

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 FEBRUARY 2013 AT 7.30PM

PRESENT:

M. Alden-Court, Mr A. Ball, Mrs J. Carr, Mr R. Dakin, Mr D. Evans, Mr T. Fellows, Cllr Mrs D.M. Holmes, Mrs J. Jeffries, Mr J. Pegg, Mrs L. Tomkins, Mr M. Webb MBE.

APOLOGIES:

Mr G.E. Martin (personal), Mr P. Smith (away), Dr R.C.H. Taylor (holiday), Mr P. Webster (holiday). Cllr B. Cox, Cllr M. Hampson (prior meeting).

MINUTES:

The minutes of the meeting of the Council held 31 January 2013 were approved as being an accurate record and duly signed. Mr D. Evans commended the Clerk on the quality of the minutes.

DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION:

There were no declarations of interest from Members and no requests for dispensation had been submitted in writing to the Clerk prior to the meeting.

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. To be considered and minuted against each item as appropriate.

390. **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 expressed disappointment at the approval of the primary care centre site on Kiddemore Green Road, by South Staffordshire Council. He made the point that the Regulatory Committee were led to believe that funding would not be available after 1 April 2013, may have had rushed its decision based on this and as a result had not ensured that a thorough site selection process had taken place. Mr Shaw sought the Council's support to raise the matter of the funding with South Staffordshire Council.

Mr P. Mullard of Horsebrook Lane asked the Clerk to request a response from PCSO Price regarding the outcome of his visit to Sands' Farm regarding the lack of number plates on tractor trailers. Mr J. Pegg reported that a trailer without a registration plate had been seen in Bishops Wood earlier in the week.

The meeting was adjourned to allow the presentation of a framed print of her winning entries to Miss Holly Postles, having won first and second place in the Parish Council's photographic competition.

MATTERS ARISING:

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

245** **Brewood Bowling Club.** Clerk's Report referred. The Clerk reported verbally that the lease had been received earlier in the day and advised that a copy would be forward to Helen Skidmore prior to the next meeting of the Council. The Council agreed that the matter should not be delayed awaiting the Council's review of the draft lease.

Matter of report.

347** **Wall – Rear of Amenity Area, Sandy Lane.** Following the advice from two sources that a GPS Survey was required, further quotes had been sought which indicated that the budget previously approved was insufficient. This matter was considered under the Finance report.

282*/381* **Council and Community Website.** Mr T. Fellows reported that the cost of supplying framed and mounted prints of the winning entries, to be displayed for a period of time in Brewood Library, would be in the region of £60 each and £25 each for mounted prints. The requirement to ensure such future competitions generated photographs of the other villages in the parish was noted.

It was resolved the Clerk ascertain whether the library could display framed prints and Mr T. Fellows to provide a formal quote in due course.

351*/79b/84/298 **Localism / Core Strategy.** Following the receipt and distribution to Members of the Community Council's report from the Community Drop-in events Members considered how the matters raised may be progressed.

It was resolved that groups of two Members scrutinise one of the eight topics to further interpret and consolidate the data gathered and report back to the Council. Members to email the Clerk to express any particular interest in a topic and the Clerk to allocate topics in due course.

208. **Roseclaim – VFestival 2012.** Letters received from Brewood WI, Brewood and District Community First Responder Group and 1st Brewood Guides seeking funding from the 2012 VFestival grant. The letters would be held on file for consideration along with other applications in due course.

Matter of report.

244b/272 **Coven Traffic Management.** A further, more detailed reply had been received from Mr M. Keeling of County Highways with regard to the request for double yellow lines in Ball Lane, Coven Heath advising:

- Placing a restriction in a residential area where there was a demand for parking would be difficult to implement
- The necessary consultation with local residents would require the majority to support 'No Parking'
- As there was a current demand for parking, any need for alternative parking would need to be addressed
- The location in terms of enforcement / frequency may mean the scheme would not have the desired effect.

Mr Keeling again confirmed the matter would need to go before the South Staffordshire Parking Committee however it would be helpful if further evidence could be provided.

It was resolved that Mrs L Tomkins pass the information to Coven Heath Community Association for further information to be gathered and reported back to the Parish Council.

Email received from Mr P. Webster advising that PCSO Price had confirmed that there had been no reported incidents of mud on the highway or accidents due to mud on the highway in this Parish. Mr Webster also stated that PCSO Price suggested the Council could send an open letter to all farmers in the Parish reminding them of their responsibility with regard to mud on the highway.

It was resolved that the matter be included in the forthcoming Parish Newsletter.

383. **New Councillor Training.** A two hour training session, being run by the SPCA, had been arranged for all Members wishing to attend covering New Councillor Training on Tuesday 19 March at 7.00pm in the Parish Council offices in Stafford Street, Brewood.

It was resolved that any Members who wished to attend but had not previously confirmed their intention to do so, should advise the Clerk.

MATTERS ONGOING:

256** **Brewood Traffic Management.** Clerk's Report referred. Mrs J. Jeffries raised her concern that the survey prepared by Ms Minshall may not provide the information required by the Working Party and was likely to confuse local residents.

It was resolved that the matter be referred back to the Brewood Traffic Management Working Party to consider the objective of the survey and the need to redraft the questionnaire.

CORRESPONDENCE RECEIVED:

391. Mr B. Wilding, County Highways advising that the Neighbourhood Highways Teams (NHT) would be in the Parish week commencing 4 March for 8 days with a second visit scheduled for July. Clerk's Report referred. Mr M. Webb MBE asked that the notice-board at the bus stop in Sandy Lane, Brewood be utilised. Mr D. Evans advised that the South Staffordshire Council's information board in Stafford Street was in a state of disrepair.

It was resolved that the provision of a path from the concrete base across the grass to the road at the bus stop on the A449 south bound near Crateford Lane, as previously requested by Mr Jackson, be forwarded for consideration by the NHT. Members to advise the Clerk of any other matters for the attention of the NHT. The Clerk to provide Mr M. Webb with a key to the Sandy Lane notice-board and to also advise South Staffordshire Council as to the poor state of their information board in Stafford Street.

392. Mr S. Does, South Staffordshire Council forwarding a link to posters for biosecurity in different situations for Parish notice-boards.

It was resolved that copies be circulated to parish notice-boards as appropriate.

393. Mrs J. Wright, Village Agent forwarding details of the data collected from the My Place My Say questionnaires completed on behalf of South Staffordshire Council. Copies circulated prior to the meeting. Mrs Wright advised that she endeavoured to approach as many residents as she could who were under retirement age. Although no questionnaires were completed for Coven Heath, Mrs Wright had said she could undertake such a process if Members wished. Clerk's Report referred. Mrs L. Tomkins reported that there was a derelict building in Coven Heath and that if demolished, the land may be suitable to erect a community building for use by Coven Heath residents. Updated My Place My Say data had been received from Mrs Wright and was tabled for Members.

It was resolved that the data be considered along with this Council's community based data already collected. The possible need to liaise with South Staffordshire Council in view of the similarity of questions asked was noted.

394. Staffordshire County Council inviting bids for the 2013/14 Community Paths Initiative for projects to improve the local rights of way network in our parish. Deadline for bids 1 April 2013. Grants tended to

be prioritised in favour of projects such as surfacing of routes around local facilities, replacing stiles with kissing gates to assist those with mobility problems, creation of circular walking and riding routes. In particular they were keen to support the purchase of strimmers to assist in the clearance of undergrowth on popular parish paths.

It was resolved that Members advise any local groups of the CPI.

395. Staffordshire Playing Fields Association forwarding details of the Playing Fields Legacy Fund. Open to voluntary clubs and organisations for grants to stimulate new investment in playing fields and unlock match funding from other bodies. The organisation supported grass and artificial turf playing fields, changing rooms and community rooms but not playgrounds. Details were forwarded to Mr M. Webb MBE.

It was resolved that details be kept on file for future reference.

396. South Staffordshire Council inviting the Council to comment on an application for a new premises licence at Malthurst Gailey, Watling Street, Gailey. The premise consisted of a petrol forecourt store and would sell a wide range of convenience store goods. The licence requested the following licensable activities:

- Late night refreshment (indoors & outdoors) – Monday to Sunday 2300hours until 0500
- Supply of alcohol (off the premises) – Monday to Sunday 24 hours a day every day
- The applicant wished to have the flexibility to sell alcohol at all times that the store is open. The applicant may elect not to open the store 24 hours a day every day.

Consultation end date: midnight on 6 March. In considering this matter Members were reminded of the four licensing objectives: the prevention of crime and disorder; public safety; the prevention of public nuisance; the protection of children from harm.

It was resolved the Clerk reply advising that this Council would not comment.

397. Community Council of Staffordshire seeking details of major festivals and events for this year's Staffordshire Diary of Village Festivals and Events 2013. Replies required by 11 March. Events scheduled to take place from 29 March could be included.

It was resolved that Members provide the Clerk with the details of events to be included.

398. SPCA seeking up to date details for their records of this Council, including the contact details of the Chairman after any new election of the Chairman in May. The Clerk would submit these details in due course.

Matter of report.

399. Ms L. Robinson, Monitoring Officer, South Staffordshire Council with regard to the previous recommendation by NALC that Members needed to seek a dispensation to enable them to take part in the precept setting process; this is as a result of the lack of any such exemption in the Localism Act. Ms Robinson advised that she had taken the view that a dispensation was unnecessary for any Councillor whose only interest arose from a general liability to pay Council Tax. The DCLG had this week finally confirmed that the government was supporting this approach. As this Council did not grant any such dispensations no further action was required.

Matter of report.

400. South Staffordshire Council forwarding Issue 2 of 'Linking up Locality', copy circulated prior to the meeting. **Matter of report.**

401. NHS Staffordshire Commissioning Support Services forwarding a fact sheet regarding deadlines for assessment of eligibility for NHS Continuing Healthcare funding during the period 1 April 2011 to 31 March 2012; deadline for notifications to be submitted 31 March 2013. Copies to be included on Parish notice-boards as space allows.

Matter of report.

402. Ms V. Wright forwarding an email from Mr B. Craddock concerning the theft of petrol from cars by drilling into plastic petrol tanks. Copy tabled at the meeting.

Matter of report.

403. NHS Staffordshire Commissioning Support Services with regard to the new date for the Cancer Care Event; rescheduled from 21 January to 25 February. Further details were available from the Clerk.

Matter of report.

404. SPCA forwarding details of a Government e-petition with regard to the HS2 proposed development and the potential effect on rural communities. The e-petition accessible via <http://epetitions.direct.gov.uk/petitions/45347>.

Matter of report.

405. 'Communities, Councils and Clerks' newsletter produced from a joint venture between the Community Council of Staffordshire, the Staffordshire Parish Councils' Association and the Society of Local Council Clerks. They apologised for the print quality. Copy circulated prior to the meeting. Details also forwarded seeking the support of community groups through donations of money, being a volunteer fundraiser or by organising a fund raising event for 'The Gingerbread Centre' which support homeless families to achieve lifelong independence. Details to be displayed on Parish notice-boards as space allows.

Matter of report.

406. Mrs J. Gibbons, Secretary of Coven Memorial Hall Management Committee thanking the Council for its donation of used carpet tiles for their storeroom.

Matter of report.

406a Crime and Anti-social behaviour Data. Clerk's Report referred. Copy tabled at the meeting.

Matter of report.

407. **CORRESPONDENCE CIRCULATED:**

South Staffordshire Council: Planning decisions 14 to 25 January. Validated applications 14 January to 1 February.

Brewood Civic Society copy correspondence to: Ms S. Poxon of South Staffordshire Council with regard to applications: 12/00733/FUL.

SPCA / NALC: notes on precepts and Council Tax; Localisation of Council Tax Support; Sustainable Communities act Executive Summary; Lifting of red tape for community events; Plans to halve time limit for submitting a planning related judicial review; Neighbourhood Planning cash for local authorities; Community Right to Build – Homes & Communities agency; Community Rights Grants Programme – The Social Investment Business Group.

What's On at South Staffordshire Libraries for February.

Newsletters and Publications: Cross Talk, Bishops Wood Bugle, Wolverhampton Magazine.

408. **CHAIRMAN'S REPORT:**

The Chairman, Mrs J. Jeffries had nothing to report.

409. FINANCE REPORT:

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

- The Income and Expenditure Approvals Lists as at 14 February **be approved** Income nil Expenditure £1828.74.
- The Financial Summary – Cash Book Reconciliation for January and the Direct Debit/Standing Orders arising from the January reconciliation, **be approved**.
- 347** **Wall – Rear of Amenity Area, Sandy Lane.** Clerk's Report referred. The budget of £250 to carry out a survey of the land had previously been approved and was in-line with the quote received. A budget of up to £100 to provide materials for a two rail post and rail fence along the boundary, **be approved**.
- 41** **Brewood Playing Field Equipment.** The installation of one of the park benches to a location in Engleton Lane, was previously approved. The quote of £145.83 from Weston Nurseries for the purchase of a picnic bench for the under 8's play area; to be funded from the Engleton Lane bench budget of £460, less £100 for the installation and materials of the Engleton Lane bench, **be approved**.
- 279* **Council Offices.** The quote of £410 received from Premier Carpets to uplift and prepare and replace the flooring in the kitchen and toilets at the Council's offices in Stafford Street **be approved**. The work to be deferred until April 2013.
- 114. **Grounds Maintenance 13/14.** Clerk's Report referred. Report circulated prior to the meeting
It was resolved that this matter be deferred to the next meeting of the Council.
- **Parish Council Newsletter.** Clerk's Report referred. The quote of £310 received from Sorted Direct Mail, to print and fold the Council's newsletter to A5, **be approved**. There was no longer an immediate requirement to print the Traffic questionnaire. **It was further resolved that Whitehouse Lane, Gunstone be added to the list of postal deliveries.**
- The delivery of the Council's newsletter at a cost of £110 each to Brewood Civic Society and the Coven Delivery Fund; £30 each to Coven Heath Community Association and Ms B. Cumming of Bishops Wood, **be approved**. The Clerk advised that further payments were made for the delivery of the Parish Guide at a cost of £22 (Brewood and Coven) and £6 (Bishops Wood and Coven Heath) **which were also approved**, if not previously considered. **It was further resolved the Parish Guide would not be posted to outlying areas.**
- **SLCC Practitioners Conference.** The attendance of the Clerk and the Assistant Clerk at this year's Practitioners Conference in Derby at a cost of £180 plus mileage for one day (Friday 1 March) of the two day conference **be approved**. Clerk's Report referred.
- A donation of £25.00 towards the refurbishment and extension of the building used by Stafford Samaritans and their urgent need for new computers, **be approved**.

410. PLANNING REPORT:

The Council received the Planning Report from Mrs J. Jeffries in the absence of Dr R.C.H. Taylor and consider the planning applications received.

Planning Application 12/00733/ FUL. Notification of approval had been received. Further to the matter raised under Public Participation Mr D. Evans expressed his concern that the decision by South Staffordshire Council had been made based on an untrue statement in relation to the availability of

funding and that a precedent had been set by this Council which would enable other developers to build within the Green Belt.

It was resolved that the Clerk write to South Staffordshire Council asking whether the Parish Council had been misled by representatives of the surgery when they said that PCT funding would become unavailable unless the plans were passed by 1 April 2013.

The following Members abstained from voting: Mrs J. Carr, Mr R. Dakin, and Mr T. Fellows Cllr Mrs D.M. Holmes, Mr M. Webb MBE.

It was further resolved the Clerk seek copies of the Minutes of the meeting of the Regulatory Committee when the application was approved.

Planning Application 12/00806/TEMP. Clerk's Report referred. Mrs L. Tomkins asked for the Parish Council's support in refusing the appeal. Comments to be submitted before 5 March 2013.

It was resolved the Clerk write to the Planning Inspectorate in support of the original refusal of the application.

411. **PLAYING FIELDS REPORT:**

The Council received the reports for:

- Bishops Wood playing field and skateboard park, no report received
- Brewood playing field and skateboard park, Mr D. Evans confirmed that the basketball post had been remove and reported that the playing field was waterlogged.
- Coven playing field and skateboard park, Mr R. Dakin reported that the Coven playing field was waterlogged.

412. **CLERK'S REPORT:**

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

- Newsletter: Members were asked to proof read the newsletter. Mrs L. Tomkins asked if the police surgeries were still going on and queried whether the title was Coven Heath Community Association or Coven Heath Residents Association. Mr J Pegg requested that signs be erected in Bishops Wood advising of the maximum fine of £1000 for dog fouling.
- Annual leave **It was resolved that if necessary annual leave, as stated in the Clerk's Report, be carried over in to April 2013.**
- The Clerk recommended that in future, for a trial period, papers tabled at the meeting of the Full Council would be forwarded to Members who had given their apologies in advance of the meeting. These would be posted out to those Members the day after the meeting. **Recommendation approved.**

ANY OTHER MATTERS OF REPORT:

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 14 FEBRUARY 2013**

MATTERS ARISING

245** **Brewood Bowling Club** Update requested from Mr Smillie on 12 February advising that in view of the expectation given, that this Council will have received a reply by 8 February, the Council expected to be in receipt of the revised draft lease in time for the meeting of 14 February. The Clerk will update Members further at the meeting.

MATTERS ONGOING

256** **Brewood Traffic Management** Although Members have confirmed that they wish the Residents Traffic Survey to be circulated to residents of Brewood I still have serious concerns as to whether the Working Party is clear on the objectives to be achieved from the survey and whether the questionnaire as produced by Ms Minshall is appropriate. Minor changes aside, I do not recommend that the survey is distributed in its current form. Mrs J. Jeffries who asked to see a copy of the survey at the last meeting of the Council may wish to report.

Members' views.

CORRESPONDENCE RECEIVED

391. **Neighbourhood Highway Teams (NHT)** Members may wish to include a request to provide a path from the concrete base at the bus stop, on the A449 (south bound, to Wolverhampton) near Crateford Lane, across the grass to the road-side (approx 6m), as previously considered by this Council and requested by Mr B. Jackson.

Recommended resolution: this matter be forwarded for consideration by the NHT

393. **My Place My Say Data** There is much in the data presented that also came to light from this Council's drop-in events. The possible need to liaise with South Staffordshire Council, or at least keep officers informed, as to how and what action this Council intends to take in response to the points raised should be considered, particularly if South Staffordshire Council are intending to act on any of the matters raised. I emailed Jan Wright (4 Feb) querying this point but have not yet received a reply although this may come up at the My Place My Say meeting on 20 Feb. I also raised the matter with Andy Halden (Community Council) when we met at the SLCC Branch meeting.

It should also be noted that the lack of any survey data for Coven Heath arose, I am advised, because there is no venue at which to meet residents in the village. This is representative of the difficulty in ensuring residents of Coven Heath are included in any community engagement with stakeholders / other authorities.

Matter of report.

URGENT CORRESPONDENCE (Received post agenda)

406a. South Staffordshire Community Safety Partnership forwarding the Crime and Anti-social Behaviour Data for January 2013. Circulated as urgent in view of the My Place My Say meeting scheduled on 20 February. Copies have been tabled to Members. **Matter of report.**

FINANCE REPORT

347** **Wall – Rear of Amenity Area, Sandy Lane** Further to the guideline quote of £350 to survey the land concerned this was subsequently reduced to £250 which is within the budget approved by Full

Council at the last meeting. An order has now been placed for the work to be undertaken. Having visited the site and sought a local quote for materials **Members are asked to approve a budget up to £100 to provide materials for the Council's handyman to erect a two rail, post and rail fence along the boundary line pegged out by the surveys as soon as possible on completion.** The work was previously approved but without a budget. Members are also asked to confirm whether the Clerk is required to write to the owner of the neighbouring land with regard to the works to be carried out. Alternatively, the Clerk could write once the boundary has been confirmed and secured when arrangements are likely to be required to reinstate the land concerned.

Members' views.

114. **Grounds Maintenance** It is recommended that this item be deferred to the meeting of the Council to be held on 28 February. The outstanding queries noted in the report circulated prior to the meeting have still to be resolved. The contractor was on annual leave and unable to meet with me prior to this meeting. We are now scheduled to meet on 21 February. As the end of the current contractual period is imminent (31 March) it will be preferable to confirm who the contract is awarded to at the meeting of 28 February. In view of this Members are asked to seek any clarification at tonight's meeting in order that the decision will not be delayed at the end of February.

Recommended resolution: to be deferred until 28 February.

Parish Council Newsletter As we have used our current supplier for some time an alternative quote has been sought from South Staffordshire Council's Print Room. The quotes received, exclu. VAT, are as follows.

Sorted: Newsletter 90gsm folded to A5 for ease of delivery £310; A4 double sided Brewood Parking questionnaire 90gsm folded to A5 for ease of delivery £125.

SSC: Newsletter 80gsm folded to A4 £408; A4 double sided Brewood Parking questionnaire 80gsm folded to A5 £75.

Clerk to report further on the quotes not being comparable.

Recommended resolution: an order be placed with Sorted for the newsletters. Consideration to be given to whether the questionnaire is deferred at this stage (ref. item 256) and even possibly produced in-house on this occasion once its content has been addressed.**

SLCC Practitioners Conference This is an annual conference which has proved invaluable to attend in previous years. Although the choice of workshops is not so attractive this year I would still benefit from attending and gain from the opportunity to network with other Clerks. I have discussed the conference with the Assistant Clerk who is willing to attend if the Council so wishes. In view of the nature of some of the workshops (3 are attended during the course of the day from a total of 9 to choose from) it is likely we would attend the same workshops but it would also be good experience and represent a useful networking opportunity for the Assistant Clerk. On one previous occasion we both attended the Conference on the same day and the office was covered by the Car Scheme Co-ordinator / Receptionist. There is more than sufficient remaining in the staff training budget to support either or both of us attending.

Members' views.

410. **URGENT PLANNING** (Received post agenda)

South Staffordshire Council giving notice that an appeal has been made against the decision of South Staffordshire Council to refuse planning permission on the application 12/00806/TEMP, temporary change of use of agricultural land to a motocross practice track for one year (resubmission of 11/00777/COU) on land at the junction of Ball Lane and Shaw Hall Lane, Coven Heath. Previous representations have been forwarded to the Planning Inspectorate and the appellant and will be considered by the Inspector when determining the appeal. Comments may be made / modified /

withdrawn – all representations, quoting the appeal reference 13/00002/REF, must be received by the Planning Inspectorate in Bristol by 5 March. Members' recommendation for refusal was *'Refusal. Inappropriate development, too close to residents and bridle path. Already causing a nuisance. N.B. A petition and letters have already been submitted by residents who are against the development.'*

Mrs L. Tomkins wishes to speak on this matter.

OTHER MATTERS FOR THE CLERK'S REPORT

Parish Council Newsletter Draft copies of the newsletter have been tabled for Members. In order to meet the deadline for printing and distribution by the end of February I need to be able to forward the newsletters to the printers on Friday 15 February. One or more volunteers are sought to proof read the newsletter in this timeframe.

Members' views.

Annual Leave To receive the report of the Clerk with regard to Annual Leave arrangements next week and to consider the request of the Council's handyman to carry over 5 days annual leave in to April 2013 in order to cover the Easter school holidays while his wife is working. To also consider the possible need of the Clerk and the Assistant Clerk to carry over 4 days and up to 5 days respectively in to April 2013. If in the mean time either can take the annual leave concerned to reduce or remove the need to carry leave over we will.