

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 MARCH 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, Mr P. Smith, Dr R.C.H. Taylor, Mrs L. Tomkins, Mr M. Webb MBE, Mr P. Webster.

IN ATTENDANCE:

Cllr B. Cox.

APOLOGIES:

Mr G.E. Martin (personal), Cllr M. Hampson (personal).

MINUTES:

The minutes of the meeting of the Council held 14 March 2013 were approved as being an accurate record and were duly signed.

DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION:

Cllr B. Cox declared an interest in item number 450a. 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.

PRESENTATION:

The Chairman welcomed Mr Bob Ellis to the meeting and presented him with a framed scroll in recognition of his contribution to equestrian course design at the London Olympics 2012.

461. **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.

No members of the public raised any matters.

MATTERS ARISING:

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

245** **Brewood Bowling Club.** Clerk's Report referred.

It was resolved that the Clerk refer back to the Council's solicitor regarding the eight queries raised, with a view to updating the lease and once the queries had been addressed, the lease to be progressed with the Bowling Club.

347**. **Wall – Rear of Amenity Area, Sandy Lane.** Clerk's Report referred. Due to the confidential nature of the matter and associated report, this item was taken at the end of the meeting when the public and press were asked to leave.

282*/381* **Council and Community Website.** Draft controls for the use of the Council's debit card for the payment of Goods and Services were circulated prior to the meeting.

It was resolved that controls be adopted by the Council.

142b (410) **GP Surgery.** Papers circulated, comprising of comments submitted by Dr Holder dated 25 October 2012 and a reissued extract of an email from the Staffordshire Commissioning Support Service referring to funding, circulated by Ms S. Tunnicliffe during Public Participation at the meeting of the Council held 14 March 2013. Copies circulated prior to the meeting.

It was resolved that the papers be received.

269. **Superfast Broadband.** Email from Mr P. Webster forwarding details from Mr P. Chatwin, Staffordshire County Council Project Manager for Superfast Broadband. Copy circulated prior to the meeting.

It was resolved that the papers be received.

343. **Barnfield Sandbeds.** Email received from Mr H. Medicott advising that the work to the pond would be completed in the financial year 2013-2014 although a precise date could not be provided as the presence of Badger setts may require the work to be carried out under license later in the year.

Matter of report.

369. **Brewood Tennis Courts.** Site visit held 19 March. Clerk to contact Mr A. Cousins of South Staffordshire Council to investigate the options for a path from the changing rooms to the tennis courts and report back to the Council and the Tennis Club in due course. The Club's request for a slabbed area across the front of the changing rooms was withdrawn at the site visit. A date to meet Mr Cousins to be arranged subject to annual leave arrangements.

Matter of report.

441. **HS2 Phase 2.** Deferred from the previous meeting. SPCA with regard to their policy on the HS2 Phase 2. A draft statement had been forwarded to Councils in order that it may express its views for consideration by the SPCA's Executive, prior to a conclusive public statement being issued by the SPCA. Comments required by 3 May. Copy circulated for the meeting of 14 March.

It was resolved that no comment would be made.

450a **Potholes, Crateford Lane.** Emails sent to Mr B. Wilding and copied to Mr M. Keeling. Reply sent to Mr A. Picken. Update requested from Highways with regard to the call logged 18 December 2012. Mr Picken had confirmed that repairs were carried out on 19 March to the particular length of Crateford Lane to which he referred (Claygates end). Clerk to seek further repairs to the Four Ashes Road end of Crateford Lane in the light of a report on the site from the Council's Handyman. **Matter of report.**

455. **Annual Play Inspections.** The Council had been advised by Mr S. Gallis of South Staffordshire Council that the independent play inspections were scheduled for the week commencing 15 April.

Matter of report.

459. **Jackanory Cottage.** Email received from Mrs J. Pegg forwarding details received concerning the change in ownership of this facility. Copy circulated prior to the meeting. The 'attached document' referred to in the email had not yet been forwarded by Mrs Pegg. Clerk's Report referred.

It was resolved that the matter be deferred to the next meeting of the Council in order for the report to be circulated to Members.

MATTERS ONGOING:

389. **M54 Junction Works/JLR Site Visit.** Clerk's Report referred. A covering letter and report of the residents meeting of 18 March 2013 were tabled, copies to be posted on Parish Council notice boards and website and included in the Coven Heath Community Association newsletter. Mrs L. Tomkins had contacted Marie Fitzpatrick advising that the residents of Coven Heath had limited access to the internet and it had been left to the Community Association to communicate with them; Mrs Tomkins had not received a reply. Cllr B. Cox advised that it was a condition of planning consent being given that noise attenuation matters be taken into account.

Matter of Report.

CORRESPONDENCE RECEIVED:

462. South Staffordshire Council inviting Members to attend the Locality Member Forum – North – Supporting Communities event, covering localities 1,2 and 3. The Forum to be held on Tuesday 16 April 6.00pm to 8.15pm at Calf Heath Village Hall, buffet available from 5.30pm. Agenda was circulated prior to the meeting.

It was resolved that Mr R. Dakin, Mr D. Evans, Mrs J. Jeffries, Mr P. Webster and the Clerk attend.

463. Mr P. Webster advised that he had compiled figures on the matter of the Christmas Lights and the funding process. Mr Webster had forwarded details of the income and expenditure relating to the 2012 Christmas Lights, copies circulated prior to the meeting. Also circulated was the breakdown of payments from the Council's accounts package, listed by budget heading (lights committee).

It was resolved that a separate meeting with the Clerk be convened on 15 April at 10.00am to discuss the reports. M. Alden-Court, Mrs J. Jeffries and Mrs L. Tomkins to also attend.

464. Mr C. Whitehouse, Managing Director, NextPhase Development seeking a meeting with the Council to discuss proposals for a residential development in Horsebrook Lane (reference Public Participation 28 February). Mr Whitehouse advised the Full Application would be submitted to South Staffordshire Council on 25 March.

It was resolved that, subject to the planning application having been received, the Parish Council meet Mr Whitehouse at 7.00pm on 11 April. The meeting would be open to the public.

465. Mr W. Taylor, Teacher Governor St Paul's First School, Coven with regard to the problem of dog fouling along School Lane, Coven which made access to the school difficult, often meaning people crossed the road lower down School Lane rather than using the School Crossing Patrol. Clerk's Report referred.

Matter of report.

466. Mr N. Harrison, Brewood forwarding photographs via Mr A. Ball of flooding in his garden. Mr Harrison had been advised to write to or email the Council to provide further details.

It was resolved that this matter be deferred to the next meeting of the Council, when further details had been received from Mr Harrison.

467. Dr R. Taylor forwarding an email sent to Brewood Civic Society from the Principal Archaeologist at Staffordshire County Council that referred to the Staffordshire Extensive Urban Survey, funded by English Heritage. The survey was concerned with understanding the development and current historic character of 23 identified medieval towns within the county. A draft copy of the report was available for information.

It was resolved that a copy of the final version, once published, be obtained and retained at the Parish Council offices.

468. South Staffordshire Council forwarding a copy of the Notice of Election advertising the Staffordshire County election of Councillors for Parish notice-boards; to be displayed from 22 March.

Matter of report.

469. Mr I. Collis, Kiddemore Green Road, Brewood bringing to Members' attention the 'ongoing issue with east and west bound speeding traffic, along the Kiddemore Green Road'. Mr Collis sought any information available as to what measures were being taken, to address this ongoing problem. Cllr Mrs D.M. Holmes advised that a site visit was held some time ago and when various options were discussed but were all deemed unsuitable.

It was resolved that Mr Collis be advised to contact Bishops Wood Community Speed Watch Committee for advice and assistance.

470. Staffordshire County Pensions forwarding the year end Employer's Newsletter and providing details of year end procedures to be followed for submitting data.

Matter of report.

471. Mr A. McRae, Chief Executive, SPCA forwarding details of Staffordshire County Council's 'Supported Lodgings Scheme', a campaign to increase the number of people signing up to be 'hosts' for teenagers. Support to promote the scheme was sought from Parish Councils. Posters to be circulated to Parish notice-boards and a link included on the Council's website.

Matter of report.

472. South Staffordshire Council seeking support to promote their Good Life website by providing links on Parish websites. This Council had already included a link but had now also provided a home page link. **Matter of report.**

473. Staffordshire County Council advising that the term of office for a Local Authority Governor, Mr James Ridyard, at St Mary's Catholic Primary School, Brewood was to end on 31 October. Whilst the person in post may wish to be re-appointed this Council was invited to submit an alternative nomination for consideration if it wishes to do so. Nominations required by 10 May 2013.

Members made no comment.

474. Staffordshire County Council forwarding details of their new roadworks web tool designed to make information on current and planned roadworks free and accessible to everyone. The website could be accessed via www.staffordshire.gov.uk/roadworks. A smartphone app was also available to download. Link to be made available from the Parish Council website and details included in the next Parish Council newsletter. **Matter of report.**

475. Staffordshire County Council inviting Members to attend future Watchdog Forums, held quarterly, to meet other watchdog representatives in the local community and to share any consumer issues they had. Further details available from Helen on 01785 276296 or by emailing:

community.development@staffordshire.gov.uk.

Matter of report.

475a. **Anaerobic Digester, Huntington.** Clerks's Report referred.

It was resolved that the matter be deferred to the next meeting of the Council when Members had scrutinised the planning application.

475b. **Footpath 39 Coven Heath.** Clerk's Report referred.

It was resolved that the matter be pursued with South Staffordshire Council if necessary.

476. **CORRESPONDENCE CIRCULATED:**

South Staffordshire Council: meeting of the Audit Committee held on 19 March. Planning decisions from 18 February to 8 March. Validated applications from 18 February to 8 March.

SPCA Updates: SPCA signs Staffordshire Rural Declaration (copy of declaration available); HS2 Phase 2 views sought on the SPCA Policy Statement; Putting Communities First NALC London event; report HS2 phase 1; **Quality Parish and Town Councils Scheme survey available via the link www.surveymonkey.com/s/QPSREVIEW2013**

Staffordshire County Council Watchdog: Counterfeit Tobacco Products Health Warnings; Online Vehicle Buying and Selling Scams; Email Hacker Scams; Charity Donation Fraud; Counterfeit Alcohol Health Warning; Pension Bonus Scam; 'Earn Extra Money' / 'Working from Home' Scams; Computer Fault Scam; Bogus Callers

Brewood Civic Society minutes of the meeting held 18 March and copy correspondence to: South Staffs Council with regard to planning application 13/00113/FUL; the Grade II Listed K6 phone box at High Green; Railings outside 'The Mess' in Brewood.

Western Power Distribution Business Plan consultation with stakeholders and workshop at Birmingham Botanical Gardens 18 April.

The Rotary Club of Stafford – 'A Walk in the Park' for Macmillan 28 April.

Clerks & Councils Direct; Staffordshire Wildlife Trust Members' Day 15 June.

Wolgarston SNU, Wolverhampton Magazine.

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

No report was received from the County Council.

478. **CHAIRMAN'S REPORT:**

It was noted that Cllr R. Roberts OBE would not be standing again for election. The Chairman recommended that a letter be sent to Cllr Roberts thanking him for the support he had given to this area and for his generosity to the parish over many years. Cllr Roberts to also be presented with a Parish Council plaque.

Mrs Jeffries commented on how useful and interesting the recent new councillor training was. Mr Allen, the trainer, asked that his thanks be passed on to the Parish Council.

Mrs Jeffries also advised that she had written to Gavin Williamson MP asking for clarification with regard to matters raised in public participation at the previous meeting of the Council and would report back in due course.

479. **FINANCE REPORT:**

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

- The Financial Summary – Cash Book Reconciliation for February, **be approved**. Clerk's Report referred.
- The Income and Expenditure Approvals list as of 28 March, **be approved**, Income £725.71 Expenditure £7,360.86 including salary payments covering standard hours plus:
 - **Clerk 13 hours (3 Council evening meetings + photo competition presentation, My Place My Say event, New Councillor training event)**
 - **Assistant Clerk 4 hours (2 Council evening meetings + photo competition presentation)** 3rd meeting omitted from salary calc. – to be included for April payment
- Further to the resolution of the Council (14 October 2010) to consider whether day time training / seminars were taken as standard contracted or additional hours, with each case being given such attention as it arose, Members were asked to consider the time spent by the Clerk and the Assistant Clerk attending the SLCC conference on Friday 1 March and the hours worked that week. Including the conference the Clerk worked 36 hours (25.5 hrs contracted) and the Assistant Clerk worked 28 hours (23 hrs contracted) both excluding evening meetings. For information 9hrs each were required to cover the conference (door to door).
It was resolved that the Clerk and Assistant Clerk be paid for hours in excess of their contracted hours.
- Notification received from HMRC querying Statutory Sick Pay recovered by the Council during 2010 when the Clerk was on sick leave. Having confirmed the data involved HMRC had advised that this Council over claimed by £412.42 which must be repaid, after which this Council would then be advised as to the value of the interest incurred from 2010 to also be paid by this Council. The decision to pay the outstanding amount of **£412.42 plus interest when confirmed, be ratified**.
- The Business Risk Assessment, Risk Assessment Report and the Internal Controls Checklist, copies circulated prior to the meeting, **be approved**.
- A budget for the summer planting of the Council's troughs, baskets and flower beds and the provision of compost of up to £200 for plants and £30 for compost exclu. VAT, **be approved**.
- The renewal of the Council's membership of the Community Council for the year commencing 1 April 2013 at a cost of £22, **be approved**.
- Additional hours for the Assistant Clerk to cover mandatory extra work incurred while the Clerk was on annual leave, up to 10hrs, **be approved**.

480. **PLANNING REPORT:**

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

Cllr B. Cox requested on behalf of South Staffordshire Council that future planning consultee comments stated 'objections' or 'no objections' rather than 'approval' or 'refusal'.

Planning applications 13/00207/FUL and 13/00232/FUL to be deferred to the next meeting of the Council.

481. **CLERK'S REPORT:**

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

- New Councillor Training – following the training held on 19 March, handouts of the presentation and copies of the Good Councillor Guide (as previously made available to Members) were available from the Clerk.
- The action of the Clerk to write to the owner of a property adjacent to the Jubilee Park where new fencing had been erected causing damage to the Council's mesh fence and leaving broken concrete and similar debris on the Council's playing field, **be ratified**.
- Council Building Inspection. The Assistant Clerk to be available to meet Mr Perry on Tuesday 2 April.
- Annual Leave. The Clerk confirmed that Mrs V. Turner would cover the office on Monday 8 April.
- Mr G. Martin had requested that thanks be given to the Assistant Clerk for her involvement in the resurfacing work carried out in Coneybere Gardens, Brewood.

482. **DISTRICT COUNCIL REPORT:**

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

- The first reading of a Bill to cap parish council precepts of more than 2% unless they had a referendum, would go to Parliament on 28 April.
- In future District Councillors would have an allowance of £500 to distribute to worthy causes.
- The District Council had been busy dealing with the closure of the transformation plan and its various amendments.
- A more effective way of dealing with parking outside schools may be to put down white lines rather than yellow lines as although unenforceable, drivers often took more notice of them.

ANY OTHER MATTERS OF REPORT:

483. **Allotments Inspection.** Mrs L. Tomkins had requested that a date be agreed for an inspection of the Council's allotments at Coven Heath. Members agreed to arrange an inspection at the end of April/beginning of May.

202. **Litter A449.** Mr P. Smith reported that the resident he had witnessed dropping litter on the A449 had been taken to court by South Staffordshire Council and had a fine imposed which had been paid in full.

351*/79b/84/298 **Localism / Core Strategy.** Members asked for an update on the survey results. The Clerk advised that not all returns had been received from Members. The matter would be followed up in due course.

484. **Damaged Verge in Tinkers Lane/ Coven Road.** Mr M. Webb MBE reported that residents were concerned that the verge had been damaged as a result of heavy plant to and from the property on the corner of Tinkers Lane and Coven Road, Brewood. The Clerk to report the matter to Highways.

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

347**. **Wall – Rear of Amenity Area, Sandy Lane.** Clerk's Report referred. The Council received the confidential report of the Clerk.

It was resolved that Mr Ritson of Ritsonlaw be appointed as the Parish Council's solicitor in this case. It was further resolved that the matter of the deterioration of the boundary wall be referred to Mr Ritson.

There being no further business the meeting closed at 9.25pm.

..... Chairman.

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

MATTERS ARISING

245** **Brewood Bowling Club** I have now reviewed the revised lease and have eight queries to put to the Council's solicitor where he has still not acted in line with the Council's instruction. With Council's agreement I will take up these issues with Mr Smillie with a view to further updating the lease if necessary. Once these points have been resolved I will then provide the Bowling Club with the Council's explanations, based on the advice originally given by its solicitor, as to those clauses in the lease that the Club has previously queried. **Members are asked to consider approving this approach to progress the lease.**

347** **Wall – Rear of Amenity Area, Sandy Lane** To receive the confidential report of the Clerk. Members may wish to consider taking this matter at the end of the meeting when members of the press and public are asked to leave the meeting.

459. **Jackanory Cottage** The 'attached document' referred to in the original email has now been received.

Recommended resolution: the matter be deferred to the next meeting of the Council for the report to be circulated.

MATTERS ONGOING

389. **M54 junction works / JLR Site Visit.** Email received from Ms M. Fitzpatrick forwarding a cover letter concerning the meeting held 18 March and a summary of the discussions held, copies tabled. A link to newsletters on the web is to be made available for this Council to include on its web site. Newsletters will also be displayed on the Coven Heath Community Assoc. notice-board and Parish notice-boards, as requested by Ms Fitzpatrick. **Any Member wishing to receive newsletters direct should advise the Clerk at the meeting.**

With reference JLR site visit, this is now being pursued by Marie Fitzpatrick who has been asked by JLR representatives to confirm that only Members of the Parish Council will be attending the meeting and that there are no Parish Council elections this year – the Clerk has replied. Ms Fitzpatrick hopes to be able to provide more information by the next meeting of the Council.

Matter of report.

CORRESPONDENCE RECEIVED

465. **Dog Fouling, School Lane, Coven** The matter was forwarded for the attention of Mr J. Littleton of South Staffordshire Council who has directly contacted Mr Taylor to discuss the matter. Mr Littleton also provided details of enforcement action that was being taken on certain school routes last week. **Matter of report.**

URGENT CORRESPONDENCE (Received post agenda)

475a. M. A. Hough of Huntington forwarding a copy of his objections to plans for an anaerobic digester, which have been submitted to South Staffordshire Council reference 13/00130/COM, and seeking the support of this Council to object. A copy is tabled for Member's information. I have spoken to the Clerk at Huntington Parish Council who advises that they have requested an extension on what is an application to renew and would appreciate this Council's support in objecting to the application if the Council was willing to do so. Huntington Parish Council will be discussing the matter when they next meet on 11 April. **Members' views.**

475b. Mrs L. Tomkins forwarding an email on behalf of Ms C. White of Coven Heath concerning footpath 39 and her reason to believe attempts are to be made to stop her using the right of way. The matter has been forwarded for the attention of Jackie Atkin, Rights of Way Maintenance and Enforcement Officer (South) at Staffordshire County Council.

Matter of report.

FINANCE REPORT

To approve the Financial Summary – Cash Book Reconciliation for February, deferred from the previous meeting awaiting a fix from Edge.

OTHER MATTERS FOR THE CLERK'S REPORT

Council Building The building has always suffered from a number of cracks in the rear wall but these do seem to be getting worse. I also understand that Mr R. Beddows from the Legion has also noticed a significant change in the last 12 months. I have approached South Staffordshire Council with regard to receiving some impartial advice on the matter and can confirm that Dave Perry from Building Control will visit the site on Tuesday around mid-day. **In the absence of any specific time of arrival, Clerk to confirm the availability of the Assistant Clerk to meet Mr Perry at whatever time he arrives.**

Annual Leave To receive the report of the Clerk with regard to Annual Leave arrangements over the next two weeks and office cover arrangements for 8 April.