

Cllr M. Hampson left the meeting.

78. FINANCE REPORT:

The Council received the Finance Report and resolved the following matters:

- The Income and Expenditure Approvals list as of 14 June, **be approved**. Income £20 Expenditure £3859.55 plus £10,274.10 part payment to Playdale Playgrounds Ltd, see item 41**.
- The Direct Debit/Standing Orders from the May reconciliation **be approved**.
- The Financial Summary – Cash Book Reconciliation for May, tabled at the meeting, **be approved**.
- The Council considered the request of the Clerk to attend the SPCA Clerk's Day in Stone, at a cost of £40 plus travelling expenses. Clerk's Report referred. **It was resolved that the request be approved**.

79. PLANNING REPORT:

The Council received the Planning Report from the Head of Planning, Dr R.C.H. Taylor and considered the planning applications received. Dr Taylor briefed Members on the Planning seminar held 13 June and requested that the Parish Council consider making further representations against Brewood being classified as a large village like Wombourne and thus receive the same number of new houses, in recognition of the facilities available in Brewood, when the consultation on the amendments to the Core Strategy is received.

Notice of Consultation for tree works to be undertaken in the Conservation Area received – Sandy Lane, removal of trees.

It was resolved Dr R. Taylor discuss the matter further with the Clerk and reply as appropriate.

80. PLAYING FIELDS REPORT:

The Council received the reports for:

- Bishops Wood playing field and skateboard park, as supplied by Mrs S. Hughes. The Clerk reported that problems had been reported with wood pigeons perching above the swings. The Clerk had identified a number of solutions only one of which sounded workable and appropriate for a play area. Clerk to seek advice from playground supplier and the RSPB.
- Brewood playing field and skateboard park, no further report was received, see item 41**.
- Coven playing field and skateboard park, no report was received.

81. CLERK'S REPORT:

The Council received the written report of the Clerk and noted the following matters:

- Councillor training – Clerk to feedback to SPCA that two Members would be interested in new councillor training (Mr P. Smith and Mrs L. Tomkins) and possibly one for Chairmanship training (Mr P. Smith).
- Staffing. Clerk’s Report referred. M. Alden-Court reported that having interviewed earlier in the evening, the Staffing Committee recommended the appointment of Mr Matthew Orgill, subject to two satisfactory references, to the temporary part-time post of janitor with effect from 16 June, working 4 hrs/week Friday to Monday inclusive, SCP 7 paid as 5.5 hours per week. A probationary period would also apply.
The recommendation was approved.

ANY OTHER MATTERS OF REPORT:

465b* **Commemorative Stone, Coven Heath.** Mrs L. Tomkins reported that she had received a reply from Cllr. M. Hampson, copy to be circulated with the next agenda.

Matter of report.

It was reported that Cllr R Roberts OBE was again in hospital.

M. Alden-Court reported that she had visited Cllr I. Clay who was waiting respite care.

47. **Dementia Care at the Royal Wolverhampton Hospitals NHS Trust.** Mr M. Webb MBE reported that Wolverhampton Football League had awarded Mr Jinks £1500 towards care on the dementia ward.

It was resolved the outstanding action from the previous minutes was no longer appropriate.

There being no further business the meeting closed at 9.17pm.

..... Chairman.

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL
TO BE HELD 14 JUNE 2012**

MATTERS ARISING

41 Brewood Playing Field Equipment**

The letter referred to from Brewood Fire Service was dealt with some weeks ago although they have now requested an invoice of some form to support the grant they wish to make.

Phone calls received last week from the independent play inspector (from Digley Associates) and Playdale. Written report awaited from D.A. but their verbal report on 2 June stated they believed there was a risk to children leaving the slide who then ran in an arc in front of the swings to get back on the equipment. They advised that it was still acceptable to keep the park open and to proceed with the formal opening event – Dr Taylor was advised of this prior to the event taking place as one of the local Members who I knew would be in attendance. The report from D.A. will also highlight some other minor points that will need attention. Playdale phoned to say they want to sort the matter of the swings out as soon as possible and advised they would install 2 barriers to the north of the site. I made them aware of the comments from D.A. and said we would contact them again once the independent report had been received. The payment of the balance of the contract value to Playdale, in the region of £20,000, has been withheld awaiting this matter being resolved. Work still remains to be completed before we can draw down the Veolia grant (unless a phased draw down is submitted): waste bin(s) – Assistant Clerk to meet with Mr B. Taylor on 15 June; re-instate benches – being addressed with Mr P. Dunbar; conservation area / wild-life planting – being addressed by the ‘Bouncing Bunnies’.

Recommended resolution: the Clerk to pursue any outstanding issues with Playdale once the report has been received. Members may wish to consider whether a partial payment is made to Playdale in the interim.

Email received (posted on the Council’s web site forum) from Mrs D. Bate asking whether the Council had any plans to put toilets on the park at Brewood. I have provided an interim reply referring to the fact Brewood is one of the few villages in South Staffordshire to still have public conveniences and that it may not be considered good use of public money to maintain another such facility.

Members’ views.

282* Council and Community Web Site Members are asked to note the reference to ‘the proposal to advertise....to local schools’ on the agenda was merely a suggestion from the Clerk to Mr Fellows who had queried where and how the competition could be advertised. The following matters were deferred from the previous meeting:

- Review of the terms and conditions previously tabled by Mr T. Fellows in support of the Council’s proposed photographic competition – Member’s raised a number of queries to be considered when Mr Fellow was next available. **Members’ views.**
- Councillor photographs and brief biography – deferred until more Members were available at the meeting. **Recommended resolution: retain under Matters Ongoing until sufficient Members are present.**
- Facebook presentation from Mr Scott Smith. **Members are asked to consider whether they would prefer the 10-15 minute presentation to be scheduled for during a future meeting of the Full Council or prior to a future meeting of the Council at 7.00pm (next available meeting 26 July).**

183a*/165* Coven Heath Allotments Association Mrs Bristow has requested a meeting with the Clerk with regard to the matter of the water tanks – scheduled for 18 June. I am advised the first of the regular reviews of the Coven Heath allotments by interested Members is to take place on 27 June – Mr A. Higgins and Mr A. Lawrence will also be present. **Matter of report.**

426* **Parish Summit (Spring)** Copies of the Parish Summit report referenced on the agenda have been tabled for Members to take away to read. Any Member wishing to receive a copy of Lin Robinson's (SSC) presentation concerning the Code of Conduct is asked to advise the Clerk.

Matter of report.

450* **Police Reports** The latest Crime and Anti-Social Behaviour Report for Locality 2 has been received – copies have been tabled for Members.

Matter of report.

MATTERS ONGOING

391** **Coven Heath Moto-x** Email received from Ms L. Macdonald, Principal Enforcement Officer, South Staffordshire Council reporting that they are still endeavouring to resolve the matter. In summary the email states:

- The complaints received are about noise however complainants have refused to permit noise monitoring equipment in their gardens. Without this data SSC cannot determine whether it is a statutory noise nuisance.
- Use of the site is intermittent and by 1 or 2 people using the land illegally and without the owner's permission. These are not organised meetings and SSC are unable to predict when the land will be used to catch anyone on site.
- In order to progress the matter Ms Macdonald has asked for the case to be raised at the next Hub meeting (formerly JOG meetings) to be held 12 June. This will involve various bodies including Staffordshire Police to see if a resolution can be found given the restrictions.
- Ms Macdonald will advise the Council of the outcome of the meeting in due course.

Matter of report.

38. **Visit to HMP Oakwood** Confirmation received that a visit can be accommodated on Monday 1st October 2012 and that Mrs L.E. Jones may also attend the visit.

Members who have indicated they wish to attend are asked to confirm they are available and Members not available at the last meeting of the Council (Mr A. Ball, Mr D. Evans, Mr T. Fellows, Mr J. Pegg, Mr M. Webb) are asked to confirm whether they also wish to attend on 1st October.

Once the full list of names has been confirmed by the Council details will be provided with regard to time and the arrangements for getting into the prison.

56. **Code of Conduct** Confirmation from NALC still awaited with regard to the information omitted from the template previously issued although I have received a copy of the Statutory Instrument from the SLCC with regard to the Disclosure of Pecuniary Interests. Reply awaited from Ms L. Robinson, SSC with regard to a template that I understood SSC would issue for Parish Council's to consider. The Parish Council is required to adopt a new Code of Conduct and the associated responsibilities on 1 July, with declarations of interest required within 28 days.

Members' views.

CORRESPONDENCE RECEIVED

68. **Summer Sussed** Closing date for replies is 15 June although Ms S. Osbourne has confirmed the Council can confirm the following week. Separate report of the Clerk tabled – the reply to a number of queries raised with SSC awaited.

72. **Neighbourhood Planning Factsheet** Copies of the Factsheet referenced on the agenda have been tabled for Members to take away to read.

FINANCE

Bank Reconciliation Members are asked to approve the Financial Summary – Cash Book Reconciliation for May, copy tabled.

SPCA Clerk's Day To consider the request of the Clerk to attend the SPCA Clerk's Day in Stone on 11 July subject to the agenda, yet to be confirmed, being of value at a cost of £40 plus travelling expenses. The Regional Conference in Dudley, previously approved, was cancelled.

OTHER MATTERS FOR THE CLERK'S REPORT

Councillor Training Staffordshire Parish Councils' Association is querying whether there is a demand for new councillor and chairmanship training – subject to demand training course(s) will be arranged.

Members are asked to advise the Clerk at the meeting if they would be interested in attending such training – normally scheduled to take place in the evening in Stafford.

Training courses are also to be arranged, again subject to demand, covering the Microsoft products Word, Excel and Access as well as Photoshop.

Members are asked to advise the Clerk at the meeting if they would be interested in attending such training.

Staffing To consider any recommendations that may be made by the Staffing Committee from the meeting held earlier in the evening. The Chairman of the Staffing Committee may wish to report.

Members' views.