

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 JULY 2013 AT 7.30PM**

The Chairman moved the suspension of Standing Order 1(c) to allow gentlemen to remove their jackets.

PRESENT:

M. Alden-Court, Mr A. Ball, Mrs J. Carr, Mr R. Dakin, Cllr Mrs D.M. Holmes, Mrs J. Jeffries, Mr G.E. Martin, Mr J. Pegg, Mr P. Smith, Dr R.C.H. Taylor, Mr M. Webb MBE, Mr P. Webster.

IN ATTENDANCE:

Cllr M. Sutton.

APOLOGIES:

Mr D. Evans (work), Mr T. Fellows (personal), Mrs L. Tomkins (personal), Cllr B. Cox (no reason given), Cllr M. Hampson (no reason given).

MINUTES:

The minutes of the meeting of the Brewood Traffic Management Working Party held 10 July were approved as being an accurate record and duly signed. The minutes of the meeting of the Council held 11 July 2013 were approved as being an accurate record and duly signed with the exception of item 125 which should have read: 'The Parish Council decided that should a member of the public seek to film a meeting, this would be declined and Standing Orders referred to if necessary.'

DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION:

Dr R.C.H. Taylor declared a disclosable pecuniary interest in planning item 13/00546/FUL. Mr M. Webb MBE declared a personal interest in planning item 13/00546/FUL. 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.

126. **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 Westwood of Horsebrook Lane reminded the Council that the original planning application at Oakley Farm had been approved on the condition that only agricultural vehicles belonging to J.B. Sands would use the weighbridge.

Mr P. Mullard of Horsebrook Lane remarked on the traffic congestion associated with the development at the Admiral Rodney site and asked the Parish Council to consider approaching Brewood Middle School in order for builders to use the car park during the school holidays. Cllr M. Sutton agreed to make enquiries with the education department.

Mr S. Reynolds wished to endorse what Mr Westwood had said and gave further information about what type of vehicles used the weighbridges at Oakley Farm and Horsebrook. Mr Reynolds expressed his concern that fully laden lorries could be disastrous for Brewood and suggested that a weight restriction throughout the village may ease the problem.

MATTERS ARISING:

* items appertain to matters arising during 2012/2013, ** to matters prior to May 2012.

41** **Brewood Playing Field Equipment.** Safety barrier erected by Highways at the entrance to Jubilee Park which was not fit for purpose. Letter received from Brewood Civic Society with regard to the safety barrier and the height of the new bench installed by Highways in Engleton Lane on behalf of the Parish Council; copy circulated prior to the meeting. Clerk's Report referred. The low bench was provided by the Parish Council from Jubilee Park, being surplus to requirements.

It was resolved that the Clerk reply to Brewood Civic Society informing them that Highways had agreed to draw up a new design for the safety barrier.

It was further resolved that the Parish Council take no action with regard to the bench.

256** **Traffic Management – Brewood.** Reply received from Mr D. Higgs of Blakemore and Son Ltd concerning the length of lorries delivering to the Spar shop in Brewood. Copies circulated prior to the meeting. Members' views were sought with regard to the recommendation (10 July Working Party meeting) that the Clerk write to Mr Sands requesting consideration be given to more vehicles being directed to using the weighbridge at Oakley Farm rather than at Horsebrook Lane.

It was resolved that in the first instance the Clerk ascertain the conditions that were attached to the planning consent given for the weighbridge at Oakley Farm and to bring the matter back to Council.

256** / 244b* / 272* / 118* **Traffic Management General.** Report of the meeting of the Council's Traffic Management Working parties held with Cllr Sutton forwarded to Cllr Sutton. Copy circulated prior to the meeting. Cllr M. Sutton advised that he had forwarded the information to Mr M. Keeling.

Matter of report.

347**. **Wall – Rear of Amenity Area, Sandy Lane.** Email received from the Council's solicitor confirming that no reply had been received from Mr Fletcher or his solicitor. The Council's solicitor was awaiting instruction and had been advised of the latest resolution of the Council.

It was resolved that the Clerk have a specification drawn up detailing what the requirements were and obtain quotes, in order for the land to be reinstated.

225* **Composting Site, Lawn Lane.** Copy correspondence of the reply received from Mr G. Williamson MP to the email of Mrs Tomkins. Mr Williamson advised that he would take the matter up with the Environment Agency and that this type of nuisance was totally unacceptable.

Matter of report.

294*/74 **Crime and Anti-social Behaviour Report.** Members to consider the inclusion of an agenda item 'Police Feedback' on Council agendas as proposed by Dr R. Taylor, deferred from the previous meeting. Dr Taylor clarified how the proposal would work. Cllr Mrs D.M. Holmes referred to 'Owl Messaging' an automated system that emailed useful information and news about local police and crime prevention which may be useful.

It was resolved that the matter be deferred until the next meeting of the Council when the Clerk would be in attendance.

369* **Brewood Tennis Courts.** Meeting scheduled for 10am on 30 July at Jubilee Park. Mr A. Ball, Mr D. Evans and Mr M. Webb to attend Dr R.C.H. Taylor gave his apologies. However, his view was that it was too big a problem to be done safely without intrusion into the playing field.

Matter of report.

389* **i54 / Jaguar Land Rover.** July update received, copy circulated prior to the meeting. Copy also forwarded to be included on the Council's website.

Matter of report.

104. **Neighbourhood Highway Team.** List of jobs forwarded to S. Griffiths, Community Highway Liaison Officer, County Highways, plus further request to cut back weeds etc along the verge below Vicarage Road, Brewood. Mr Griffiths had liaised with South Staffordshire Council with regard to the need for the mechanical sweeper in Sandy Lane and Church Road but he advised work required to the Finger Post at the junction of Brewood Road and School Lane in Coven would have to be added to Cllr Mark Sutton's Divisional Highway Programme for funding.

It was resolved that Cllr M. Sutton ascertain what repairs etc could be done by Staffordshire County Council, and report back to the next meeting of the Parish Council.

107. **Football Foundation Survey 12/13.** This had been completed and submitted although some data had not been provided by one of the teams and the Football Foundation was advised to this effect.

Matter of report.

113. **Odyssey Project.** M. Alden-Court circulated details of the charity at the last meeting of the Council. Email outlining the project was tabled at the meeting. Individual Members to make a personal donation if they so wished.

Matter of report.

115. **DIS Extra, NALC's Direct Information Service.** NALC forwarding a complimentary copy of DIS Extra, NALC's Direct Information Service. A copy was tabled at the meeting. Subscription costs were in the region of (only 11/12 prices had been identified so far) £150 for 26 Issues of DIS and £135 (excl VAT) for 26 issues of DIS Extra. Deferred from the previous meeting. Members felt that the information was already available from other sources.

It was resolved that the Council would not subscribe to DIS Extra.

119. **Tree Works 19 Newport Street.** Reply received from Mr S. Dores advising that although he had not visited the site concerned yet, reasons for removal / works did not have to be given on Conservation Area tree notifications. South Staffordshire Council would be required to decide whether the works proposed, pruning or felling, would be of such detriment to the Conservation Area and / or to local amenity that a Tree Preservation Order was warranted to prevent the works from proceeding.

Matter of report.

MATTERS ONGOING:

289* **Bus Stop, Old Coach Road, Bishops Wood.** Mr J. Pegg asked if the hardstanding and kerb would be treated as urgent. The Assistant Clerk had emailed Staffordshire County Council and further

information had been requested. Mrs J. Jeffries to provide a map to be forwarded to Mr M.Keeling, giving the precise location of the verge.

CORRESPONDENCE RECEIVED:

127. Highways Agency forwarding fact sheets, leaflets and poster of the M6 J10A – 13 Managed Motorways Project and an invitation for Members to attend a Public exhibition at The Haling Dene Centre on 26-27 July. Details circulated prior to the meeting by email/hardcopy where necessary. A hardcopy of the papers was tabled at the meeting.

Matter of report.

128. South Staffordshire Council forwarding an email from Matthew Ellis, Police and Crime Commissioner concerning the Police & Crime Plan. Feedback was sought on the plan, closing date 31 August. Details circulated prior to the meeting by email/hardcopy where necessary. A hard copy of the papers was tabled at the meeting. Cllr M. Sutton urged Members to feedback in writing any comments they had regarding the consultation, particularly the lack of a police presence in the area.

It was resolved that Members individually peruse the plan and feed back to the Parish Council at its next meeting, in order that the Clerk may formulate a response.

129. Staffordshire County Council with regard to the proposed diversion of Public Bridleway No. 0.918 and Public Footpath No. 61 at the request of Severn Trent Water. Copy circulated prior to the meeting. Closing date to object or submit comments 15 August.

It was resolved that the Council reply stating that there were no objections to diverting the footpath.

130. Mr S. Dores, South Staffordshire Council advising that he had been informed by the Canal and River Trust of its intention to carry out tree removal / pruning along the canal for safety reasons due mainly to their dead / dying condition. Further details in the form of a spreadsheet were available from the Clerk on request.

Matter of report.

131. South Staffordshire Council forwarding details of the Wheels into Work Scheme. Copy circulated prior to the meeting. Posters circulated to Parish noticeboards and website.

Matter of report.

132. Brewood Civic Society with regard to horse droppings that continued to be placed under the trough in Market Place, Brewood, copy circulated prior to the meeting. This matter had previously been brought to the Council's attention. Clerk's Report referred.

It was resolved that the Council's handyman be asked to remove the horse droppings on this occasion (upon his return from leave) and the situation be monitored with a view to erecting an appropriate notice should it be necessary. Clerk to advise the Civic Society accordingly.

133. Brewood Civic Society proposing to this Council a suitable name for official adoption of the access road to the housing development at the site of the old Admiral Rodney in Dean Street. The Society felt the most appropriate name would be 'The Admiral Rodney', the site having been known by that name for a considerable time.

It was resolved that the Clerk ask South Staffordshire Council if and when the Parish Council was to be consulted on the name.

134. Mr P. Danby, Brewood Fire Station inviting Brewood Members to attend the formal unveiling of the Brewood defibrillator in Stafford Street on Wednesday 24 of July at 6pm. Details circulated to Members concerned. Reported under the Chairman's Report.

Matter of report.

135. Staffordshire Police and Crime Commission forwarding details of the on-line chat to be held by the PCC Matthew Ellis on Monday 22 July between 3.30pm and 4.30pm. Details circulated prior to the meeting by email/hardcopy where necessary.

Matter of report.

136. **CORRESPONDENCE CIRCULATED:**

South Staffordshire Council: notice of the meeting of the Overview Scrutiny Committee held 16 July.

Staffordshire Police News Releases: Rural Watch newsletter; appointment of new Chief Officer for the Staffordshire Special Constabulary; Behind the Badge with Integrated Offender Management; IOM Q&A session 'today' (11 July); Behind the Badge with Central Motorway Police Group Q&A session 17 July (received 16 July); Foreign National Criminals Targeted on Staffordshire's Roads; HMIC Report Staffordshire Police 'Well placed to meet future challenges'. Details of M6 accident 13 July.

Police & Crime Commission Press Releases: Safer, Fairer, United Communities; Customer Service Must Come First; 'Meet Jen' video – how the SFU Communities strategy will affect an ordinary Staffordshire citizen; 'Meet Simon' – how the SFU Communities strategy will affect a local business man who has been a victim of crime; Cars Behind Bars Praised in Parliament; responding to the HMIC 'Valuing the Police' report; Coming Together for Victims.

NALC conference for larger Local Councils 27 November.

Brewood Civic Society: Minutes of the Meeting held 15 July and copy correspondence to: SSC Sarah Poxon ref planning application 13/00484/FUL, 13/00425/ADV, 13/00419/FUL; Staffordshire County Council M. Keeling road gullies and gutters; SSC R. Taylor road sweeping; Canal & River Trust picnic tables; railings at Brewood Bridge and dilapidated boats; SSC S. Dores 13/00550/TREE.

Newsletters: Gavin Williamson MP; South Staffordshire review; SSCVA Buzz (circulated by email), Wolgarston SNU.

Staffordshire Magazine.

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

Cllr M. Sutton had nothing to report. However, he wished seek to the Parish Council's view on traffic restrictions in Newport Street, Brewood as a resident had highlighted the problem of parked cars opposite his garage doors, blocking access to and from the garage. The Parish Council had no objection to Cllr Sutton requesting that a white line be painted along the road adjacent to the wall opposite 33 Newport Street, Brewood.

138. **CHAIRMAN'S REPORT:**

The Chairman Dr R.C.H. Taylor reported the following:

- He had attended the unveiling of the Brewood defibrillator, situated on the wall of the bakery, on 24 July; there had been two training sessions at Brewood fire station on the use of the defibrillator, which had been well attended.
- He had taken part in the ringing of a quarter peal of bells at St Mary & St Chad's Church on Wednesday 24th July to celebrate the birth of Prince George on Tuesday 23 July; there would be another quarter peal on Friday 26th July.

- Dr Taylor reminded Members of the Civic Sunday on 22 September. Members were again asked to nominate 6-8 local volunteers who would be invited to attend. Details to be available for the next meeting or at the latest, before the beginning of September.

139. FINANCE REPORT:

The Council received the Finance Report from the Head of Finance, Mr P. Webster and resolved the following matters:

- The income and Expenditure Approvals list as of 25 July including salary payments covering standard hours, Income £336.00 Expenditure £8965.32 **be approved** including:
 - Clerk 6.75 hours (4 evening meetings of the Council / Staffing Committee / PC Clarke)
 - Assistant Clerk 2.5 hours (1 evening meeting of the Council)
- The Q1 2013/2014 budget report, copy circulated prior to the meeting, **be approved**. Members were also referred to the June bank reconciliation tabled at the 11 July meeting.
- The Council considered the purchase of a new tennis net for the tennis court at Coven. Specifications for nets priced in the region of £90 to £145 pounds inc VAT had been identified; these were at the lower end of the market.
It was resolved that a net be purchased with a PVC headband with 3.5mm thick mesh and double thickness top for durability at a cost of £143.70 inc VAT to be purchased on-line using the Council's debit card if necessary and the associated reimbursement of the debit card account.
- The renewal of the Council's Service Contract with Kingspan (Coven Changing Rooms pump chamber, single grinder) at a cost of £205.34 exclu. VAT, due 2 August, **be approved**.
- The renewal of the Clerk's membership of the Society of Local Council Clerks at a cost of £181, **be approved**.

Members resolved to take the staffing related matters at the end of the meeting when the press and public were asked to leave the meeting, due to the confidential nature of the business to be discussed.

140. PLANNING REPORT:

Dr Taylor left the meeting while planning application 13/00546/FUL was discussed.

The Council received the Planning Report from the Head of Planning, Mrs J. Jeffries and considered the planning applications received.

141. CLERK'S REPORT:

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

Grounds maintenance – email sent to South Staffordshire Council querying the quality of the most recent cut of the Council's playing fields and the lack of weed spraying to playing field paths. This followed the complaint raised following the cut prior to this. Reply received advising that the contractor had been instructed to re cut all areas using a rotary mower in order to ensure that tufts were removed and an even cut achieved.

All outstanding weed spraying works would be completed by 19 July. SSC would continue to monitor the sites.

Matter of report.

Coven Heath Allotments. Request for a shed on plot 7b and a greenhouse on plot 29.

It was resolved that permission be given for the shed to be erected. Decision on the greenhouse to be deferred pending a meeting of the Allotments Committee, to be convened upon the return of Mrs L. Tomkins.

Older People and Alcohol Survey.

It was resolved that interested Parish Councillors over the age of 65 take a copy of the survey to complete and return it by the deadline of 7 August.

142. DISTRICT COUNCIL REPORT:

The Council received the report of the District Council from Cllr Mrs D.M. Holmes and noted the following: David Heywood of South Staffordshire Council had been shown around St Dominic's School by the head teacher who was planning to make some of the school facilities available to the public. Cllr Holmes was concerned that this may take custom away from the Jubilee Hall. It was also suggested that the car park could be used to ease parking in the village.

Cllr Holmes had attended a presentation by Mizzy Marshall to explain the District Deal, an initiative to use partnerships to deliver identified projects in the district where improvements would enhance the environment for local residents. One initiative was Wheels to Work, a scheme giving loans for mopeds and bicycles, car sharing and personal travel plans for those who had difficulty accessing employment due to poor public or private transport.

There had been a focus on tree planting at entrances to villages. Cllr Holmes raised concerns about rotting boats along the canal which were unsightly to visitors using the canal between the Bridge Inn and Eskew Bridge; it was noted that this was the responsibility of the Canal and River Trust.

The Community Council was offering free loft and wall insulation to rural properties.

ANY OTHER MATTERS OF REPORT:

143. Mr P. Smith remarked that he had received some comments that the Newsletter was too 'busy', difficult to read and some information was irrelevant. Mrs J. Carr reported that she had received comments to the contrary. It was agreed that the matter be placed on the agenda for the next meeting of the Council.

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

Members considered:

- The rate at which Mr M. Webb would have been paid for the Janitor duties at the Council's public conveniences in Sandy Lane for the five days he would cover the annual leave of the janitor. Mr Webb had already requested any such payment be made instead as a donation to Brewood Junior Football Club.
The janitor rate of pay being SCP 7.
It was resolved that the duties be calculated at the same rate, i.e. SCP 7.
- The arrangements made by the Clerk to ensure the Council's planters and baskets were watered while the Council's handyman/gardener was on leave, **be ratified**. Approval was sought by the Clerk from the Head of Finance Mr P. Webster and the Vice Chairman M. Alden-Court in the absence of the Chairman. Mr M. Neylan to be reimbursed for 3 hrs work over 1

week for watering in Coven. Mr M. Orgill to be reimbursed for 3 hrs over 1 week for watering Coven and the Market Place in Brewood.

- The rate for reimbursement of the above work at, SCP 7 **be approved**. The handyman/gardener currently being paid at SCP 7. The watering of other sites was being covered free of charge by Members of the Council who had offered their time at no charge and by local residents in Bishops Wood who also watered the troughs throughout the season at no charge to the Council.

There being no further business, the meeting closed at 8.50 pm

Chairman

**REPORT OF THE ASSISTANT CLERK FOR THE MEETING OF THE COUNCIL
TO BE HELD 25 JULY 2013**

MATTERS ARISING

41** **Brewood Playing Field Equipment.** Email received from Simon Griffiths of Staffordshire County Council advising that he has arranged to have longer (2 meter sections) guards installed. The Clerk had asked for the matter of the low bench be deferred pending receipt of the views of the Council.

Members' views on both.

CORRESPONDENCE RECEIVED:

132. **Horse Droppings Market Place.** Complaint received from Brewood Civic Society. Dr R. Taylor has spoken to residents who alleged to have left the droppings, who insist it was not them. They have been asked to advise others not to put the manure under the trough. Dr Taylor agreed to ask the Council's handyman to remove what has been left on his return from leave. The situation will be monitored and a notice to be erected should it not improve. Wording for the notice to be decided if necessary at a later date.

OTHER MATTERS FOR THE CLERK'S REPORT:

Coven Heath Allotments. Two new allotment holders requesting permission to erect a green house 6' x 4' on plot 29 and a shed on plot 7b, map of the site of the shed to be tabled at the meeting. I have spoken to the caretaker who has no objections to this.

Members' views.

Older People and Alcohol - Research. Email from Helen Marshall South Staffordshire Council on behalf of a researcher at Wolverhampton University, seeking the views of people over 65 with regard to their alcohol consumption, circulated to parish councillors. It was unclear what the intentions were regarding circulation and I was unable to contact Helen. As the deadline is 7 August, members to advise as to how to proceed.

Members' view.

105. **Bus to Telford.** Details of feedback from residents forwarded to Mrs Wright village agent by the deadline of the 19 July. Email received confirming that the data had been passed to Staffordshire County Council. However, it appears that it may not be possible to reinstate the service at this time.

Matter of report.

FINANCE:

488* **Coven Defibrillator.** Invoice received for supply of the defibrillator for Coven.

Matter of report.