

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, 25 APRIL 2013 AT 7.30PM

PRESENT:

Mr A. Ball, Mrs J. Carr, Mr R. Dakin, Mr T. Fellows, Mrs J. Jeffries, Mr G.E. Martin, Mr J. Pegg, Mr P. Smith, Dr R.C.H. Taylor, Mrs L. Tomkins, Mr M. Webb MBE, Mr P. Webster, Cllr Mrs D. M. Holmes (arrived late).

APOLOGIES:

M. Alden-Court (illness), Mr D. Evans (work), Cllr B. Cox (meeting), Cllr M. Hampson (personal), Cllr Mrs D.M. Holmes (meeting, arrived late).

MINUTES:

The minutes of the meeting of the Council held 11 April 2013 were approved as being an accurate record and duly signed, subject to the following: Item 494 should have read 'Mr Evans asked if a meeting had been set and Cllr Cox replied that it was to take place on 6th May'.

DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION:

Mr P. Webster declared a non-pecuniary interest in item 475a. 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.

499. **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. Westwood of Horsebrook Lane outlined a number of objections made by Brewood residents who had met informally to discuss planning application 13/00264/FUL to erect 8 dwellings in Horsebrook Lane. This matter was considered by Members later in the evening.

Mr P. Mullard of Horsebrook Lane, Brewood, reported that the BT manhole cover in The Orchard had been repaired and that the sign in Bargate Street had been replaced and thanked the Parish Council for its involvement. Mr Mullard also outlined his endeavours to pursue the matter of farm vehicles without number plates with the Police and the lack of visible policing in the Parish, which he had also taken up with the Police and Crime Commissioner.

MATTERS ARISING:

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

245** **Brewood Bowling Club.** The Council's queries which were still to be addressed appertaining to the draft Lease, had been returned to the Council's solicitor and an extract from this Council's Licence with County Highways (concerning their right to withdraw the Licence) had been made available to Ms H. Skidmore for information.

Matter of report.

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

Matter of Report.

351*/79b/84/298 **Localism / Core Strategy.** Of the four Positive Planning summaries awaited from Councillors, three had been received. Clerk to report at the next meeting of the Council.

Matter of report.

308. **HMP Featherstone.** Letter received from Mr G. Williamson MP enclosing a copy letter from Mr S. Paice, Business Development Manager, HMP Featherstone providing an update on progress with the partial re-role of the prison to include a Category D open facility. Copies circulated prior to the meeting.

It was resolved that the Clerk reply thanking Mr Williamson MP for forwarding the information to the Parish Council.

463. **Christmas Lights.** A meeting had been held to discuss the queries previously raised by Mr P. Webster. Clerk's Report referred. Clerk to request copies of the accounts from the respective Christmas Lights Committees as required from those organisations receiving grants from the Parish Council. Mr Webster reported that all the queries had been answered satisfactorily and noted that it would be advantageous for members from each of the lighting committees to liaise with each other in order to achieve the best prices. Mr J. Pegg wished to table the accounts for Bishops Wood Christmas Lights from 2007.

It was resolved that the accounts for Bishops Wood Christmas Lights be tabled and the matter placed on the agenda for consideration.

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 the previous meeting of the Council in order for Members to scrutinise the plans on South Staffordshire Council's website. The closing date for the consultation had been changed to the end of April. Clerk's Report referred. Mr P. Webster reported that a school and a housing estate had been built on the route that traffic would take to and from the site, since the original plan had been passed in 2010.

It was resolved that the Parish Council write to South Staffordshire Council supporting Huntington Parish Council's objection to the anaerobic digester due to the fact that a school and a housing estate had been built on the route that vehicles would take to and from the site, since the planning application had been approved in 2010. Mr Hough to be advised accordingly.

Mr P. Webster abstained from voting.

475b. **Footpath 39 Coven Heath.** Email received from Ms J. Atkin, Public Rights of Way Officer South advising that they had spoken to Ms White on 12 April but Ms White did not wish to take the matter further at this stage as there did not seem to be a problem at the moment. Ms White was also informed that she was within her rights to take a wheelbarrow along the path.

Matter of report.

MATTERS ONGOING:

41** **Brewood Playing Field Equipment.** Clerk's Report referred.
Matter of report.

164. **Public Participation – Brewood Issues, The Orchard.** Clerk's Report referred.
Matter of report.

164. **Public Participation – Brewood issues, Vehicle Registration Plates on Trailers.** Clerk's Report referred. Mrs J. Jeffries added that at a Locality Forum meeting, Inspector Gibbs had stated that this area would be assigned a Police Officer with agricultural experience.
It was resolved that the Clerk write to the Police inviting the new Police Officer to a future meeting of the Council.

208. **Roseclaim – VFestival 2012.** Clerk's Report referred.
Matter of report.

455. **Annual Play Inspection.** Clerk's Report referred.
It was resolved that the actions of the Clerk be ratified in accepting the increased cost per site.

294. **Crime and Anti-social Behaviour Report for Locality 2.** Dr R.C.H Taylor reported that he had spoken to Inspector Gibbs who would not accept that the figures showed an increase in crime even after taking the VFestival out of the figures. The statistics were of little use because they did not show all types of crime. Inspector Gibbs had suggested that Police Officers would call to Councillors home addresses whilst on duty to find out if anything had been reported locally. Dr Taylor thought that it would be more appropriate for an officer to attend Parish Council meetings bimonthly. It was noted that the PCSO had been given a vehicle.
It was resolved that Inspector Gibbs be invited to attend a future meeting of the Parish Council.

496. **Telephone Kiosk.** Dr R.C.H. Taylor requested that the Clerk write to British Telecom asking for a schedule of repairs to the kiosk at High Green, Brewood. **Matter of report.**

209. **Parish Council Badge.** Mr P. Smith asked that this item be taken off Matters Ongoing.
Matter of report.

488. **Defibrillator.** Mr P. Webster outlined progress so far with regard to providing a defibrillator for Coven. It had been given some press coverage and some pledges had already been made by individuals and businesses.

282*/381* **Council and Community Website.** Mr T. Fellows advised that he intended to bring a camera to the next meeting of the Council in order to take photographs of Members for the Council's website, subject to their agreement. He also advised that he had placed the order for the prints from the winners of the photographic competition to be displayed at the library.
Matter of report.

159. **Waste Bins, Canals.** Mrs L. Tomkins advised that there was a meeting on 28 April at 10.00am with the Canal & River Trust on the bridge at Coven Heath, to discuss the supply of bins and equipment. Dr R.C.H. Taylor requested that she ask them to include the area of the canal from Brewood Middle School to Hyde Mill.
Matter of report.

483. **Coven Heath Allotment Inspection.** Mrs L. Tomkins advised that the inspection had taken place and a copy of the report had been passed to the Assistant Clerk. **Matter of report.**

415. **Online Planning Applications.** The Chairman advised that Cllr B. Cox had clarified South Staffordshire Council's minutes regarding the availability of printed planning applications. Parish councils would be encouraged to access plans by electronic means. Members were advised to refer to the minutes on South Staffordshire Council's website for the exact wording.

Matter of report.

CORRESPONDENCE RECEIVED:

500. Grant Thornton giving notice of the annual audit for the year ending 31 March 2013. The Council was advised that the Annual Return must be sent to the external auditor by 24 June which would require the Notice of Appointment of Date for the Exercise of Electors' Rights to be displayed by 10 May – Council would need to have approved the end of year accounts by this date. In addition to the standard information to be compiled, on this occasion a number of extra documents were also requested of the Council concerning its Internal Controls and Financial Regulations.

Matter of report.

501. Mr P. Mullard, Brewood raising his concern at the level of policing in the Parish and seeking the Council's involvement to raise the matter with the relevant authorities. Also supplied copy correspondence from Mr Mullard to the Police and Crime Commissioner Matthew Ellis. Copies circulated prior to the meeting. Mr M. Webb MBE advised that an additional PCSO had been appointed to the area. He asked that the public be encouraged to report all crime and anti-social behaviour to the police, including any suspicions that a crime may have been committed.

It was resolved that an article be placed in the next newsletter advising the public that it is the community's responsibility to report all crime and suspicions of crime to the Police.

Cllr Mrs D.M. Holmes arrived for the meeting.

502. South Staffordshire Council giving notice of the 2013 Rural Summit to be held on Friday 28 June 9.30am to 1.30pm. Members were asked to note the date in their diaries. Further details would follow.

Matter of report.

503. Staffordshire County Council advising that the Staffordshire and Stoke-on-Trent Joint Waste Local Plan 2010 – 2026 Development Plan Document was adopted by Staffordshire County Council on 15 March and Stoke-on-Trent City Council on 21 March. Further details were available from the Clerk.

Matter of report.

504. Brewood Civic Society giving notice of their Annual General Meeting to be held in the Jubilee Hall on Wednesday 8 May at 8.00pm followed by a talk by local cheese expert Lavinia Newell who would talk about the complex relationship between cheese and wine. The evening would conclude with a buffet, available at £3 per head.

Matter of report.

505. Fields in Trust giving notice of their Annual General Meeting to be held 14 June in London and forwarding supporting documents, Trustees' Report and Accounts. Further details were available from the Clerk. **Matter of report.**

506. HMRC forwarding details of a webinar available on YouTube to assist with Real Time PAYE and other support web links.

Matter of report.

507. SPCA advising of its new address at 14 Martin Street, Stafford. Its telephone number was unchanged.

Matter of report.

508. Western Power Distribution newsletter for Parish Councils advising on what to do in the event of a power cut, information about their Priority Service register for vulnerable customers and plans to improve the electricity network. Copy circulated prior to the meeting. Further information was also available via the link www.westernpower.co.uk.

Matter of report.

509. South Staffordshire Council publicising the South Staffordshire Jobs Fayre to be held at Perton Civic Centre, Church Road, Perton 10am to 2pm on 26 April.

Matter of report.

510. SPCA providing details of Chairmanship Skills training to be held 11 June and Councillor Training on 18 June. Both will take place at the Peel Building, St Chad's Place, Stafford 7.00pm to 9.00pm. Details circulated prior to the meeting

No Members were available to attend.

511. South Staffordshire Council forwarding details of its draft Sport Sports Facilities and Playing Pitch Strategy. Any comments on the draft strategy are required by 17 May. Copy circulated prior to the meeting.

It was resolved that this item be deferred in order to view the document.

512. Staffordshire Pensions forwarding details of the DCLG consultation on Councillor Pensions and a copy of the updated Independently Registered Medical Practitioners Panel List.

Matter of report.

513. **CORRESPONDENCE CIRCULATED:**

South Staffordshire Council Planning decisions from 2 to 5 April. Validated applications from 11 to 28 March and 1 to 12 April.

Staffordshire Pensions Employer's Newsletters.

SPCA Communities, Councils and Clerks newsletter – copy enclosed. SPCA Bulletin – copy enclosed.: SPCA / Staffordshire County Council Annual Liaison meeting 9 April; SPCA training, HS2 policy statement, Facts on Fostering (poster available from the Clerk), Staffordshire County Council Watchdog:

Brewood Civic Society minutes of the meeting held 15 April and copy correspondence to: South Staffs Council with regard to planning application 13/00307/TREE; 13/00266/TREE; 13/00265/TREE; 13/00164/ADV; 13/00264/FUL. Copy correspondence to Mr G. Williamson MP concerning a loophole in the new planning rule book to force councils to make more Greenfield sites available for building and an amendment made to the Growth and Infrastructure Bill. Bishops Wood Bugle.

Clerk's and Council's Direct; Wolverhampton Magazine; Street Master benches and litter bins.

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

No report was received from the County Council.

515. **CHAIRMAN'S REPORT:**

The Chairman reported that she had received a second response from Gavin Williamson MP with regard to her enquiry about the GP surgery in Kiddemore Green Road. Copies of correspondence would be circulated prior to the next meeting when the matter would be placed on the agenda.

516. **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 list as of 25 April, Income £1,061.50 Expenditure £15,692.23 **be approved** including salary payments covering standard hours plus:
 - Clerk 17.25 hours (3 meetings of the Council including 1 special meeting, Locality North Forum and SLCC conference approved 28 March)
 - Assistant Clerk 13.25 hours (2 Meetings of the Council, SLCC conference approved 28 March and covering the annual leave of the Clerk)
 - Clerk's Report also refers with regard to ground maintenance
- The Financial Summary - Cash Book Reconciliation for March 2013, **be approved**
- The purchase of two further commemorative oak trees for Bishops Wood at a cost of up to £20 each including stakes **be approved**. Of the three purchased last year (but not planted at the time) one has been planted at Bishops Wood playing field, a second was used to replace one of the commemorative trees planted in Port Lane that died and the third tree was unlikely to survive. Dr R.C.H. Taylor to sources the trees.

Mr J. Cook forwarding a copy of the Annual report of the Trustees of Brewwood Parochial Charities.

Matter of report.

Letter received from SSCVA thanking the Council for its grant of £350.

Matter of report.

Coven playing field pitch maintenance, Clerk's Report referred.

Matter of report.

Council Flooring. Clerk's Report referred. Invoice to the value of £74.57 excluding VAT was received.

It was resolved that the Council ratify the action of the Clerk.

Sandy Lane, Brewwood. Clerk's Report referred.

It was resolved that no advance payment to Ritson Law be made.

517. **PLANNING REPORT:**

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

South Staffordshire Council forwarding notification of intent to carry out works to trees within the Conservation Area – 13/00307/TREE. Application made by Brewwood Methodist Church to fell an ash tree in the grounds of The Mansions (adjacent property) because of the likelihood that the roots would be damaged when carrying out excavation work to alleviate damp to the rear wall of the church and to build a porch and storage to the front. The application advised that the owner of the tree was prepared to allow it to be felled.

Matter of report.

518. **CLERK'S REPORT:**

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

- Royal Pavilion Contract.

It was resolved that the Clerk write on behalf of the Council congratulating the company on their success.

- Jubilee Park Picnic Bench.

It was resolved that the Clerk investigate the cost of providing an additional picnic bench for the under 8s area.

519. **DISTRICT COUNCIL REPORT:**

No report was received from the District Council.

ANY OTHER MATTERS OF REPORT:

520. **Grass Cutting, Coven Heath.** Mrs L. Tomkins advised that Staffordshire County Council had previously stopped grass cutting at Coven Heath because residents had done it themselves. The arrangement for the County Council to cut the verges has now been reinstated.

Matter of report.

521. **Police Station, Brewood.** Mr M Webb advised that there were out of date notices at the Police Station and asked that the Police be asked to remove them as soon as possible due to the negative impact they may have on the Best Kept Village competition.

It was resolved that the Clerk ask the PCSO to remove the out of date notices.

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.** The Council received the confidential written report of the Clerk and noted its content.

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 25 APRIL 2013**

MATTERS ARISING

347**. **Wall – Rear of Amenity Area, Sandy Lane** The separate report of the Clerk refers. Due to the confidential nature of the matter to be discussed Members may wish to resolve to take this matter at the end of the meeting when Members of the press and public would be asked to leave the meeting.

463. **Christmas Lights** A very useful meeting was attended by M. Alden-Court, Mrs J. Jeffries, Mrs L. Tomkins and Mr P. Webster which provided the opportunity to explain the means by which Community Groups undertook to organise Christmas Lights and switch-on events independently of the Council, albeit with some financial support in the form of annual grants. Those present worked through the queries raised by Mr Webster to, I understand, a satisfactory end.

Matter of report.

475a. **Anaerobic Digester, Huntington** Members are reminded that the previous email circulated on this matter referred to a verbal report from the Huntington Clerk that there had been a change in circumstances in that a primary school, which can accommodate up to 400 children, has now opened on the route to be taken by lorries to the site. An alternative route cannot be utilised because of a weight limit on a bridge on this route.

MATTERS ONGOING

41** **Brewood Playing Field Equipment** As Mr B. Wilding will be arranging for contractors to install the safety barrier in Engleton Lane, outside the Jubilee Park gate, I have also asked him if they would also install the bench previously approved for between the two trees further along Engleton Lane. Mr Wilding has agreed to this and to give due notice so we can arrange for the bench to be delivered to site. This means this Council is no longer waiting to hear from Mr Wilding as to the location of utility services before we install the bench although unfortunately he still cannot confirm when the work will be done. I have also met with the owner of the property who erected a new fence. He has agreed to remove the debris left behind. The Council's green mesh fence at this end of the playing field is actually brittle and breaking up with fence posts that have rusted through in the ground. In view of this I have instructed the Council's handyman to remove the mesh fence along this stretch of the playing field. **Matter of report.**

164. **Public Participation – Brewood Issues, The Orchard** The repair required to the BT manhole cover in The Orchard, Brewood have now been carried out I believe by South Staffordshire Housing Association. In response to my formal complaint to BTOpenreach concerning the poor way they had dealt with the call concerning this matter, two emails have been received this week advising they would get an engineer to site within 24 hours. I have updated them accordingly and sought clarification again as to their responsibility in such cases.

Matter of report.

164. **Public Participation – Brewood Issues, Vehicle Registration Plates on Trailers** Email received from PCSO Price advising that he has looked in to this matter further with PC Smith and they understand that 'under the Vehicle Excise and Registration Act 1994 Schedule 2, 20A a vehicle is an exempt vehicle if they are travelling from one part of his land to another. So the farmer does not have to show plates on trailers if doing this journey. I understand that PCSO Price and Mr Smith have discussed this with Mr Mullard and also asked that he report to the police any instances of tractors being driven whilst the driver is using a mobile phone.

Matter of report.

208. **Roseclaim – VFestival 2012** An email has been received from Mrs P. Shepherd, representing Bishops Wood the Bishops Wood Arts Group seeking details as to why their application was unsuccessful. I have spoken to the Members who considered the applications and am in the process of replying. **Matter of report.**

455. **Annual Play Inspections** As anticipated the annual play inspections did not take place as scheduled but I have been advised the Mr S. Gallis, County Park Ranger for Leisure & Community Development at South Staffordshire Council (who had undertaken a bulk order to reduce costs) that Digley Associated are no longer operating. Mr Gallis has sourced an alternative supplier who can undertake the inspections this week although at an increased cost of £55 per site (from £45). I have agreed the increased cost as the annual play inspections are now, as previously reported, over-due.

Members are asked to ratify the action of the Clerk is accepting the increased cost per site.

FINANCE REPORT

Grounds Maintenance The Q4 grounds maintenance invoices have been received from South Staffordshire Council. Although the charges have once again been incorrectly invoiced against the Council's sites, the overall total charged for 2012/13 is less than the cost originally forecast by South Staffordshire Council. Written confirmation has been received from SSC accounts dept. that no further 2012/2013 charges are due. On this basis the final accounts for the 2012/13 grounds maintenance have been included for payment. **Matter of report.**

Coven Playing Field Pitch Maintenance Quotes are currently being sought for the pitch maintenance work to be carried out at Coven playing field once the current football season ends. These should be available for the next meeting of the Council. **Matter of report.**

Council Flooring Contractors came to the office this week to lay the kitchen / toilets flooring but found, once they had taken up the old flooring that the concrete floor in the gents was wet and as such they could not lay the new flooring. As the problem was being caused by a leak I acted under emergency powers to call in PC Plumb who had previously carried out work for the Council. A waste pipe from the gents hand basin had apparently been leaking for some which PC Plumb fixed. He also ran a water pressure test to check there was no further leak under the concrete. The problem now appears to be fixed and the floor is drying out. The work undertaken, and included on the payments schedule for this meeting, was £74.57 exclu. VAT.

Members are asked to ratify the action of the Clerk.

End of Year Accounts The accounts had been balanced to the year-end but these are to be re-run once I have confirmed the value of the payments still to be paid by two of the clubs hiring the football facilities at Coven. It is intended that the accounts will be circulated prior to the next meeting of the Council for approval; the notice of the availability of the accounts for public inspection (reference the External Audit) has to be published by statute on 10 May. The availability of the Annual Return for completion and consideration by Members has still to be confirmed although in the expectation of the year end accounts being approved on 9 May I will arrange for the internal audit to follow as soon as possible afterwards. The Q4 budget comparison report will also be circulated prior to the next meeting of the Council. **Matter of report.**

Sandy Lane, Brewood The terms and conditions received from Mr J. Ritson of Ritsonlaw confirms the estimated cost of £500 but seeks 50% on account prior to commencing. As we are a public body and no work has as yet been undertaken Members are asked to consider whether they wish to accept this condition or not. I believe that if Members decided against the payment on account it will not be a problem. **Members' views.**

PLANNING REPORT

Application reference 13/00288/FUL I have received a number of calls from the resident who lives next door to this property (at no 5 Orchard Close, Coven) who has expressed serious concerns as to whether the building line of the existing garage will be maintained when the extension is built and that a gap between the two buildings will be maintained. I have advised her to speak to South Staffordshire Council and to write to them with her concerns but in doing so the replies received on the phone have confused the resident rather than helped. Members are asked to note and consider her concerns when this application is discussed.

Matter of report.

OTHER MATTERS FOR THE CLERK'S REPORT

Royal Pavilion Contract Mr P. Sanders has forwarded a press cutting from the 18 April Express and Star concerning the contract awarded by Buckingham Palace officials to Black Country Metal Works based on Stafford Road, Coven Heath to create intricate bandstands for the prestigious Coronation Festival this summer. This follows on from their success in being chosen to supply bells for sounding the final laps at the athletics track events and for rowing and equestrian events during the London Olympics.

Members are asked to consider whether the Council should send a letter congratulating the company on their success.

Jubilee Park The new picnic bench installed by the under 8's play area has been moved by local youths to the picnic bench near to the skate-park on the other side of the playing field. Although it was secured in the ground this was done by the Council's handyman and deliberately did not include the use of fixings in to concrete in case the Brewood Phoenix Youth Group wanted it moved once they had tried it in their preferred location under the larch tree. Mr Evans visited the site with the Assistant Clerk and an additional picnic bench over by the skate-park does create a larger seating area which the young people are likely to make use of. **Would Members like me to investigate the cost of an additional picnic bench at this location which would also hopefully mean there would be no attempts to 'borrow' the under 8's picnic bench in the future. Members' views.**

Reports to Highways I have reported the poor surface of the footpath that runs alongside the Council's playing field in Engleton Lane, in particular from the skate-park heading north. The grass verge on the corner of Tinkers Lane and Coven Road has also been reported as requiring attention.

Matter of report.

Locality North Forum The forum held by South Staffordshire Council on 16 April covered an extensive 'Supporting Communities' agenda which was interesting and useful. Items included an update from Inspector Donna Gibbs, a brief presentation on the Cash for Clothes Scheme, a presentation on South Staffordshire Council's Homelessness Strategy, priority setting for localities, Members Budget, the new Capital Grants and Loans Scheme and the Community Budget. Further details available from the Clerk on request. **Matter of report.**