

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, 8 NOVEMBER 2012 AT 7.30PM

PRESENT:

M. Alden-Court, Mr R. Dakin, Mr D. Evans, Mrs J. Jeffries, Mr J. Pegg, Mr P. Smith, Dr R.C.H. Taylor, Mrs L. Tomkins, Mr M. Webb MBE, Mr P. Webster.

APOLOGIES:

Mr A. Ball (unwell), Mrs J. Carr (personal), Mr T. Fellows (work), Cllr Mrs D.M. Holmes (personal), Mr G.E. Martin (personal).

IN ATTENDANCE:

Cllr M. Hampson.

The Chairman reported the death of David Barker, the Parish Council's handyman, gardener and janitor. The Council held one minute's silence as a mark of respect.

MINUTES:

The minutes of the meeting of the Council held 25 October 2012 were approved as being an accurate record and duly signed, subject to the following: Item 265, Mrs L. Tomkins had advised that she would attend the Coven drop-in event, Mrs J. Carr would attend Coven and Brewood, M. Alden-Court would also attend Brewood and Mr R. Dakin would attend Coven and Brewood; Mrs J. Jeffries had said that she hoped that those attending the Civic Sunday would also be able to attend the Brewood Christmas Lights. Mr J. Pegg apologised for not having attended the Bishops Wood drop-in.

DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION:

Dr R.C.H. Taylor declared an interest in planning application 12/00858/FUL and Item 284. There were no requests for dispensation as required under the Code of Conduct adopted in compliance with the Localism Act 2011.

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.

272. **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.

Mr Peter Tomkins of Coven Heath Community Association expressed concern for road safety due to people parking on both sides of the road in Ball Lane, Coven Heath. He asked for the Parish Council's support in requesting that double yellow lines be painted along both sides of Ball Lane with no loading/unloading kerb markings. **The Clerk to write to County Highways supporting the recommendation.**

Mr Bernard Rogers of Brewood Bowling Club expressed his concern at the length of time it had taken to agree the bowling club lease and requested a progress report. The Chairman advised that the matter would be discussed later in the evening under item number 245**.

MATTERS ARISING:

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

41** **Brewood Playing Field.** Mr B. Wilding, County Highways had advised that he had raised a job for Highways to widen the path that leads up to the Engleton Lane gate onto the playing field and install staggered safety barriers outside the park gate, which would allow access for pushchairs and wheelchairs. **Matter of report.**

286* **Bus Shelter, School Lane, Coven.** Email received from Mr B. Wilding advising that at a recent site visit it was agreed a bus shelter on the east side of School Lane (playing field side) may cause visibility problems for anyone exiting Sunset Close and that a bus shelter on the west side of School Lane should not cause issues for the resident next to the site as the shelter would be set back against the existing fence line. Mr Wilding suggested a clear cantilever shelter may be possible on the east side if deemed necessary and proposed that Highways would undertake a site inspection prior to any works commencing to ensure the chosen type of shelter was appropriate to the preferred location. Clerk's Report referred. The bus shelter survey was tabled to Coven Members to approve.

It was resolved that: the draft survey be approved, to be circulated to residents to ascertain whether there was a need for a bus shelter at the north end of School Lane; to be circulated to all residents in School Lane and all roads off it by Coven Members – schedule to be agreed.

351*/79b/84 **Localism / Core Strategy.** Email received from Mr P. Mullard advising, along with other information, that the 'Brewood Action Group, Horsebrook Lane' had been renamed the 'Brewood Development Action Group'. Copy circulated prior to the meeting. Email received from Mr P. Monckton forwarding maps of land in his family's ownership around Coven and Coven Heath. Copies were available from the Clerk at the meeting. Letter also received from Mr P. Monckton reiterating the information received by the Council from Mr P. Monckton at the meeting held 25 October, copy circulated prior to the meeting. With regard to Mr Mullard's email, the Clerk stated that she took great exception to the reference to 'Not in your back garden'. No Members of the Council present recalled the Clerk having used the phrase and the Council resolved that it be recorded that no such statement was made. The Chairman stated that the email implied that the Parish Council was making efforts in favour of one group over another. The Council resolved that it also be recorded that the efforts of the Parish Council, and likewise those of South Staffordshire Council, were for the good of the whole community.

It was resolved that Mr Monckton's correspondence be acknowledged and held on file for future reference.

142b. **GP Surgery Proposal.** Copy correspondence from Mr A. Johnson, South Staffordshire Council, sent to Mr D. Evans by Mr G. Williamson MP, as referenced at the previous meeting of the Council. Copy circulated prior to the meeting. Copy of the correspondence sent to Mr D. Evans from Staffordshire PCT,

as previously referenced by Mr Evans concerning an independent survey of the premises undertaken by the PCT, also circulated prior to the meeting.

Matter of report.

159. **Waste Bins, Canal.** Reply received from the Canal & River Trust confirming that the Council's request had been forwarded to the Customer Care Supervisor for further investigation and they would respond in due course.

Matter of report.

228. **V Festival 2012 Debrief.** A debrief meeting was held at South Staffordshire Council on 1 November. Mr J. Pegg reported that he and Mrs Jeffries had attended. The feedback was positive and the event had been managed effectively. Traffic problems had been less than in previous years.

Matter of report.

231. **Standeford Farm Cafe Alcohol License Application.** Mr D. Evans outlined the law regarding the approval of an alcohol license and expressed his concern that the Council's reasons for objecting would not prove to be sufficient at a hearing. Some Members still wished to proceed with opposing the license at Standeford Farm Cafe, on the basis it was morally inappropriate to sell alcohol at a transport cafe. Cllr Hampson advised that he had scrutinised the paperwork and the Police had no objections to the application. The Hearing was scheduled for 19 November 2012.

It was resolved that interested Members provide the Clerk with a statement of evidence to forward to David Pattison for his advice as to whether or not it was admissible evidence and suitable for the Hearing. The Council agreed to stand-by and act on Mr Pattison's advice. Clerk to advise Mr Pattison as soon as possible to expect the statement on Monday 12 November.

238c **Winter Parish Summit.** Members were reminded that they were invited to attend the Winter Parish Summit at South Staffordshire Council on Friday 23 November, 9.30am to 1.30pm. The theme would be Welfare Reforms. South Staffordshire Council was seeking confirmation as to which Members would be attending.

Mrs L. Tomkins advised that she would be attending; Clerk to notify South Staffordshire Council and request a copy of any papers distributed in relation to the event.

266. **Coven Heath Motor Cross Practice Track.** With reference to the application considered at the meeting of the Council held 25 October 2012 (Application 12/00806/TEM, resubmission of 11/00777/COU) Mrs L. Tomkins reported that the last date for objections was 28 November and provided details of her conversations relating to this matter with South Staffordshire Council and Cllr B. Cox. Mrs Tomkins had been advised that objections should be made online and had explained this was not possible for many residents of Coven Heath did not have access to computers. The original petition to be resubmitted to the Planning Department for consideration.

Matter of Report.

267b. **Bus Shelter, The Parade.** Mr P. Webster reported that he had carried out a survey at the bus stop regarding replacing the seat, details of which were tabled at the meeting – 13 in favour of replacing the seat, 27 against. Mr Webster also reported that the bus shelter had been subject to vandalism and a member of the public had reported youths climbing on top of the bus shelter at around 10.00pm. Mr Webster requested that the PCSO be asked to patrol.

It was resolved that the seat would not be replaced and the Clerk to advise PCSO Price of vandalism (signs of burning at the shelter) and anti-social behaviour.

270. **BPSA Maintenance Costs.** Mr M. Webb outlined the annual expenditure incurred by the BPSA and requested that the Parish Council support their attempts to secure funding by agreeing to consider

renewing the lease at the ground in Engelton Lane, for a further 25 years and to consider paying the recent costs for tree lopping and a Legionella test / risk assessment from the grant held by the Council for the BPSA. Clerk's Report referred and acknowledged that there was sufficient money remaining in the grant to cover the cost of tree lopping (£160) the Legionella test / risk assessment.

It was resolved that the respective invoices be paid for out of the grant held and the matter of the lease be placed the agenda for the next meeting of the Council.

MATTERS ONGOING:

245**. **Brewood Bowling Club.** Clerk's Report referred. M. Alden-Court advised that at the Brewood drop-in event, three people had mentioned the delay in producing the bowling club lease, which she felt reflected badly on the Council. The Clerk advised that the lease had been sent to the Parish Council's solicitor at the end of July but had been reported as not having arrived at the solicitor's until the beginning of September. The Clerk also reminded Members that the Council had been advised that the lease would be delayed by making the registration of the Sandy Lane land a high priority – something which was also a concern to local residents. The Council's solicitor had advised that the lease would be ready by the end of the following week (16 November). It would, in due course, be copied to the bowling club committee for them to review with their solicitor.

Matter of report.

408** **Croft House, Coven.** Confirmation of the discharge of Condition 9 (Landscaping Scheme) of 06/01241/FUL awaited from South Staffordshire Council.

It was resolved the Clerk follow this matter up with South Staffordshire Council.

238* **Speeding Traffic, School Lane, Coven** Date for the installation of SIDs awaited.

M. Alden-Court to follow-up at forthcoming meeting with the Road Safety Partnership.

351*/79b/84. **Localism/Core Strategy.** Clerk's Report referred. M. Alden-Court stated that the drop-in events had been a great success and suggested that similar events take place annually as a way for the community to get to know its Councillors.

Matter of Report.

CORRESPONDENCE RECEIVED:

273. Mr A. Smillie, Underhill Langley & Wright forwarding a copy of an email received from the Legal Department of the Royal British Legion in which they requested evidence of this Council's title to the land in Shop Lane, as leased to the Royal British Legion, going back at least 15 years. This evidence had been requested by Land Registry in response to the Legion's application to register the lease agreed in 2011. The Clerk reported Mr Smillie had advised leases of greater than 7 years were legally required to be registered with Land Registry.

It was resolved that the Clerk reply to Mr Smillie giving the Council's permission to forward the necessary evidence.

274. J. Wright forwarding the Staffordshire 3rd Sector Network E-Bulletin which included a link to the Staffordshire and Stoke on Trent Police and Crime Commissioner Election update, copy circulated prior to the meeting.

It was resolved that the questions and answers be posted on the Parish Council's notice boards.

Cllr M. Hampson gave his apologies for the Chairman's Civic Sunday and left the meeting.

275. M. Jenkinson, South Staffordshire Council forwarding the month four data and update report on the South Staffordshire Connect service. A copy of the update report was circulated prior to the meeting. The month four data was available from the Clerk on request.

Matter of report.

276. Mr J. Cook giving notice of the temporary road closures in Brewood on 25 November, 10am to 7pm for the Brewood Christmas Lights Switch-on: Market Place, Church Road and Newport Street from the Market Place to the junction with School Road.

Matter of report.

277. South Staffordshire Council enclosing a copy of the revised register of electors as at 16 October 2012. The Parish Council was provided with a copy of the full register which was available for public inspection but only under supervision. Details of the restrictions on its use were included in the cover letter which would be retained on file with the register.

Matter of report.

278. SPCA forwarding an email from Staffordshire County Council inviting Parish Council's likely to be affected by the Government's HS2 proposals to contact the Joint Local Access Forum and send one representative to attend a meeting on 29 November at County Buildings, Stafford.

Matter of report.

279. Notice of a West Midlands Allotments Officers' Forum to be held by the National Allotments Society in Stoke-on-Trent on 4 December.

Matter of report.

280. European Textile Recycling with regard to Community Parish Recycling, copy circulated prior to the meeting. Mr Webster had researched this matter and recommended that the Parish Council did not pursue the idea.

It was resolved that this matter would not be pursued.

281. HMRC with regard to 'Getting your business ready for PAYE Real Time Information'. HMRC's Basic PAYE Tools, as used by this Council, would be updated for RTI in February 2013.

Matter of report.

282. **CORRESPONDENCE CIRCULATED:**

South Staffordshire Council meeting of the: Overview and Scrutiny Committee held 30 October; Regulatory Committee to be held 6 November. Planning application decisions 8 to 26 October. Boost Your Business free event invitation.

SPCA Communities, Councils and Clerks Newsletter – copy circulated prior to the meeting.

Information from NALC and SPCA: Bus subsidy consultations; Preparation for getting the most out of appraisals; Etiquette with emails; Standing orders for Local Councils update – 2nd edition due autumn 2013; Paths for Communities; Community groups access to funding to use the Community Right to Challenge; Reaction to the Government's Rural Statement; Community Right to Build seed funding; Cuts to Broadband installation red tape.

What's On at South Staffordshire Libraries for November.

Newsletters and Publications: Clerks & Councils Direct; Wolgarston SNU and Meet the Teachers SNU; Bishops Wood Bugle; Village News.

283. **CHAIRMAN'S REPORT:**

The Council received the report of the Chairman and noted the following: Mrs Jeffries had attended all three drop-in sessions and was very pleased to have had the opportunity to speak to the public. The attendance figures were being typed up with other data by the Community Council of Staffordshire but were in the region of: Coven 45, Brewood 102, Bishops Wood 25. She had attended the Tuesday afternoon social event at Bishops Wood and had 10-12 questionnaires completed by those who would not be able to attend the evening drop-in event.

Mrs Jeffries confirmed that she would be attending the Remembrance Service on 11 November.

She reminded those Members who had not replied regarding the Civic Sunday to advise the Clerk whether or not they would be attending as soon as possible.

She had been given the name of a sculptor in Brewood and had forwarded the details to Mrs L. Tomkins.

284. **FINANCE REPORT:**

The Council received the Finance Report from Mrs J. Jeffries, in the absence of Mrs J. Carr and resolved the following matters:

- The Income and Expenditure Approvals Lists as at 8 November: Income £100, Expenditure £1,718.84, **be approved.**
- The Financial Summary – Cash Book Reconciliations for October, **be approved.**

Brewood & District Branch Royal British Legion thanking the Council for its donation of £120 towards the 2012 National Poppy Appeal. Members who were to lay wreaths on 11 November were reminded to collect them after the meeting. Mr J.Pegg confirmed that he would lay a wreath on behalf of the Parish Council at St John the Evangelist church at Bishops Wood.

Matter of report.

Members were reminded that any recommendations for inclusion in the 2013/2014 budget were required to be submitted to the Clerk in writing no later than 12 November. A quote had been sought from Highways for the resurfacing of the Council's driveway when work would be undertaken in Stafford Street early in 2013. Further details would be made available to the Council once further quotes had been obtained.

Matter of report.

BPSA Legionella Testing. Clerk's Report referred. See item 270.

The Clerk asked Members to consider whether they wished to purchase a wreath or make a donation to the family's chosen charity in memory of David Barker, the Council's handyman.

It was resolved that a donation of £25 be made to charity.

285. **PLANNING REPORT:**

The Parish Council received the Planning Report from the Head of Planning, Dr R.C.H. Taylor and considered the planning applications received.

286. **PLAYING FIELDS REPORT:**

The Parish Council received the reports for:

- Bishops Wood playing field and skateboard park: No report received. While Mrs Hughes was unwell Mrs Claire Griffiths had volunteered to undertake the inspections.
- Brewood playing field and skateboard park, Mr D. Evans had nothing to report.
- Coven playing field and skateboard park, Mr R. Dakin reported a hole in the ground near the swings which he deemed to be dangerous. He also reported a problem with dog fouling at The Bront.

M. Alden-Court reported that a number of young adults had brought a dog onto Coven playing field on Sunday 4 November. They were asked to remove it which they eventually did. They had previously been making inappropriate comments to the women's football team. M. Alden-Court advised she would monitor the situation and report any further incidents to the Police.

287. **CLERK'S REPORT:**

The Parish Council received the written report of the Clerk which was dealt with under headings. The Clerk further reported that, following a review by the Assistant Clerk and the Council's handyman, up to 200 trees at The Bront may need to be the subject of the independent inspection of trees at risk of falling onto a path, adjacent boundary or property.

It was resolved that the Clerk contact the SLCC Forum with regard to the experience of other Councils, identify further potential contractors to quote for the required work and report back to the Council.

ANY OTHER MATTERS OF REPORT:

288. M. Alden-Court reported that the Staff Appraisals had not been carried out this year and were due last summer. The Clerk reported that as long as they were completed during the financial year that was adequate and she requested that they be scheduled after she had prepared the 2013/14 draft budget for Council.

It was resolved that a suitable date be arranged by the Chairman and Chairman of the Staffing Committee.

289. Mr J. Pegg reported that the bus stop in Bishops Wood required further attention as the hard standing previously laid was ineffective.

Mr J. Pegg and Mrs J. Jeffries to advise the Clerk of the requirements. Mr Pegg agreed to forward photographs of the site to the Clerk.

Dr R.C.H. Taylor reported an incident in Dirty Lane, Brewood and the difficulty he had in getting through to the Police, including the delay in their telephone response. He recommended that the matter be taken up with the Police Commissioner, once appointed. The Clerk reported that, too late for the agenda, the monthly crime and anti-social behaviour report had been received from the South Staffordshire Council Crime and Safety Partnership, which would be circulated with the next agenda.

290. Mr D. Evans reported that the downpipe from the Lion Hotel was still discharging water directly onto the pavement. This had already caused a slip hazard due to the icy conditions recently. A gully was required in order to take to surface water to the drain.

Clerk to pursue this again with Highways who had previously agreed to look into the problem.

Mr R. Dakin reported that the manhole cover in The Orchard (previously reported several times to Highways) was in a worse condition.

The Clerk advised that a progress report would be sought from Highways.

There being no further business the meeting closed at 9.30 pm.

..... Chairman.

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL
TO BE HELD 8 NOVEMBER 2012**

MATTERS ARISING

286* **Bus Shelter School Lane, Coven** The draft survey has been tabled to Coven Members (at the meeting) and the views of Mrs J. Carr were sought earlier in the day.

The survey refers to the surveys needing to be returned to the Parish Council – can Members confirm this is the preferred approach with the option to consider collecting door to door nearer to the closing date if there is a poor return?

Local Members are asked to approve the survey or recommend any changes.

Arrangements for distribution to be confirmed – Mrs J. Carr has offered to distribute the survey to local residents.

266. **Coven Heath Motor Cross Practice Track** A copy of Mrs Tomkins' letter to South Staffordshire Council is tabled for each Member.

267b. **Bus Shelter, The Parade** A report summarising the findings of Mr P. Webster is tabled for each Member.

270. **BPSA Maintenance Costs** The budget held for the BPSA by this Council was £3,606 including carried forward funds from 2011/2012. Although still to be confirmed by the BPSA it is my understanding that the quote for the grounds maintenance of the BPSA ground for 2012/13 was £1,883 from South Staffordshire Council, excluding any additional services they may request during the year.

MATTERS ONGOING

245** **Brewood Bowling Club** M. Alden-Court has indicated that she wishes to speak on this matter. The Council has also received an email from Ms H. Skidmore concerning a report from Mr B. Rodgers that he had been advised the lease was available to be signed. Clerk to report further.

301** **Queen's Diamond Jubilee** The tree that had to be taken down in Engleton lane has now been replaced by a Himalayan Birch, my thanks to Dr Taylor for not only sourcing the tree but for planting it as well. **Matter of report**

279* **Council Offices** Work on the second phase is unlikely to commence until mid November due to the availability of the contractor and the 8 November Council meeting. After this we will then have 3 weeks between meetings.

Matter of report.

351*/79b/84 **Localism / Core Strategy** The three drop-in events have now been held and the Community Council of Staffordshire will type-up the feedback received for the Council in due course. The concerns raised by Mr P. Westwood, including his recommendation that a risk assessment be undertaken, have been forwarded to County Highways with a request that they advise this Council if they require a further copy of the images provided; Mr Westwood has already provided Highways with a copy. **Matter of report.**

199. **Tree Inspection, The Bront** Following a site visit to the Bront by the Assistant Clerk and Handyman a rough initial assessment suggests there could be in the region of 200 trees that would be the subject of an inspection. I have spoken to our insurers to ascertain whether they have any guidelines on this matter but they simply state that to satisfy our insurance we must have taken the advice of a

professional as to the safety of the trees and acted on any advice given in order that the Council could counter any claim of negligence in the event of an incident.

227. **Road Signs, Horsebrook** Forwarded to South Staffordshire Council. **Matter of report.**

244b. **Road Safety, Mini-island Brewood Road, Coven** Statistics sought from County Highways. **Matter of report.**

FINANCE

BPSA Changing Rooms Legionella Testing Members are asked to note that the cheque has been raised on the expectation that approval will be given for this cost to be covered by the grant held by the Parish Council. The cost of the service provided to the BPSA by the contractor Kingfisher will need to be confirmed by the BPSA before the cheque can be released.

PLANNING

Consultation on intention to carry out tree works within the conservation area, 12/000887/TREE, reply required by 19 November. I believe this has been incorrectly directed to this Council and have advised Mr H. Baugh-Jones to this effect. **Matter of report.**

OTHER MATTERS FOR THE CLERK'S REPORT

Open Doors Weekend – press cutting forwarded by Mr P. Sander with regard to the Open Doors Weekend at the incinerator plant, Four Ashes. To be held from 9am to 4pm Nov 9 and 9am to 1pm Nov 10. This is part of several 'behind the scenes' open days organised as part of the construction industries first Open Doors Weekend. To register for a tour visit www.opendoorsweekend.co.uk.

Matter of report.

Email received from Mrs D. Bate, Vice Chair of Governors St Mary and St Chad's First School, Brewood inviting Members to attend their open morning on Wednesday 14 November being held for prospective parents who have children of an age to start school in the school year 2013/14. Tea and coffee will be available from 9am, with a welcome by the Headteacher at 9.30am followed by an opportunity to have a tour of the school and talk to staff, pupils and governors.

Matter of report.

ANY OTHER MATTERS OF REPORT

Staffing M. Alden-Court has indicated that she wishes to speak on this matter.