

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, 28 FEBRUARY 2013 AT 7.30PM

PRESENT:

M. Alden-Court, Mr A. Ball, Mr R. Dakin, Mr D. Evans, Mr T. Fellows, Mrs J. Jeffries, Mr J. Pegg, Mr P. Smith, Mrs L. Tomkins, Mr M. Webb MBE, Mr P. Webster.

APOLOGIES:

Mrs J. Carr (illness), Cllr Mrs D.M. Holmes (personal), Mr G.E. Martin (personal), Dr R.C.H. Taylor (personal). Cllr R. Roberts OBE (illness).

MINUTES:

The minutes of the meeting of the Council held 14 February 2013 were approved as being an accurate record and duly signed. Mr D. Evans apologised unconditionally to the Clerk and Assistant Clerk for a statement he had made at the meeting of 31 January 2013 which could have been misinterpreted. Mr Evans wished it to be recorded that Minutes were constantly recorded accurately.

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.

413. **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 C. Bish of Kiddemore Green Action Group asked the Council to confirm that the question had been asked of South Staffordshire Council as resolved in the previous minutes and if a reply had been received. Cllr B. Cox advised that the Parish Council was merely a consultee in the process and any planning issues or queries should be addressed to South Staffordshire Council. Cllr Cox offered to chair a meeting with the Action Group and South Staffordshire Council, which was accepted by the action group.

Mr C Whitehouse, on behalf of Mr and Mrs Moogan of Barn Lane, Brewood regarding plans for the development of 8 dormer bungalows in Horsebrook Lane, Brewood.

MATTERS ARISING:

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

351*/79b/84/298 **Localism / Core Strategy.** Email received from Ms K. Harris, South Staffordshire Council formally advising of the High Court legal challenge by KGL Estates to the table in Core Policy 6 (Housing Land Supply & Distribution), relating to the proposed distribution of dwellings to be developed and in particular the number allocated to Great Wyrley. As a result the Site Allocations consultation had been postponed until further notice. The Core Strategy otherwise remained adopted. Cllr Cox advised that the court hearing may not take place until June or July 2013. Clerk's report referred.

Matter of report.

142b (410). **GP Surgery Proposals.** Minutes of the meeting of the Regulatory Committee held 5 February and related Officer's reports were available from the Clerk on request. The Clerk advised that a reply had been received from South Staffordshire Council, too late to be circulated with the agenda, which did not answer the question raised. A further request for any additional information that may answer the query had been submitted.

Matter of report.

164. **Public Participation – Brewood Issues.** Reply received from PCSO Price confirming that he and a Police Officer had met with Mr Sands and informed him that he needed to make sure that all his vehicles towing trailers correctly display the VRM on the trailer. PCSO Price advised this may not happen straight away as plates would need to be made up. PCSO Price asked that residents report incidents of missing registration plates straight to the police via the 101 phone number. See also Matters Ongoing.

Matter of report.

208. **Roseclaim – VFestival 2012.** Letters received from Mr M. Diplock, on behalf of Mr R. Swift, Belvide Reservoir SSSI Bird Reserve Voluntary Manager, and Mrs P. Shepherd of Bishops Wood Arts Group seeking funding from the 2012 VFestival grant. The letters would be held on file for consideration with other applications in due course. The closing date for applications was 28 February.

It was resolved that Mrs J. Jeffries, Cllr Mrs D.M. Holmes and Mr J. Pegg would review applications received from local groups in order to distribute the grant. Clerk to make details available.

294. **Crime and Anti-social Behaviour Reports for Locality 2.** Mrs J. Jeffries reported that she had attended the My Place My Say event and had asked for clarification of the figures. Inspector Gibbs had advised that the reason for the increase was related to the V Festival and generally the trend had been the same.

Matter of report.

370. **Grit Box, Bishops Wood.** Email received from Mr B. Wilding, County Highways advising that he had been approached by residents of Tong Close and Whiteoaks Drive seeking a grit box and offering to join the Ice Busters Scheme. B. Wilding advised that requests to join the scheme should come from parish councils. Clerk's Report referred.

It was resolved that Bishops Wood Members would advise interested residents with regard the implications of the Ice Buster Scheme.

379a. **Royal Garden Party.** Confirmation received from the SPCA that the Chairman of Audley Rural Parish Council would be attending.

Matter of report.

MATTERS ONGOING:

164. **Public Participation – Brewood Issues.** Clerk's Report referred with reference to The Orchard. **It was resolved that the Clerk write to BT Openreach to put on record the Parish Council's concern with regard to the delay in repairs being carried out until 3 April and the risk to local residents.**

369. **Brewood Tennis Club.** Clerk's Report referred. **It was resolved the Clerk arrange a mutually convenient date for Mr R. Dakin, Mr D. Evans, Mrs J. Jeffries and Mr M. Webb to meet with Tennis Club representatives.**

CORRESPONDENCE RECEIVED:

414. Ms S. Poxon, Development Management Manager, South Staffordshire Council with regard to the application for certificate of lawfulness of existing use or developments 12/00123/LUE – use of land for the stationing of caravans for residential purposes, including ancillary use for access, car parking and amenity open space at Hordern Lodge Mobile Home Park, Ball Lane, Coven Heath. The application was called in by a Councillor and would be reviewed by a Panel on 1 March. Mrs L. Tomkins advised that she and her husband would be attending as residents. M. Alden-Court requested a copy of the officer report. Clerk's Report also referred.

Matter of report.

415. Development Management Services, South Staffordshire Council advising that from 1 April all consultations to parish councils would be done via email which would provide a link to the document viewer enabling Councils to view / download plans in order to make comments. It was suggested by South Staffordshire Council such emails could be forwarded to Members allowing them to view plans from home. From this date copies of planning decisions would no longer be sent out to parish councils although a list of planning decisions with links to the website where decisions could be viewed / downloaded along with officers' reports were available. The implications to the Council and the local community to be considered. Clerk's Report referred and supplementary report of the Clerk tabled to Members.

It was resolved that the matter be deferred until the next meeting of the Council to allow Members to consider the points raised in the supplementary report.

416. Staffordshire County Council Pension Services forwarding details of the Opt Out and Opt In Procedure applicable from 1 April 2013, providing details of the year end data required by 19 April and employee contribution rates with effect from 1 April 2013.

Matter of report.

417. South Staffordshire Community & Voluntary Action forwarding details of the forthcoming Community Voice Forums – Locality 2 event to be held at the Jubilee Hall Brewood on Wednesday 17 April 5 to 7pm. Members were invited to attend to find out about: what groups in Locality 2 were up to (groups sharing success stories and ideas); the need for additional volunteers, sources of funding available to groups, the work of the South Staffordshire Partnership.

It was resolved that the Clerk book places for Mr D. Evans and Mrs L. Tomkins. Mr M. Webb advised that he would be attending as a representative of Brewood Junior FC.

418. South Staffordshire Connect Service December update report, copy circulated prior to the meeting and Connect Data – copies were available from the Clerk.

Matter of report.

419. Mr G. Mitchell, Strategic Development Manager, South Staffordshire Council forwarding a copy of the Executive Summary of their South Staffordshire Housing Market Assessment 2012. Copies were available from the Clerk on request. The full report was available on the South Staffordshire website at

http://www.sstaffs.gov.uk/your_services/direct_services/housing/housing_strategy/housing_market_assessment.aspx .

Matter of report.

420. South Staffordshire Council, on behalf of Cllr Mrs Mary Bond inviting the Chairman of the Council to her Civic Dinner at Wombourne Civic Centre on Friday 5 April. Replies required by 15 March. The Clerk to liaise with the Chairman and reply accordingly.

Matter of report.

421. South Staffordshire Council forwarding its first South Staffordshire Partnership monthly update, copy circulated prior to the meeting.

Matter of report.

422. HMRC Emails and letter concerning new tax codes from April 2013, 2012/13 year end requirements, 2013/14 requirements and Real Time Information.

Matter of report.

423. **CORRESPONDENCE CIRCULATED:**

South Staffordshire Council: meetings of the Council and the Regulatory Committee on 26 February. Planning decisions for 1 to 15 February. Validated planning applications for 4 to 15 February.

SPCA Updates: Staffs County Council secure disposal service; Superfast Broadband update from Cllr Mark Winnington (copy circulated prior to the meeting); Scam bogus broken down vehicle - motorist; Young Mayors TV documentary; Funding Streams as published by Staffordshire County Council.

NALC: template allotment tenancy agreement; Excessive Council Tax increase controls; Commons political and Constitutional Reform Committee; My Community Rights Advice Service online hub; Consultation to examine the speed limit for HGVs over 7.5 tonnes on single carriageway roads – ended 1st February, received from SPCA 8 February; Putting Communities First conference.

Brewood Civic Society minutes of the meeting held 18 February. And copy correspondence to: S. Poxon, South Staffordshire Council ref. application 12/00909/FUL

Staffordshire County Council Watchdog: Action Fraud; Scam Awareness Month – Internet Safety Advice; Trading Standards top 10 online shopping tips; 10 tips to avoid spam; pets for sale scam.

Wolgarston SNU.

Spinal Injuries Association – Great British Fish and Chip Supper Friday 17 May, fund raising event.

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

There was no report received from the County Council. Cllr B. Cox advised that Cllr R. Roberts OBE was feeling much better and sent his best wishes but could not drive. Cllr Cox offered to bring Cllr Roberts to a future meeting of the Council.

425. **CHAIRMAN'S REPORT:**

The Council received the report of the Chairman Mrs J. Jeffries as follows:

- The positive planning process recently undertaken during the drop-in sessions was a valuable exercise and she suggested that the data should be analysed and publicised to the community

- The lack superfast broadband for Bishops Wood should be actively pursued
- The contractors had resurfaced the road and pavement in Stafford Street and had done an excellent job. Mrs Jeffries recommended that they should be formally written to, thanking them for doing a good job. **Recommendation approved by Members – Clerk to write to Mr D. Vale of Staffordshire County Council.**

426. **FINANCE REPORT:**

The Council received the Finance Report from 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 28 February, **be approved** including salary payments covering standard hours plus:
 - Clerk 3 hours (1 Council evening meeting)
 - Assistant Clerk 3 hours (1 Council evening meeting)

Income £4,194.90 Expenditure £6,460.89

- A donation of £350 to South Staffordshire Community and Voluntary Action towards its running costs in supporting local community groups **be approved**. Further details of their activities were provided along with a list of the 18 local organisations assisted during the current year.
- South Staffordshire Council invited the Council to register for the Summer SUSSED Out & About scheme in 2013. Two versions were available: 1) entailing sports coaches delivering activities within community venues and 2) where a parish council could purchase vouchers for activities from South Staffordshire Council for distribution to local children to be redeemed on leisure centre activities. In 2012 this Council registered for option1. Clerk's Report referred.
 - Option 1 half day sessions cost £127.50 plus either 5% for administration (co-ordination and flier design / printing) or 7.5% for administration and managing bookings. Costs exclu.VAT. Available activities to select from: Invasion sports (outdoors?), net/wall sports (short tennis, volleyball, badminton), striking/fielding sports (outdoors?), dance (cheerleading, break dancing, street dancing), Other (multi-skills, tri golf, kombat, athletics, parachute games, dodgeball, gymnastics, mini-olympics)
 - Option 2 vouchers cost the Parish Council £.3.20 each plus the cost of this Council 'selling' the vouchers on. The Council could choose to provide tickets free of charge or at a cost to children although the latter was likely to have implications with regard to VAT. This Council would be reimbursed for unused vouchers.

A budget of £1,000 was provisioned for funding this scheme in 2013/14. Closing date for this Council to register for the scheme was 19 April.

It was resolved that Option 1 be selected for two half day sessions in each of Bishops Wood, Brewood and Coven. It was further resolved that the local first and primary schools be asked to select the activities which would be most popular with the school children; details to also be published on Facebook in due course. Village Halls to also be booked.

- The renewal of the Council's subscription to Norton 360 for the three office PCs for one year's cover at a cost of £29.99 including VAT, **be ratified**. Clerk's Report referred.
- The appointment of Mr D. Walker as the Council's Internal Auditor for the accounts of the financial year 2012/2013, **be approved**. Mr D. Walker had confirmed that he was available to act as the Council's internal auditor.
- Council and Community Website. Clerk's Report referred.

It was resolved that the expenditure of £58.43 be approved and Mr T. Fellows to arrange for the photographs to be printed, mounted and framed. The Clerk to make the necessary arrangements with Brewood Library to have the photographs exhibited.

- Grounds Maintenance Quotes 2013-14. Clerk's Report referred.
It was resolved that the Council accept the quote of £8236.68 from South Staffordshire Council.

427. **PLANNING REPORT:**

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

428. **CLERK'S REPORT:**

The Council received the written report of the Clerk.

429. **DISTRICT COUNCIL REPORT:**

The Council received the report of the District Council from Cllr B. Cox and noted the following:

- South Staffordshire Council had confirmed the Budget for 2013/14 with the Band D figure largely unchanged.
- The distribution of blue bins was underway which would provide a saving of £230,000 per year. Collections would commence from 1 April.
- South Staffordshire Connect bus was working very well and attention was drawn to the fact it can be used for short trips across the village as well as longer journeys.

ANY OTHER MATTERS OF REPORT:

None received.

There being no further business, the meeting closed at 8.25pm.

Chairman

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL
TO BE HELD 28 FEBRUARY 2013**

MATTERS ARISING

370. **Grit Box, Bishops Wood** I replied to B. Wilding advising that any residents interested in the ice-buster scheme could obviously contact the Parish Council but to date this Council had resolved not to actively support the ice-buster scheme in view of the statement previously issued by Staffordshire County Council to those operating under the scheme that 'it's unlikely you'll be sued or held legally responsible for any injuries if you have cleared the path carefully. Nothing further has been heard at this stage.

Recommended resolution: the matter to be given further consideration should a request to do so be received in due course.

MATTERS ONGOING

351*/79b/84/298 **Localism / Core Strategy** I have allocated the topics to Councillors and listed a few points to consider when reviewing the 'Positive Planning' report. This information will be emailed out to Members on Monday.

Matter of report.

164. **Public Participation – Brewood Issues** With reference to the BT man-hole cover in The Orchard, I have now reported the problem directly with BT Openreach. Prior to this we were working through County Highways. BT Openreach visited the site, as promised, within 4 working hours of the report but the engineer has since reported the case as 'not hazardous', even though I met him on site and explained the significance of the location. BTs contractor is scheduled to be on site on 3 April. I am advised that even though we feel it is a high risk location they will not escalate the matter.

Recommended resolution: the Clerk put in writing the concerns of this Council to BTOpenreach.

369. **Brewood Tennis Courts** Further to this Council's previous resolution (the matter requires further consideration and possibly a site visit) the Club has asked to meet with interested Members of the Council to discuss their request and the concerns of the Council.

Members wishing to attend such a meeting to advise the Clerk so a mutually convenient date can be arranged for some time in the next two weeks.

CORRESPONDENCE RECEIVED

414. **Hordern Lodge Mobile Home Park** Further email received providing a link to the officer's report and papers supporting the application. A hard copy of the officer's report will be available at the meeting.
Matter of report.

415. **Planning Applications** Supplementary report of the Clerk refers. Members may wish to defer this matter to the next meeting of the Council to enable Members to consider the report.

FINANCE REPORT

Summer SUSSED The budget approved by Council can provide for up to 7 half day sessions for Option 1 if the Council wishes; we normally provide for 2 half-day sessions in the three villages with village halls. Data provided from the 2012 sessions shows attendance levels of, on average, 50%. Feedback at the time suggests that access is sometimes restricted because the children of parents who work part-time cannot attend when their parents are working; others have scheduled holidays. With the support of Al Dutton and Scott Smith more publicity could be achieved through the Parish Council's website and Facebook this year.

Recommended resolution: if Members wish to support option 1 again this year the Assistant Clerk could contact the First Schools in the Parish (including St Mary's Primary) requesting they seek feedback as to the preferred choice of activities. Work would also commence to book the respective village halls which is normally at no cost to the Parish Council. The deadline for replies back to South Staffordshire Council this year provides sufficient time to take this approach this year.

Norton 360 The renewal date for the Council's anti-virus etc software is 14 March but I have now received an email advising that the subscription has automatically been renewed. Although the Council has not lost any days on the subscription period covered I have challenged this with Norton as such an early payment is inappropriate (auto renewal will now be removed from the account) and I was looking into whether the Council could have made the same purchase cheaper. Norton has now agreed to reduce the charge to £29.99 from £64.99 which is the cost currently on offer to new customers.

Members are asked to ratify the action of the Clerk.

Council and Community Website (282*/381*) Confirmed quote received from Mr T. Fellows advising that framed and mounted prints of the six winning photographs from the competition will cost £58.43. Ms S. Pitt of Brewood Library has confirmed that they can display framed photos.

Recommended resolution: the expenditure be approved and the necessary arrangements be made with Brewood Library.

Grounds Maintenance Quotes Members are asked to consider the quotes received for the maintenance of the Council's playing fields for the financial year 2013/2014, deferred from the previous meeting awaiting an updated quote. Confidential report tabled.

Members' views.

OTHER MATTERS FOR THE CLERK'S REPORT

None.