

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, 31 JANUARY 2013 AT 7.30PM

PRESENT:

M. Alden-Court, Mr R. Dakin, Mr D. Evans, Mr T. Fellows, Mrs J. Jeffries, Mr G.E. Martin, Mr J. Pegg, Mr P. Smith, Dr R.C.H. Taylor, Mrs L. Tomkins, Mr P. Webster.

IN ATTENDANCE:

Cllr B. Cox.

APOLOGIES:

Mr A. Ball (personal), Mrs J. Carr (holiday), Cllr Mrs D.M. Holmes (holiday), Mr M. Webb MBE (holiday), Cllr M. Hampson (personal).

MINUTES:

The minutes of the meeting of the Council held 10 January 2013 and the Brewood Traffic Management Working Party held 18 January 2013 were approved as being an accurate record and duly signed.

DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION:

None received.

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.

364. **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 M. Shaw of Kiddemore Green Road Action Group reiterated the group's reasons in detail for refusing the planning application for a Primary Care Centre at Kiddemore Green Road and asked for the Council's support in rejecting it. Mr C. Hamblett of Kiddemore Green Road and Mr Shaw also queried the process followed by Councillors at South Staffordshire Council when the application was previously considered. Cllr Cox replied.

The Chairman moved that public participation be extended for a further five minutes in order to allow other members of the public to speak.

Mr P. Mullard of Horsebrook Lane enquired regarding the Core Strategy document. Cllr B. Cox advised that approval had been put back due to a legal challenge and advised that he would speak on the matter later in the evening.

Mr J. Cooper of Brewwood Traders' Association asked if it was possible for the surgery to remain on the current site, what the impact might be on trade should it be sited at Kiddemore Green Road, on the outskirts of the village and whether further parking could be made available in the centre of the village to mitigate the situation. Cllr Cox outlined the lengths that South Staffordshire Council had gone to in order to promote trade and encourage tourism and investment in the area. Mrs Jeffries referred to the work being undertaken by the Brewwood Traffic Management Working Party with regard to parking and the information gathered from the recent drop-in sessions and previous survey which would provide Highways with useful evidence.

MATTERS ARISING:

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

256** **Traffic Management, Brewwood.** The Council considered the recommendations of the Brewwood Traffic Management Working Party and resolved the following matters: (numbers in brackets referred to the Working Party Minutes):

- Parking Needs Survey (4.1) - **the Residents Parking Needs Survey, as written by Liz Minshall, be progressed and the Village Agent Jan Wright be approached to assist with the survey. Survey to be circulated to Brewwood residents in the first instance with the forthcoming parish Newsletter.** Costs will be incurred in printing the survey (quotes to be sourced) and any impact on working hours will be subject to the extent of the support available from the Village Agent.
- Sandy Lane, 2hr Waiting Limit (5.1) - **this matter be forwarded again to Highways, to be progressed as Brewwood's highest priority and noting that it was now felt the Doctors' Surgery should be treated as any other consultee, no longer needing pre-consultation consideration. Correspondence to be copied to Cllr R. Roberts.**
- Traffic Congestion at School Times (6) –
 - A copy of the letter from Brewwood Middle School had been supplied
 - **The Clerk to write to Highways supporting the request for a Risk Assessment and reminding M. Keeling that he and D. Wright previously agreed to revisit School Road and Newport Street to consider the congestion at school times and report back to the Council**
 - **The Clerk to seek a reply from M. Keeling with regard to the proposal from this Council for School Road to be one-way, from Brewwood Middle School to Newport Street**
 - **The Clerk to contact St Mary and St Chad's First School with regard to making a similar approach to Highways for a Risk Assessment of the congestion in Newport Street at school opening and closing times.**

All other matters discussed by the Working Party, as recorded in the Minutes of 18 January, represented actions to progress previously approved resolutions of the Council and would be acted upon by the Clerk in due course.

Reply received from Highways concerning the request of the Working Party to reduce the length of the dropped kerb outside the Spar, querying the extent of the surface at the Stafford Street / Engleton Lane junction and to ensure Conservation Area standards be maintained during the works in Stafford Street. Copy circulated prior to the meeting. Email sent thanking Highways for their prompt and detailed reply.

Matter of report.

282*/381* **Council and Community Website.** Members considered the presentation of prizes to the winners of the Council's photography competition. Mr T. Fellows reported that the prints were ready and were awaiting mounting.

It was resolved that the prizes be presented to the competition winners at 7.00pm on 14 February 2013, prior to the meeting of the Parish Council.

465b* **Coven Heath Village Sign.** Notice received from Staffordshire County Council confirming that the provision of a wooden village sign in Coven Heath was acceptable in principle but funding would need to be sourced through the Divisional Highway Programme or by private means. Details forwarded to Mrs L. Tomkins.

Matter of report.

98a/325a* **Staffing Committee.** The permanent posts of Handyman/Gardener and Janitor were considered. Due to the confidential nature of the matter to be discussed, this item was taken at the end of the meeting when the public and press were asked to leave.

142b **GP Surgery.** Letter received from Mr R. Cook of Brewood, in support of the proposals for a new GP Surgery. Copy circulated prior to the meeting.

It was resolved that this matter be considered under Planning.

158a **Health and Safety, Coven Changing Rooms.** Procedures and documentation had been drafted to track legionella testing as recommended by the Risk Assessment undertaken on 24 October 2012 by Kingfisher Environmental Services Ltd. Once quotes had been sourced and the required testing equipment purchased, the process would be trialled.

Matter of report.

164. **Public Participation – Brewood Issues.** Email received from Mr P. Mullard seeking an update with regard to the lack of registration plates on trailers, his request for monitors to control speeding in Horsebrook Lane, the missing sign in Bargate Lane and the pothole alongside the manhole cover in The Orchard. The first two matters were brought to the attention of PCSO Price. Clerk's Report referred.

It was resolved that the Clerk write to Highways requesting that a Speed Indicator Device be erected in Horsebrook Lane.

208. **Roseclaim – VFestival 2012.** Letter received from Mr T. Webber, Chairman of Bishops Wood Village Hall Management Committee seeking funding from the 2012 VFestival grant.

It was resolved that the letter be held on file for consideration along with other applications in due course.

244b. **Coven Traffic Management.** Members considered the resolutions of the Coven Traffic Management Working Party and resolved the following:

- **Brewood Road near Mount Pleasant: location of existing 30mph speed restriction to be reviewed. Clerk to write to Highways with regard to moving the change of speed restriction sign from by Jackson's Bridge to further north, away from Coven**
- **Speeding Traffic in to Coven from the A449: the Clerk to write to Highways requesting a site visit to consider possible locations for SIDs to address the issue of speeding traffic along the Brewood Road from the A449 and along Poplars Farm Way. The Clerk to also draw the matter to the attention of the Police requesting they speed check these locations from time to time.**
- **Lawn Lane: the Clerk to request the hedge near the chicane / Methodist Church be cut back from the road sign and Highway; to be reported to Clarence or South Staffordshire Housing Association as appropriate.**

- **Mud on Road:** Mr Peter Webster reported that mud left on the road was the responsibility of the farmer and he had submitted a query to the Police to ascertain the number of accidents due to mud on road; Clerk to follow-up this matter with the Police to obtain a reply.
- Coven Heath Traffic Management – report received from Mrs L. Tomkins. No further action currently required.

251. **Rosehill, Residential Caravans.** Email received from Ms L. Macdonald of South Staffordshire Council advising that a further retrospective planning application was scheduled to be submitted within two weeks of 11 January which would be considered in line with current planning policies (without prejudice). This Council would be advised of the application once it was validated and registered.

Matter of report.

269. **Superfast Broadband.** Email received from Mr M. Groom of Bishops Wood concerned at the poor service of 0.4Mbs connection speed available in the village and providing details from a web site that recommended a connection speed of 4 to 8Mbs to download music or watch on-line videos and the 'fastest connection you can get' for watching TV over the internet or downloading software or games.

Matter of report.

297. **Wildflower Planting.** Phone call received from Ms Malkin advising that she would be looking for a 4 to 5 sq m area of grass to the north east end of the Jubilee Park playing field to develop a wild flower area for bees. The Council had already approved the principal.

It was resolved that the Clerk request details from the Bowling Club as to the easterly extent of the land they would be seeking to develop in order that an area of land may be agreed with Ms Malkin. The Clerk to also discuss with the Bowling Club the intention for wild flower planting to the east of the proposed site and ascertain whether this was an issue for a bowling green.

308. **HMP Featherstone.** Reply received from Mr G. Williamson MP advising that he would keep Members informed in all matters and offering to take up any concerns that Members may have with the Prisons Minister or the Prison itself.

Matter of report.

328. **Civic Sunday 2012/13.** Letter received from Ms H. Weston of Henrietta's Catering returning the Council's cheque and requesting a new cheque be made out to a different payee. Ms Weston again expressed her disappointment at the full invoice not being paid, advised that a hallmark of her business was providing more than sufficient quantities of food and hoped the Council would reconsider and pay the full amount. Having discussed the matter with the Head of Finance and the Chairman, a new cheque was raised and signed for the amount previously approved by Council and the Council's reasoning provided again. **Matter of report.**

340. **Flooding in Horsebrook Lane and Horsebrook Hall Lane.** Copy email received from Mr A. Williams to Mr M. Keeling of Highways reporting that the blocked drains at the top of Horsebrook Lane near the A5 had still not been cleared and that there were still several serious potholes in the lane, some of which had recently been filled and since broken-up again.

Matter of report.

360. **Availability of Clerk's Reports.** The availability of the Clerk's Report to Members prior to the evening meeting was considered.

It was resolved that the Clerk's Report would continue be tabled at the meeting.

361. **Missing Post at Junction of Footpaths 76/59.** Two further verbal reports had been received with regard to vehicles driving along the bridleway from Ivetsey Bank Road across The Common towards Jackanory Cottage, Bishops Wood.

It was resolved that an item be included in the next edition of the Parish Council's Newsletter and Bishops Wood Bugle pointing out the danger of access and egress at this junction and asking residents of Bishops Wood to be vigilant.

MATTERS ONGOING:

351*/79b/84/298 **Localism / Core Strategy.** Clerks Report referred. Copies of the Community Council report of the information gathered at the drop-in events were copied to Members either before or at the meeting.

It was resolved that the Clerk write to Mr S. Winterflood thanking him for South Staffordshire Council's financial support of the Community Council in facilitating the recent drop-in events. It was further resolved that Members consider how the Parish Council may best progress the matters raised in the report; recommendations to be made at the next meeting of the Council for consideration.

Cllr B. Cox advised that the Core Strategy document had been delayed due to a High Court Challenge of Core Policy six of the document (distribution of dwellings) which referred to the table concerning Housing Land Supply. A hearing would be set for the end of Feb/early March 2013. No other policies had been challenged and as such these represented the basis of policy decisions and had been adopted.

171. **Parish Guide.** Clerk's Report referred. Members to provide the Clerk with items for inclusion in the Newsletter by 8 March.

It was resolved that the Parish Newsletter would now be published with a draft copy of the Newsletter being made available at the next meeting of the Council. The Newsletter and Parish Guide would then be distributed across the Parish in view of the delay on the Site Allocations consultation.

245** **Brewood Bowling Club.** The Clerk reported that no reply had as yet been received to the message left on 28 January for Mr Smillie which sought a date by when the draft lease would be available. **Matter of report.**

294. **Crime figures.** Dr R.C.H. Taylor reported a 15-20% increase in the crime figures. Mrs J. Jeffries to discuss the matter at the My Place My Say event. Dr Taylor advised that he had provided Mrs Jeffries with the details.

Matter of report.

408** **Croft House.** The Clerk reported that Condition 9 related to landscaping and the South Staffordshire Council Officer had confirmed that this would usually be the final part of any development although she would pursue the related drawings which were still outstanding.

Matter of report.

CORRESPONDENCE RECEIVED:

365. Ms L. Macdonald, South Staffordshire Council with reference to Horden caravan site, off Ball Lane, Coven Heath – formerly occupied as a gypsy/traveller site where injunctive proceedings were taken and a planning appeal was lodged. Ms Macdonald advised that the terms of the Enforcement Notice relating to the above land had been complied with and no further action would be necessary on this land. This matter was deemed to be closed.

It was resolved that the Clerk write to Ms Macdonald thanking her for her hard work on this matter.

366. Invitation and agenda for the All Localities Member Forum held 28 January 6.00pm to 8.00pm at the Council offices of South Staffordshire Council in Codsall (refreshments from 5.30pm). Invitations were sent to Members in advance, and places booked on request, due to the timing of the meeting.

Matter of report.

367. Mr P. Rivers requesting the Council fund tree works to the branch of a tree, on the boundary of his property and the BPSA ground that overhung his property. Copy circulated prior to the meeting. Mr S. Dores of South Staffordshire Council previously advised, prior to the BPSA commencing any tree works, that there was no safety issue in the BPSA's contractor removing the branches overhanging their pitch and no others.

It was resolved that the Clerk write to Mr Rivers advising him that he may remove the overhanging branch and that any further concerns he may have should be discussed with representatives from the BPSA.

368. Football Foundation forwarding their 2011/2012 Financial Survey for completion. This follows their previous Monitoring and Evaluation Survey for the same period. The required data was submitted as an email by the Clerk, the supplied web forms did not work under Internet Explorer.

Matter of report.

369. Mr J. Roobottom, Chairman of Brewood Tennis Club advising the Council of the Club's intention to seek external funding for slabbing the grassed area in front of the changing rooms for an area of 12.5m x 4m (the club house is 12.5m wide and it is 9.5m from the club house to the fence of the courts) and providing steps across the grass from the patio (slabbed) area to the tennis courts. Although the email stated the Club was advising the Council of its intentions, Mr Roobottom had been advised the Council would confirm whether or not it approved the project in due course. Members expressed concern that the proposal could encourage football to be played in front of the changing rooms.

It was resolved that Mr Roobottom be advised that Members felt the matter required further discussion and that a site visit with Members and representatives of the Club could be arranged if desired.

370. Mrs K. Webber requesting a grit box for the junction of Old Weston Road and Ivetsey Bank Road near the post box for use on the sloping pavement into Old Weston Road and the junction itself. Local residents had volunteered to spread the grit and local Members were in support of the request. The possibility of meeting such a request had been raised with Highways and consideration was given to whether a grit box was visually appropriate at this location all year round.

It was resolved that the idea be agreed in principle subject to the availability of a less visually obtrusive bin that could be located to the rear of the fir tree. Clerk to pursue further.

371. M. Alden-Court forwarding details of the selection of Miss Olivia Saunders as one of only 30 volunteers to be shortlisted in the Volunteer Staffordshire Awards 2013; one of three volunteers shortlisted in the Young Volunteer of the Year Award category. Miss Saunders had been advised of this achievement by the judges and had been invited to attend the Gala Awards Ceremony on 7 March where the winner would be announced. This Council previously awarded Miss Saunders a Council Scroll.

It was resolved that details be included in the forthcoming newsletter and the Clerk to write to Miss Saunders on behalf of the Council congratulating her on being shortlisted for the Young Volunteer of the Year Award and to wish her well on 7 March.

372. Staffordshire County Council forwarding details of their Carers Fund available to those who provided regular or substantial care and would benefit from a grant towards the cost of replacement care. The current funding was available until 31 March 2013. Details circulated to Council notice-boards and a link provided on the Council's website. Also available from 0300 111 8000 and via www.staffordshire.gov.uk/breaksforcarers.

Matter of report.

373. South Staffordshire Council forwarding details of their Warm Homes Healthy People Campaign scheduled to run until 31 March 2013 and aimed at reducing excess winter deaths and fuel poverty. Details circulated to Council notice-boards and a link provided on the Council's website. Also available from 01902 696000 or www.sstaffs.gov.uk/WHHP. **Matter of report.**

374. SPCA advising that Mrs D. Wakefield its Chief Executive would be leaving at the end of February and advertising the vacant post.

Matter of report.

375. Staffordshire County Council advising that the Watchdog Forum had been rescheduled to 14 February, 2 to 4pm with a change of venue to Codsall Village Hall.

Matter of report.

376. SPCA advising of the consultation on the operation of the Sustainable Communities Act. Submissions to NALC required by 21 February.

Matter of report.

377. Staffordshire Commissioning Support Services providing information of the next meeting of the Stafford and Surrounds Clinical Commissioning Group to be held in public on 4 February from 2.30pm to 5pm. Anyone wishing to attend was required to confirm by email or phone. Details available from the Clerk on request.

Matter of report.

378. NHS Staffordshire Commissioning Support Services forwarding details of ten events across Staffordshire and Stoke-on-Trent to find out more about the NHS 111 Service. This free call service was expected to be available from March 2013, 24 hrs/day all year round. Nearest events were to be held in Wombourne 6 February, Cannock 12 February and Stafford 21 February – 6 to 7.30pm, refreshments from 5.30pm. Places to be booked by calling 0845 602 6772 ext 8082 or email Tammie.baxter2@staffordshirecss.nhs.uk providing name, organisation (if appropriate) and contact details (email address).

Matter of report.

379. Tettenhall and Heathfield Park Neighbourhood Plans – determination of applications for a neighbourhood area and neighbourhood forum. Details available from the Clerk.

Matter of report.

379a. **Royal Garden Party.** Clerk's Report referred.

It was resolved that the Chairman's name be put forward.

379b. **Draft Police and Crime Plan.** Clerk's Report referred.

It was resolved that the Parish Council would make no comment.

380. **CORRESPONDENCE CIRCULATED:**

South Staffordshire Council: meeting of the audit committee and Overview and Scrutiny Committee on 29 January; Special meeting on 15 January; Audit Committee on 15 January; Regulatory Committee on 15 January; Cabinet meeting on 15 January. Planning decisions for the weeks ending 4 and 11 January. Validated applications for weeks ending 4 and 11 January.

SPCA Updates: Borrowing Approval; PAYE reporting in real time; Quality Status temporarily suspended; What next for Localism Inquiry; Funding to help revive rural villages; Flood Resilience Community Pathfinder Scheme; Community right to Build – Homes and Communities Agency; Community Rights Grants Programme – The Social Investment Business Group; Adjusted Tax Base; Passwords; Land, lasting decisions; records and property, councils are not businesses. NALC – adopting to climate change.

Staffordshire County Council: Green Deal Cold-callers Warning; Morphy Richards Electric Blanket Recall; Post Office Email Scam.

Brewood Civic Society copy correspondence to: South Staffs Council with regard to planning application: 12/01009/FUL; 12/00968/FUL; 12/01013/FUL.

Fields in Trust – details of discounts available to organisations.

Clerks & Councils Direct.

Wolgarston SNU (2 issues); Village News, Wolverhampton Directory.

381. **COUNTY COUNCIL'S REPORT:**

No County Council report was received.

382. **CHAIRMAN'S REPORT:**

The Chairman reported that she had recently attended the Police and Crime Commissioner Masterclass at South Staffordshire Council and also the Clinical Commissioning Localities Forum also hosted by South Staffordshire Council. Copies of the presentation were available from the Chairman.

383. **FINANCE REPORT:**

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

- The Income and Expenditure Approvals list as of 31 January **be approved**. Income nil, expenditure £17,473.41 including salary payments covering standard hours and additional hours of:
 - Clerk 7.5 hours (3 Council evening meetings)
 - Assistant Clerk 7.5 hours (2 Council evening meetings and 1 evening training event)
- Mileage rate paid to the Council's Handyman. Due to the confidential nature, this matter was discussed at the end of the meeting when members of the press and public were asked to leave.
- The Budget Report for Q3 2012/2013, circulated prior to the meeting, **be approved**. For clarity the 31 December 2012 Bank Reconciliation, previously approved, was also circulated prior to the meeting.
- (286*) The Council considered the recommendations of Coven Members with regard to the provision of a cantilever bus shelter near the junction of Sunset Close and School Lane, Coven. Quotes had been received to the value of £2,350, £2,420 and £2,449 for supply, delivery and installation excluding VAT. Further details were available at the meeting. Highways had already agreed to provide the required base. Members also considered whether funding be sought from Staffordshire County Council – such a request would have to go through the Divisional Highways Programme to be decided by our local County Councillor, Rex Roberts OBE.
It was resolved that the preferred style of shelter was a 2 bay cantilever shelter with a domed roof at a cost of £2,420 exclu VAT. It was noted that as the base was being supplied free of charge by Highways, an application for funding from Divisional Highways may not have been appropriate; the Council resolved not to pursue this.
- (347**) To consider the quotes to undertake a survey in order to mark out the boundary of the Council's land adjacent to Jacob's Ladder in Brewood. One quote had been received for £150 exclu. VAT. Clerk's Report referred.

It was resolved that a budget of £250 be set aside to cover the cost of the survey. Once completed, the Parish Council's Handyman to mark out the boundary with posts, subject to health and safety restrictions.

- The sponsorship of the 2013 Best Kept Village entries for the four villages, subject to community groups wishing to enter **be approved** to cover the following: entry fees and BKV posters; photocopying and laminating to the value of £30 per village; children's BKV poster competition prizes for each school to the value of £25 per school (St Paul's Coven, St John's Bishops Wood and St Mary and St Chad's / St Mary's and Brewood Middle in Brewood).
- The budgeted increase in the 2013/2014 allotment charges from £21 to £22, **be approved**.
- A cheque to the sum of £500 be raised to transfer funds from the Council's existing LTSB account to the new Debit Card account with the Co-op **be approved**. This represented the amount the Clerk could spend under emergency powers as defined by the Council's Financial Regulations (3.4). That recommendation that the account be balanced back to this sum whenever payments (previously approved by Full Council or as defined under emergency powers) were made from the account, **be approved**. Such balancing payments would require a cheque to be raised and signed by three signatories in line with the Council's Financial Regulations.
- The proposal for New Councillor Training to be held at the Parish Council offices, **be approved**. This one two-hour session would be delivered by the SPCA and briefly cover the topics below. New Councillor training was normally run over four two-hour sessions. The cost would be £10 for each Member attending with a minimum charge of £90. Topic covered would be:
 - What's on the Agenda
 - Duties / Role of a Councillor
 - Functions of a Council
 - Contact with the Public
 - Contact with Principal Authorities and Associated Organisations
 - Overview of Budgets and of an Audit

The following Members wished to attend: M. Alden-Court, Mr R. Dakin, Mr T. Fellows, Mr P. Smith, Dr R.C.H. Taylor, Mrs J. Jeffries, Mrs L. Tomkins and Mr P. Webster. The Clerk to ask those not present at the meeting if they wished to attend. The Clerk and Assistant Clerk would also attend. **Clerk to advise the SPCA of possible training dates of 19 and 21.**

- The renewal of the Council's membership of the Staffordshire Wildlife Trust at a cost of £42 **be approved**. The Council last subscribed in January 2012.
- **Jubilee Park**. Clerk's Report referred. The removal and disposal of the basket-ball post from the site at a cost of £50 by Mr P. Dunbar **be approved**. New basket-ball post with suitable hard-standing be pursued in the 2013/14 financial year using some of the capital budget set-aside for the site, **be approved**.
- **Website Subscription**. Clerk's Report referred. The payment of approximately £152 (subject to exchange rates) for the Council's subscription to Squarespace being made against the Clerk's own credit card for subsequent reimbursement; **be approved**.

384. PLANNING REPORT:

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

Mrs J. Jeffries took planning application 12/00733/FUL regarding the Primary Care Centre as Dr Taylor indicated that he wished to speak on the matter and did not wish to do so as Head of Planning. During the

debate, Dr Taylor was admonished by the Chairman for the use of inappropriate language. Mr D. Evans voted against the resolution to approve the amended plans.

Email received from South Staffordshire Council confirming that the Motocross application in Coven Heath had been taken to appeal. This Council would be notified by the Inspectorate in due course.

Matter of report.

Notice received of tree works in the Conservation Area at no. 3 Newport Croft. Applicant Mr S. Lewis – flowering cherry to be felled due to excessive shading and magnolia to be felled due to proximity to fence. Responses required by 1 February.

Matter of report.

The Chairman moved the suspension of Standing Order 44 to allow the meeting to continue beyond 9.30 p.m.

Mr D. Evans briefly left the meeting and returned following the discussion of planning item 12/00843/FUL.

385. **CLERK'S REPORT:**

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

The request of the Clerk to attend the SLCC Branch Meeting to be held during the day on 7 February in Stafford **be approved**. Mileage expenses would be incurred.

The appointment of the Council's representative on the Bishops Wood Village Hall Management Committee **be approved** as Mrs J. Edwards, the Council's current representative, who was willing to stand again if the Council so wished. Such appointments were made annually at the AGM by the committee.

Bishops Wood Community Notice-board – Clerk's report referred

It was resolved that the Council's Handyman be requested to fit new backing boards and support mechanisms to support the doors subject to the materials being supplied by Mr Sloane/Mrs Edwards of Bishops Wood.

Maintenance. Members to advise the Clerk of maintenance jobs required around the Parish in preparation for the Best Kept Village Competition 2013.

386. **DISTRICT COUNCIL REPORT:**

The Chairman thanked Cllr Cox for his assistance at the meeting.

The Council received the report of the District Council from Cllr B. Cox and noted the following matters: Changes to budgets meant more complex funding mechanisms. The 'Capping Level' would now be referred to as the 'Referendum Level' and such restrictions may be applied to Parish Council budgets in the future.

Cllr Cox commended Mr S. Winterflood on his success in managing efficiency measures taken at South Staffordshire Council which were forecast to result in reserves of £1.8m by 2017/18 rather than what could have been an overspend of £10m.

Changes to planning regulations regarding outline planning applications would remove the requirement to give details of layout and scale of development in an outline plan.

ANY OTHER MATTERS OF REPORT:

387. **Flooding, Ball Lane, Coven Heath** Mrs L. Tomkins reported that there had been raw sewage from the sewage works, which now also served HMP Oakwood, overflowing in Ball Lane which had been attended to by Severn Trent Water. Although one ditch had been cleared a further ditch was still causing flooding into Horden Park. Mrs Tomkins advised that the Association would write to Mr Monckton but they may seek the support of the Parish Council in due course.

Matter of report.

388. **i54.** Mrs J. Jeffries reported that the initiative to reduce noise by resurfacing the M54 at Coven Heath was no longer going to happen according to a report in the local paper. Mrs Tomkins advised that the residents had not given up on the issue.

Matter of report.

389. **Jaguar Land Rover.** Mr P. Smith reported that JLR would be facilitating site visits for Parish Councils and would arrange for a representative of JLR to contact the Clerk with regard to arranging a visit for Members.

Matter of report.

The Chairman moved that the public and press be asked to leave the meeting whilst the following matters were considered, in view of the confidential nature of the business to be discussed, in accordance with Standing Order 65.

98a325a* **Staffing Committee.** Members received the report of the Clerk.

It was resolved that Mr M. Smith and Mr M. Orgill be offered the posts of Handyman/Gardener and Janitor respectively on a permanent basis under their current terms. Terms and conditions to be drafted by the Clerk for approval by the Staffing Committee in due course.

383. **Mileage Rate (Finance Report)** Members received the report of the Clerk.

It was resolved that the recommendation to recover the overpayment and pay the mileage rate appropriate to the Essential User Car Allowance be approved.

There being no further business the meeting closed at 10.00 pm.

..... Chairman

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL
TO BE HELD 31 JANUARY 2013**

MATTERS ARISING

164. **Public Participation – Brewood Issues** PCSO Price has confirmed that he will contact Mr P. Sands with regard the reports received concerning the lack of vehicle registration plates on trailers. I also understand from PCSO Price that he has advised Mr Mullard it is unlikely that it will be possible to use a speed gun in the area. Mr Mullard also sought an update as to the progress with regard to his previous request when *'we asked for monitors similar to the ones used in Coven Road, Brewood and Kiddemore Green Road. And I mentioned that we could organise one of our group to use their property to place the monitor in situ.'* It is my understanding this Council has to date not resolved to pursue a SID for this location, reference the Council's minutes of 13 September 2012 item 256**, having been advised that such a request would need to be considered by Cllr Roberts against other priorities previously set by this Council (D. Wright). The sign in Bargate Lane has again been reported to Clarence.

Members' views are sought with regard to the request for a SID in Horsebrook Lane.

244b. **Coven Traffic Management** Clarification is required as to whether further action is to be proposed with regard to:

- the Safety Partnership (speeding traffic)
- the general reference to hedges in Lawn Lane
- the item relating to 'mud on road' has since been progressed by Mr Webster – is there a new recommendation to be put to Full Council?

Members' views.

MATTERS ONGOING

351*/79b/84/298 **Localism / Core Strategy** Copies of the report of the Community Council have now been received summarising the information collected at the Council's Drop-in sessions last autumn and are in the process of being distributed to Members by the Clerk. Following a meeting with Mr G. Wright of the Community Council on 28 January it was proposed that a recommendation be made to Full Council to write to Mr S. Winterflood, Chief Executive to South Staffordshire Council thanking SSC for their financial support of the Community Council which had enabled them to assist us in hosting the drop-in events and analysing the data collected. The report will, in due course, be forwarded to SSC for information. **Members are asked to approve the letter be sent to SSC and to consider how this Council may best progress the matters raised in the report; recommendations to be brought to the next meeting of the Council for consideration.** With reference to South Staffordshire Council's forthcoming 'Issues and Options consultation', Clerk to report further.

171. **Parish Guide** It was previously resolved to review at the end of January the decision to delay the distribution of the new Parish Guide until the next newsletter of the Council is available; this itself has been deferred until dates are available for South Staffordshire Council's forthcoming 'Issues and Options consultation'. **The Clerk will make a recommendation as appropriate to the previous item.**

350. **Planning, Gravelly Way** (Carvers Gas storage) This item has now been included on the planning list. **Matter of report.**

361. **Post at Footpath 59** In June 2011 County Rights of Way advised that they had 'no evidence that there had been any problems recently or in the past when no post had been in situ' and that, unless Members were aware of any problems, it was not thought reasonable to reinstall a post on the route concerned. Two verbal reports have been received this week concerning the use of footpath 59 by one or more vehicles from the entrance off Ivetsey Bank Road opposite the adopted phone kiosk.

Members' views are sought as to how this matter should now be progressed.

FURTHER CORRESPONDENCE RECEIVED (date critical)

379a. SPCA seeking nominations to attend the Royal Garden Party to be held on Thursday 30 May. The SPCA has been allocated two invitations; nominations required by 7 February when two names will be drawn from those received. I believe tradition has it that the current Chairman of the Council is given the opportunity to be nominated.

Members' views.

379b. Email received forwarding the Draft Police and Crime Plan from the Office of the Police and Crime Commissioner. This represents an interim plan and any comments are requested by 1 February. Copies were emailed to Members prior to the meeting and some hard copies are tabled. Having sought clarification as to what level of comments were being sought, a reply has been received from the Chief Exec. of the Office of the Staffordshire PCC. Clerk to report further.

Members' views.

FINANCE

Having earlier received the apologies of the Head of Finance for this meeting I contacted Mrs J. Carr to ascertain whether there were any points of concern on the Finance Report of the agenda and she confirmed that she had no issues with any of the items listed.

Sandy Lane Survey Three quotes have been sought of which Smiths Gore recommended a surveyor in Stoke on Trent; Savills have advised they cannot undertake the work because it requires a GPS survey and Nock Deighton have quoted £150 to measure the site and peg out the boundary in question but have now agreed to visit the site and confirm whether they can take on the job. Advice has also been sought from South Staffordshire Council – reply awaited. **To avoid further delay, and subject to one or more confirmed quotes being obtained, Members may wish to approve a budget for the survey work; alternatively the matter can be deferred until the next meeting of the Council. Members may also wish to consider approving a budget for the Council's handyman to erect some form of basic fencing / marker posts, as soon as possible after the survey has been completed, to replace the pegging out provided by the surveyor.**

Jubilee Park, Brewood Email received 30 January from South Staffordshire Council providing initial feedback from the Council's annual playing area inspections. This Council is advised that the basketball net and post have been bent and the post is leaning and loose in the ground and urgently needs attention. We have also been informed that the most northerly goal posts need straightening. The Council's handyman has addressed this latter matter. Members are also reminded that the basketball post backboard is missing the supporting struts (reference the previous inspection report) required for a safe installation. South Staffordshire Council has quoted to remove and dispose of the basketball post at a cost in the region of £150 and Mr P. Dunbar has quoted up to £50. **Members are asked to approve the equipment be removed from the site and disposed of at a cost of £50 and new equipment with suitable hard-standing be pursued in the 2013/14 financial year using some of the capital budget set-aside for the site.**

Website Subscription The Council's subscription to Squarespace (the platform for the Council's web site) is due for renewal on 12 February. Because this is an American based site the payment of around £152 (subject to exchange rates) is required by Debit or Credit Card. As the Co-op account and Debit Card, previously approved, may not be set-up in time **Members are asked to approve the payment being made against the Clerk's own credit card for subsequent reimbursement; this was the process adopted in 2012.**

OTHER MATTERS FOR THE CLERK'S REPORT

Bishops Wood Community Notice-board Members are asked to consider a request from Mr T. Sloane and Mrs J. Edwards that if they supply the materials could the Council's handyman fit new backing boards to allow notices to be pinned up easier and a support mechanism to hold the doors up.

Members' views.

Maintenance Before the growing season gets underway I am currently allocating small to medium sized maintenance jobs, that we often do not have time to pick-up later in the year, to the Council's handyman. These are also useful tasks, where appropriate, for when the ground is frozen or under snow. **Members are asked to advise the Clerk of any such matters around the Parish for consideration – if appropriate some tasks will be redirected to the relevant authority.** It is intended such jobs may help the villages in preparing for the BKV competition. Examples to date include replacing the permanent notices on the allotments gate in Coven Heath with mounted framed notices, edging the grass verge along Kiddemore Green Road, re-edging the bark play areas with timber at Coven playing field and making a display unit for the phone kiosk at Bishops Wood.

Council Scroll (453*) I have spoken to Mrs Ellis with regard to the Council's invitation to Mr Ellis to attend a meeting of the Council to be presented with a scroll in recognition of his contribution to the Olympics; Mr Ellis was not available to attend the Civic Service. As a result I will write to Mr Ellis confirming the invitation and asking that he contact the Council when he is available to attend a presentation. **Matter of report.**