

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, 11 APRIL 2013 AT 7.30PM

PRESENT:

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

IN ATTENDANCE:

Cllr B. Cox, Cllr M. Hampson.

APOLOGIES:

Mrs J. Carr (personal), Mr T. Fellows (work), Mr G.E. Martin (personal), Mr J. Pegg (holiday).

MINUTES:

The minutes of the meeting of the Council held 28 March 2013 were approved as being an accurate record and duly signed, subject to the following: Item 475b should have read Staffordshire County Council, not South Staffordshire Council. Item 481 should have read resolved, not ratified.

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.

485. **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 P Mullard of Horsebrook Lane reported that to date he had seen just one tractor trailer fitted with a number plate but still others with no plate. He also confirmed that the provision of a SID in Horsebrook Lane was being pursued.

MATTERS ARISING:

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

459. **Jackanory Cottage.** Deferred from previous meeting. Attachment received giving details of Damson Tree Cottage. Copy circulated prior to the meeting.

It was resolved that the matter be left for local councillors to refer back to the Parish Council if necessary in due course.

466. Mr N. Harrison, Brewood regarding flooding in his garden. Deferred from previous meeting of the Council. Clerk's Report referred.

It was resolved that the Clerk visit the playing field with the Council's Handyman to assess the situation; Mr D. Evans and Dr R. Taylor to also attend.

475A. **Anaerobic Digester, Huntington.** Letter received 27 March 2013 from Mr Hough asking the Parish Council to support objections to a proposed anaerobic digester. Deferred from previous meeting of the Council in order for Members to scrutinise the plans on South Staffordshire Council's website. Members reported that the plans were not available online.

Cllr B. Cox said he would arrange, on the morning of Friday 12 April, for the plans to be made available to the Council.

294. **Crime and Anti-social Behaviour Report for Locality 2.** Figures for March received. Copy circulated prior to the meeting. It was noted that crime figures had increased although anti-social behaviour figures had not.

It was resolved that Dr R.C.H. Taylor raise the matter at the next Locality meeting and refer back to the Parish Council if necessary.

MATTERS ONGOING:

199. **Tree Inspections, The Bront.** Clerk's Report referred.

It was resolved that the Clerk accept the offer from South Staffordshire Council (verbally reported at the previous meeting) to seek a quote for any tree inspections to be carried out with a view to obtaining a better price through a bulk order with other Parish Councils via South Staffordshire Council.

297. **Wildflower Planting.** Clerk's Report referred.

It was resolved that a low shrub border be approved. Clerk to advise Ms Malkin accordingly.

369. **Brewood Tennis Courts.** Clerk's Report referred.

It was resolved that the Council's handyman/gardener undertake the necessary repairs to the changing room roof, subject to approval from Tennis Club members. Council to cover the cost of materials and labour.

389. **M54 Junction Works / JLR Site Visit.** Clerk's Report referred. Members had received a detailed letter and it was noted that communication to local residents had much improved.

Matter of report.

481. **Council Building Repairs.** Clerk's Report referred.

It was resolved that the Clerk seek quotes for the necessary repairs/work.

415. **Planning Applications.** M. Alden-Court reported that at the last Regulatory Committee meeting at South Staffordshire Council it had been agreed that Parish Council's could request hard copies of planning applications if they wished. Cllr B. Cox reported that this had referred to large plans only. Clarification to be sought once the Minutes had been published by South Staffordshire Council.

Matter of report.

256** **Traffic Management.** The Clerk reported that a letter had been sent to Mr M. Keeling regarding Brewwood and Coven traffic management issues. Dr R.C.H. Taylor complained that there had been no action on the Brewwood traffic survey to local residents. Mrs Jeffries reported that it had been resolved at a previous meeting of the Council that the working party would, with her help if so wished, review the purpose of the survey and redraft it accordingly as the original survey was unclear and confused. Cllr Mrs D.M. Holmes asked that a meeting be delayed until after a reply had been received from Mr Keeling.

Matter of report.

496. **Telephone Kiosk, High Green, Brewwood.** Dr R.C.H. Taylor reported that it may be possible to adopt the kiosk in the near future.

It was resolved that the matter be placed on Matters Ongoing.

475b. **Footpath 39 Coven Heath.** The Clerk reported the officer responsible was unavailable until 8 April. A response to be chased after that date.

Matter of report.

483. **Coven Heath Allotments Inspection.** Inspection arranged for 23 April at 5.15pm.

Matter of report.

408** **Croft House, Coven.** Clerk to chase the discharge of Condition 9 (Landscaping Scheme) of planning application 06/01241/FUL.

Matter of report.

CORRESPONDENCE RECEIVED:

486. Email from Mr I. Tipper, Secretary of Brewwood Village Community Council requesting that the Parish Council quote for maintenance of land adjacent to the Jubilee Hall until such time as the car park was extended. Copy of emails and plan circulated prior to the meeting.

It was resolved that the request be rejected due to it being uneconomically viable.

487. Email from Graham Unwin Chief Executive Staffordshire Cluster of PCTs, received via SPCA outlining the changes to commissioning in the NHS, effective from 1 April 2013. Full details available from the Clerk.

Matter of report.

488. Email from Mr S. Clowes of Safeaid Services offering First Aid training and in particular, the use of a defibrillator. M. Alden-Court had indicated that she also wished to speak on the matter of a defibrillator. Clerk's Report referred.

It was resolved that Members investigate further. The matter to be placed on the agenda for the next meeting of the Council.

489. Email from Ann Ryding, Secretary of Brewwood W.I. enquiring as to whether Brewwood W.I. was eligible to apply for funding from the Roseclaim grant. Clerk's Report referred.

Matter of report.

489a. Brewwood At Home Shop. Clerk's Report referred. Cllr B. Cox advised that this was an excellent service which was highly commended.

Matter of report.

489b Community Watchdog Scheme. Clerk's Report referred.

Matter of report.

489c South Staffordshire Council forwarding details of its Enterprise Club Business Start-up Sessions. Clerk's Report referred.

Matter of report.

489d Brewood Scouts St George's Day Celebration with the 2nd Brewood Scout Group. Clerk's Report referred. The Chairman reported that she would unfortunately be unavailable to attend.

Matter of report.

490. **CORRESPONDENCE CIRCULATED:**

Thank you card from Nancy Pritchard following the presentation of a Parish Council Scroll on the occasion of her 102nd birthday

SPCA Bulletin 27 March and 3 April. Brewood

Civic Society response to the proposed re-development of the Admiral Rodney Public House.

Minutes of Veolia Consultative meeting held 6 March received from Mr P. Sanders.

South Staffordshire Council: Connect data, months 8 and 9, Planning decisions 14-28 March.

Wolgarston SNU

Coven Heath Community Association Newsletter 25 March.

Wolverhampton Magazine, April, Wolverhampton West Magazine April/May.

SSCVA Buzz magazine Spring 2013

491. **CHAIRMAN'S REPORT:**

The Council received the report of the Chairman, Mrs Jan Jeffries and noted the following: The sad news of the recent death of Mr G.E. Martin's wife. Mr Martin had taken great comfort from the number of cards and good wishes received from Members.

Cllr Mr M. Hampson reported that Mr M. Philpott, a Brewood resident and previous Scout Leader of many years had recently died; his funeral would be at Stafford crematorium on 18 April.

492. **FINANCE REPORT:**

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

- The Income and Expenditure Approvals list as of 11 April, **be approved**. Income nil Expenditure £1599.32
- Notification received from HMRC regarding interest charged on the underpayment of NICs in 2010. Interest was charged on a daily basis and as a result the amount due was £36.23.

Matter of report.

- The Financial Summary – Cash Book Reconciliation for March to be tabled at the next meeting of the Council.
- Council Driveway Resurfacing. Clerk's Report referred.
It was resolved that invoice to the value of £2,517.87 be paid to Staffordshire County Council.

493. **PLANNING REPORT:**

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

- Miss J. Taylor, 18 School Road, Brewood seeking to trim branches of a cherry tree in the grounds of Brewood Middle School that were overhanging land and parking space of her property.
It was resolved that the Clerk reply that the Council had no concerns.
- Mr K. Brookes, 34 Deanery Cottage, Dean Street, Brewood seeking to crown lift a beech tree in a neighbours garden (no 30) to allow more light and prevent damage to his garage roof.
It was resolved that the Clerk reply that the Council had no concerns.
- Planning application number 13/00185/FUL, Well Cottage.
It was resolved that this item be deferred to the next meeting of the Council.

Letter received from Mr D. Pattison of South Staffordshire Council regarding the proposed diversion of footpath 20 (adjacent to Kiddemore Green Rd). Copy of letter and plan circulated prior to the meeting. Responses due by 24 April.

It was resolved that the Clerk reply advising that the Council had no objections.

494. PLAYING FIELD REPORT:

- Bishops Wood playing field and skateboard park. Mrs S. Hughes had nothing to report.
- Brewood playing field and skateboard park. Mr D. Evans advised that the park looked lovely. However, debris left by a resident whose property backed onto the park needed following up. The Clerk advised that a letter was in hand.
- Coven playing field and skateboard park. Mr R. Dakin had nothing to report at Coven playing field but reported dog fouling at The Bront. The Clerk advised that the problem of dog fouling in general had been reported to South Staffordshire Council.

It was noted that there was no report due from District Council but Mrs Jeffries asked the District Councillors present if they wished to speak, which they declined. Mr D. Evans asked how the use of the blue recycling bins could be encouraged. Cllr B. Cox advised that this was unnecessary and stated that £1.25m would be saved over five years. Cllr M. Hampson noted the benefit in not needing to sort the refuse.

Mr D. Evans advised that there was a meeting of Kiddemore Green Action Group on 6 May in Codsall at which Mr G. Williamson MP would be present.

495. CLERK'S REPORT:

The Council received the written report of the Clerk and noted the following:

Mr D. Evans gave his apologies in advance of the Annual Parish Meeting. Members to provide the following written reports: Mrs L. Tomkins – Allotments, Dr R.C.H. Taylor – Planning, Mr D. Evans – Brewood playing field, Mr R. Dakin – Coven playing field, Mrs S. Groom – Bishops Wood playing field and Finance (Mrs J. Carr to deliver), Mrs J. Jeffries – Chairman's report.

Mrs C. Grundy had requested a litter bin on the green open space outside the flats in Oak Road, Brewood.

It was resolved that the request be passed to South Staffordshire Housing Association.

The Clerk clarified that the office cover provided by Mrs V. Turner on 8 April had only been required for 1 hour while the Clerk attended an appointment.

The Council considered whether or not the Union Flag should be flown at half mast on the occasion of Baroness Thatcher's funeral scheduled to take place on Wednesday 17 April.

It was resolved that the flag would be flown at half mast for the day.

Dr R. Taylor and M. Alden-Court requested that places be booked to attend the Locality North Forum to be held on 16 April and the SSCVA Community Voice Forum on 17 April.

Clerk to action.

ANY OTHER MATTERS OF REPORT:

497. **Severn Trent Sewage Works.** Mrs L. Tomkins reported that there had been problems with sewage flooding and as they were required to take on extra capacity in future, South Staffordshire Council were seeking proof from STW that they could cope with the increase.

Matter of report.

498. Cllr M. Hampson reported that if the Council so wished he would be visit Bilbrook Parish Council (with reference to the i54).

Matter of report.

There being no further business the meeting closed at 9.10pm

..... Chairman.

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL
TO BE HELD 11 APRIL 2013**

MATTERS ARISING

466. **Photos – Flooding** Mr N. Harrison called in to the office this morning with regard to this Council's request for further details. He has confirmed that the photos supplied of his flooded garden were from the heavy rain last summer when much of the parish flooded and Dr Taylor visited the site with Mr Harrison on that occasion at the time. Mr Harrison also stated that he has experienced such problems for years but believes the way the land now falls, where surplus soil from the drainage works was spread, has created a channel for water to follow.

Recommended resolution: the Clerk visit the playing field with the Council's Handyman, and any interested Members if they wish, to assess the situation.

MATTERS ONGOING

286* **Bus Shelter, School Lane, Coven** Email received from Mr B. Wilding confirming that once he has provided a plan then SSHA's solicitor has agreed to draw-up a licence for the siting of a bus shelter at the site.

Matter of report.

164. **Public Participation – Brewood Issues** With reference to the broken surface surrounding the BT manhole cover at the Shop Lane end of The Orchard, Brewood I can confirm that I visited the site this week to check on the repairs that were scheduled to be carried out by BTOpenreach on 3 April. Members will recall that BTOpenreach agreed to carry out the necessary repairs after one of the engineers visited the site with me on 25 February. The work had not been carried out but it appeared that a similar manhole cover further along the path had been reinstated. BTOpenreach have since advised me that the work that still needs to be done is not something they would action as it does not relate specifically to the manhole cover. In view of the previous phone calls on this I have raised a formal complaint.

The matter is now with SSHA who assure me the repair work will be carried out within 7 days (by 18 April). I will inspect the site again in due course and take whatever action necessary should the work still be outstanding.

Matter of report.

199. **Tree Inspection, The Bront** Further to the verbal report made at the meeting of 28 March I would like to put on record the email received from South Staffordshire Council enquiring as to whether this Council would be interested in them seeking a quote for any tree inspections we may wish to be carried out with a view to obtaining a better price through a bulk order with other Parish Councils. **Members are asked to confirm that they wish me to progress this matter with South Staffordshire Council noting that this will delay the tree survey but may provide better value.**

297. **Wildflower Planting** Email received from Ms K. Malkin following the site visit in March to discuss the area for planting wildflowers to the NE of Jubilee Park, Brewood. The area to be planted up needs to be clearly marked out to avoid the grounds maintenance contractors mowing over any wild flowers. Ms Malkin suggests the following options:

Planting a shrub border up to 1m high; regular wooden fencing around 1m high; a lower wooden border of the type commonly used round flower beds. **Members' views.**

369. **Brewood Tennis Courts** Further to the site meeting to consider a path and steps between the courts and the changing-rooms, Mr J. Roobottom has also requested someone check's the roof of the changing rooms to assess its condition. The Council's handyman confirms there are three areas in need of repair two of which can be easily done but the third to the rear of the roof, will also need sealing to

account for the slope. With Members approval the Council's handyman could undertake the necessary repair works assuming the Tennis Club wish the Council to do so.

Members' views.

389. **M54 junction works / JLR Site Visit.** Notice of further works received. This was emailed out to Members due to the immediacy of the information concerned and a link to the letter was included on the Council's web site under 'News' for Coven Heath. **Matter of report.**

481. **Council Building** Mr D. Perry, Building Control Officer, South Staffordshire Council has inspected the building and advises that the matters of concern with regard to the rear wall simply require re-pointing. He also drew attention to the fact the damp proof course had been breached in two places and that checks should be undertaken as to whether air bricks exist or have been covered up. With regard to the dcp he advises that atco drains could be installed to address the problem.

Members' views.

CORRESPONDENCE RECEIVED

486. **Brewood Village Community Council** This Council would not be able to contract for the work concerned unless it charged VAT on what would be a Business Activity. Having looked at the land concerned it appears a larger area than expected and includes some trees as well as shrubs. With the need to maintain the trees (some already appear to be in need of attention), litter pick the area and undertake normal grounds maintenance the time this would take would be, I believe, more than this Council would wish to cover even if it was funded through the grant this Council holds for the BVCC.

Members' views.

488. **First Aid Training** This was an unsolicited email to purchase First Aid Training and as such I would recommend should not be followed up. If Members feel there is a need for a member of staff to receive first aid training this should be considered and pursued as a separate exercise.

489. **Brewood W.I. – Roseclaim Grant** A request for funding had already been received, acknowledged and was included in the applications considered by the appointed Members. The funding has now been allocated and applicants will be notified of the outcome in due course – the Chairman has provided an article for the Bishops Wood Bugle and cheques will be raised for the next meeting. Unsuccessful applicants will be notified accordingly.

Matter of report.

URGENT CORRESPONDENCE (Received post agenda and date critical)

489a SSCVA inviting Members to attend to opening of the Brewood AT Home Shop on Friday 19 April 10am to 1pm at the SSCVA, 1 Stafford Street, Brewood. Ribbon cutting at 10.30am with Mr G. Williamson MP. The shop, following on from the Bilbrook AT Home Shop, will sell a selection of daily aids to help people live in their own home for longer, enjoying their independence and living more safely. Details have been included on the Council's web site. **Matter of report.**

489b Community Watchdog Scheme giving notice of the next meeting of the District Forum to be held 18 April 2pm-4pm at Wombourne Library. List of January Watchdog queries also forwarded.

Matter of report.

489c South Staffordshire Council forwarding details of their fresh session of Enterprise Club Business Start-up Sessions in Wombourne Library on 9 April, 9.30am to 1pm. Twelve sessions are scheduled through April and May. Details have been circulated to Council notice-boards and this Council's web site.

Matter of report.

489d Brewood Scouts inviting Members to attend the St George's Day Celebration with the 2nd Brewood Scout Group on Tuesday 23 April, 6.45pm at St Mary and St Chad's Church Brewood.

FINANCE REPORT

The Financial Summary – Cash Book Reconciliation for March will be tabled at the next meeting of the Council.

Council Driveway Resurfacing The invoice for the work carried out has now been received. Members will recall that the Council was advised that the original estimate of £3,347.55 (exclu VAT) 'will be reduced by in the region of £400 in view of the required equipment being in site and a further £500 (approx.) will be deducted if the sub-base of stone was still serviceable.' The invoice show a total reduction of £829.68 on the original estimate giving a final net cost of £2,517.87. Members' attention is also drawn to the fact the damp proof course (reported by D. Perry) was breached to the rear of the building by the shed. Having looked at the matter I believe the dcp was breached before any work undertaken by Staffordshire County Council as they would not have raised the ground level by the 150mm required for a dcp. **Members' views are sought with regard to the payment of the invoice which, subject to agreement, would be included on the expenditure list for the meeting of 25 April.**

PLANNING

South Staffordshire Council consultations on applications to carry out works to trees protected by a tree preservation order:

- Miss J. Taylor, 18 School Road, Brewood seeking to trim branches of a cherry tree in the grounds of Brewood Middle School that are overhanging land and parking space of her property
- Mr K. Brookes, 34 Deanery Cottage, Dean Street, Brewood seeking to crown lift beech tree in neighbours garden (no 30) to allow more light and prevent damage to garage roof.

OTHER MATTERS FOR THE CLERK'S REPORT

Annual Parish Meeting Members are reminded that the Annual Parish Meeting will take place in the Council Chamber at 7pm on 25 April. Any Member wishing to volunteer to write any of the reports presented at the Annual Parish meeting is asked to advise the Clerk at this meeting. At the meeting those present receive the: Chairman's report; Clerk's report; Finance report; Planning report, Playing field reports, Allotments report. In order to prepare the published agenda Members are also asked to confirm who will present the reports.

Request for litter bin Ms C. Grundy has requested a litter bin on the green open space outside the flats in Oak Road, Brewood.

Recommended resolution: If Members are in agreement I will pass on the request to SSHA.

Forthcoming Meetings Members are reminded of the following:

- 15 April 10am at the Council office, Stafford Street. M. Alden-Court, Mrs J. Jeffries, Mrs L. Tomkins and Mr P. Webster. To consider points to be raised by Mr P. Webster concerning the Christmas Lights.
- 16 April 5.30pm for 6pm start, to finish at 8.15pm at Calf Heath Village Hall. Mr R. Dakin, Mr D. Evans, Cllr A. Holmes, Mrs J. Jeffries, Mr P. Webster and the Clerk to attend South Staffordshire Council's Locality North Forum.
- 17 April 5pm until 7pm at the Jubilee Hall, Brewood. Mr D. Evans and Mrs L. Tomkins to attend the SSCVA Community Voice Forum. Refreshments will be available.