

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, 26 SEPTEMBER 2013 AT 7.30PM**

PRESENT:

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

APOLOGIES:

Mr A. Ball (personal), Mr D. Evans (holiday), Mr T. Fellows (work), Mr J. Pegg (holiday), Cllr M. Hampson (personal), Cllr M. Sutton (work).

MINUTES:

The minutes of the meeting of the Council held 12 September 2013 were approved as being an accurate record and duly signed.

DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION:

Dr R.C.H. Taylor declared a personal interest in planning application 13/00614/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.

188. **PUBLIC PARTICIPATION:**

There were no members of the public present at the meeting.

MATTERS ARISING:

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

294*/74 **Crime and Anti-social Behaviour Report.** The Police lamp and commemorative plaque had been returned to the Parish Council. Dr Taylor had suggested that the items be situated on the external wall near to the telephone kiosk at High Green. Mrs J. Jeffries reminded Members that in previous years, consideration had been given to establishing a heritage centre or tourist information office in Brewood. Mr M. Webb had been advised by Mr A. Parker of the Jubilee Hall that the committee had suggested that items of interest be put on display at the Jubilee Hall.

It was resolved that the items be kept at the Jubilee Hall if required, on a temporary basis until such time as a suitable building to site a heritage centre or tourist office may be established.

145. **Sussed Leisure Centre Vouchers.** Deferred from 8 August meeting. The Clerk had surveyed other parish councils. Feedback suggested that those closest to a leisure centre had received more interest in the scheme than those further away. The Council had already declined to take-up the scheme for the forthcoming October half-term. Members wished to gauge the opinion of local residents.

It was resolved that the matter be included in the forthcoming newsletter to seek feedback.

169. **Inspector Knight.** Members considered the matter raised under 12 September Public Participation with regard to meetings arranged for Members to 'gather information'. Members considered that as Councillors they all represented the community and were therefore in a position to raise local concerns and to share information arising from such meetings.

It was resolved that such information gathering meetings would continue to be held for interested Members only.

MATTERS ONGOING:

256**/244b*/272*/118*. **Traffic Management.** Cllr Mrs D.M Homes reported that although the road surface around the 'crescent' off Kiddemore Green Road had been repaired, the footpath still needed to be done. Mr P. Webster enquired about traffic calming in Coven. Mrs J. Carr advised that she had advised Cllr Sutton about the poor surface outside the Co-op in Coven as a resident had suffered a burst tyre. It was noted that Parking Permits had been issued to residents of High Green, Brewood.

It was resolved the Clerk follow-up the matter of the pavement around the 'crescent' off Kiddemore Green Road still requiring resurfacing and the Clerk contact Cllr Sutton to ascertain what progress had been made with regard to the Traffic Calming measures shortlist.

465b. **Coven Heath Village Stone.** Mrs L. Tomkins reported that she had submitted a small grant application for further funding towards a village stone.

Matter of report.

389. **i54/Jaguar Land Rover.** Visit to Jaguar Land Rover for Coven Heath residents had been arranged for 10 October. The Clerk reported that she had in the last week spoken to Marie Johnson, Project Liaison Manager with regard to Members meeting with Interserve and JLR but as yet she had nothing further to report.

Matter of report.

415*. **Planning Application.** The Clerk reported that to date there appeared to have been little need for a projector to display the plans at Council meetings although it might be useful to have one for presentations etc but this would be held in abeyance for the time being.

Matter of report.

162. **Planning Training.** Clerk's Report referred. Clerk confirmed all Members who requested to attend could do so. Interested Members and the Clerk to attend on 1 October. **Matter of report.**

164. **Congestion Dean Street, Brewood.** Clerk's Report referred. Cllr Mrs D.M. Holmes advised that the ground floor windows were satisfactory and did not cause an obstruction. With regard to concerns raised by the Chairman Dr Taylor (possible congestion caused by the installation of utilities for the Admiral Rodney site) the Clerk had contacted Highways and was awaiting a response.

Matter of report.

180. **Chairman's Report.** Mrs J. Jeffries congratulated the Chairman on a very enjoyable Civic Sunday. The Clerk also thanked Dr Taylor and his wife for their hard work and in reducing the workload to the staff in the office.

Matter of report.

181. **St John's Church Christmas Tree Festival.** Mrs J. Carr had spoken to Mrs Edwards of Bishops Wood regarding the Parish Council possibly sponsoring a Christmas tree. Mrs J. Jeffries advised that there may be funding available from the 2012 Roseclaim donation. Mrs Carr and Mrs Jeffries had indicated that they wished to be involved in sponsoring a tree on behalf of the Parish Council and would find out more details.

CORRESPONDENCE RECEIVED:

189. South Staffordshire Council requesting confirmation of the Council's schedule of meetings for 2014 and contact details of Members. Copy of proposed schedule of meetings circulated prior to the meeting.

It was resolved that Members approve the schedule of meetings. The Clerk to reply accordingly.

190. South Staffordshire Council forwarding an email from South East Staffordshire and Seisdon Peninsula CCG concerning its A & E Consultation and requesting that all Parish Councillors were made aware of the consultation which ran until 26 November 2013. Copy circulated prior to the meeting.

It was resolved that Members respond individually if they so wished.

191. Ritsonlaw advising the Council that it would be merging with Bridgnorth solicitors Andrews Law from 1 October. The new firm would be based at Stargate Business Centre, Faraday Drive in Bridgnorth.

Matter of report.

192. **CORRESPONDENCE CIRCULATED:**

South Staffordshire Council notice of the meeting of the: Overview Scrutiny Committee on 17 September
Regulatory Committee on 24 September; Audit Committee on 24 September.

Minutes, photographs and reports following the Veolia Consultative meeting held 11 September received from Mr P. Sanders.

SPCA Bulletin: Viv Evans to step down from SPCA; Powers to create parish councils in towns and cities; Local Councils Explained publication; CiLCA Portfolio Guide update; Vacancy Loggerheads PC; Watchdog Alerts; Parks for People grant scheme; Quality Council scheme re-launch expected soon; NALC a new strategy; 'Staffordshire Observatory' Statistics; Age UK – Eat Well Staffordshire; New 'vision' for Staffordshire County Council; new SPCA website

Brewood Civic Society: Minutes of the Meeting held 16 September and copy correspondence to SSC – naming the development of the Admiral Rodney; 13/00670/LBC; 13/00667/OUT.

Staffordshire Police News Releases: Police Operation for Shrewsbury v Wolves; Missing Wolverhampton man; Eight New Local Commanders for Staffordshire; 76 Offending drivers caught during road safety operation; Criminals to repay under the Proceeds of Crime Act.

Staffordshire Watchdog Alerts: UK at Risk of 'Vishing'; Unwanted Rogue Trader. Watchdog Forum Queries July 2013; Agenda for District Forums – South Staffs 17 October 2pm-4pm at Wombourne Library.

Newsletters: Gavin Williamson MP, Healthwatch Staffordshire News Bulletin

Wolverhampton Magazine.

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

No report of County Councillor Mark Sutton was received (a report had been provided at the meeting of 12 September).

194. **CHAIRMAN'S REPORT:**

The Chairman Dr R. C.H. Taylor thanked everyone for attending the Civic Sunday which had been held on 22 September.

195. **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 26 September **be approved** Income £ 798.43 Expenditure £7153.19, including salary payments covering standard hours plus:
 - Clerk 3.75 hours (3 evening meetings of the Council / LarkEnergy)
 - Assistant Clerk 0 hours
- Received from South Staffordshire Council project evaluation forms: for the funding allocated to the Coven Defibrillator from Cllr Mrs Holmes and Cllr Hampson; for the funding from the late Cllr Clay for the Coven Court bench. A fourth was also likely to arrive for the grant from the community budget. The Council had received these because it was holding the funds as requested. Deferred from the previous meeting.
It was resolved that M. Alden-Court and Mr P. Webster complete the forms and pass them to the Clerk prior to them being submitted.
- To consider a request from Mr P. Element, Chairman of Brewood Music Festival for a grant towards the overall cost of the 2014 Brewood Music Festival to be held 10 to 13 July 2014. Mr Element's 'initial request' was that consideration be given to a grant of £2,000. Copies of the audited accounts for the previous Festival together with a provisional budget for the 2014 event have also been provided, copies circulated prior to the meeting. Also enclosed was a programme from the last festival which was tabled at the meeting. Mr Element also requested that the event be listed in any publication produced by the Council between now and July 2014. Clerk's Report referred.
It was resolved that Mr Element be asked to provide details of how the £1,000 granted by the Parish Council for the 'Sunday afternoon artists' at the 2012 Music Festival had been spent – who had played and what costs were incurred.
- The request from the Clerk to attend an SLCC Shropshire Branch Training Day to be held in Shrewsbury covering 'Doing More with Less' at a cost of £20 for SLCC members, scheduled to take place on Friday 11 October **be approved.**
- Parish Council Newsletter Printing and folding newsletters £325, delivery £280 **be approved.** Clerk's Report referred with regard to delivery costs and a request for some Members to proof read prior to going to print.
- The contract for the supply of electricity to the Council offices and Brewood Tennis Club changing rooms be renewed with the current supplier Npower **be approved**, as per the quotes circulated subject to the charges not changing significantly and subject to confirmation of the contract for gas to the same sites (also currently supplied by Npower). Clerk's Report referred. Clerk to refer to Head of Finance and Chair of Council if the contracts vary from expectation.

196. **PLANNING REPORT:**

The Council received the Planning Report from the Head of Planning, Mrs J. Jeffries.

Notification of intent to carry out works to trees within a conservation area 13/00737/TREE, Mr I. Carless, 3 Newport Street, Brewood to fell and remove 1 silver birch tree with a circumference of 63cm at 1.5m height from the ground. Further details were available at the meeting.

Matter of report.

197. **CLERK'S REPORT:**

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

- Holiday Cover. **The Clerk to organise holiday cover as appropriate on 24 and 25 October and 1 and 2 November for the duties of the Coven Caretaker and Sandy Lane Janitor, at the standard rate.**
- Coven Changing Rooms. Mr Dakin reported on his findings having visited the site as requested. **It was resolved that the Clerk advise the Council's insurance company of the possibility that there may be a serious issue regarding the building and whether they wish the Council to proceed in any particular manner. The Council's caretaker to monitor the situation for a month and Clerk to report back to Council**
- Grounds Maintenance. The Clerk reported verbally that the matter of the grass cutting had been resolved quickly; the Contractor had used the wrong equipment. The water meter cover was still awaiting repair. **Matter of report.**

198. **DISTRICT COUNCIL REPORT:**

The Council received the report of the District Council from Cllr Mrs D. M. Holmes. There had been a local history display at the library which was very impressive. Cllr Holmes had been approached by the Headteacher of St. Dominic's High School with a view to discussing how the school's facilities could be used by others and asked Members with any requests to advise her and she would take a list.

ANY OTHER MATTERS OF REPORT:

199. Mr G.E. Martin advised that he was willing to once again be the Council's representative on Brewood Christmas Lights Committee again this year. The Council accepted his offer.

200. Mrs L. Tomkins reported that there would be no Polling Station at Coven Heath for the forthcoming election. She had emailed South Staffordshire Council for an explanation. Members agreed for this matter to be placed on the agenda for the next meeting of the Council.

There being no further business, the meeting closed at 8.45pm.

Chairman

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL
TO BE HELD 26 SEPTEMBER 2013**

MATTERS ONGOING

347**. **Amenity Area, Sandy Lane** Having made further enquiries the Council is in receipt of three further contractors who I am advised would be capable of the work required. Quotes will now be sought.
Matter of report.

162. **Planning Training** Confirmation awaited from SSC as to whether all those wishing to attend the planning training at SSC on 1 October 18.00 to 20.00 can do so – places were originally limited to 2-3 per Council. Places have been requested for the following Members: Moira Alden-Court, Richard Dakin, Tom Fellows, Cllr Mrs D.M. Holmes, Jan Jeffries, Paul Smith and Dr Richard Taylor. Subject to places being available the Clerk has also requested she attend. Clerk to report at the meeting.

164. **Congestion in Dean Street** At the request of Dr Taylor information is being sought from County Highways as to what plans are in place to reduce congestion in Dean Street when work along the Highway is required in support of services to the Admiral Rodney Development; undertaking the work during half term for example. Cllr Mrs D.M. Holmes may wish to report with regard to the query raised at the 26 September meeting concerning the ground floor window fronting on to Dean Street.

FINANCE REPORT

Brewood Music Festival With regard the request for funding received Members are advised that for the 2012 Music Festival a grant of £1,000 was made available on the understanding that the funds were used towards the free event in the Market Place on the Sunday afternoon.

Parish Council Newsletter To consider the quote received from Sorted for the printing and folding to A5 of 3,500 newsletters at a cost of £325 exclu VAT. This is the same price as quoted for the summer newsletter. **Members are asked to approve the quote to avoid delaying delivery of the newsletter.** Members to also consider the delivery costs: Brewood Civic Society £110, the Coven Newsletter Delivery Fund £110, Coven Heath Community Association £30 and Beth Cumming of Bishops Wood £30. **Recommended resolution: the delivery costs be approved.** Council is asked to approve that the newsletter be proofed prior to the next meeting of the Council and that Members who are willing to proof the newsletter once it is complete (by 2 October) are asked to advise the Clerk of their availability at the meeting. A cheque for the copies to be posted out second class has already been included on the Expenditure Approvals List.

Utility Charges The Council has been advised that the contracts for the supply of electricity at the Parish Council offices in Stafford Street and the Changing Rooms / Courts at Jubilee Park, Brewood are coming to an end and any new agreement needs to be confirmed by 10 October – hence the need to bring it to Members attention at this meeting. Although the utility companies will only hold a quoted price to the end of the working day Members are asked to approve a contract be negotiated and accepted if it is in-line with Members preferred supplier from the table below:

Supplier:	Standing Charge Per Day	Rate per kWh	Cost Per Annum @ 10,000 kWh £
N Power	34.18p	9.94p	1118.76
EDF Energy	25p	10.74p	1165.25
Eon	27p	11.32p	1230.55

Members may wish to consider recommending the Chairman and Head of Finance be contacted by the Clerk before any contract is accepted if the costs would be greater than a measure to be agreed at the meeting. Clerk to report further.

OTHER MATTERS FOR THE CLERK'S REPORT

Holiday Cover Council to approve the Clerk seek paid cover at the standard rate for opening, closing and cleaning the Council's public conveniences in Sandy Lane, Brewood and covering the Council's playing field / changing rooms / bus shelter in Coven while the Janitor and Caretaker for these sites is on leave. Dates to be confirmed.

Coven Changing Rooms There has been a damp patch on the external wall that faces the car park for some time and the handyman believed it may have been caused by a break in the sealant around the base of the shower which he re-sealed. This may not have solved the problem and it now appears there is a fine crack running through the wall tiles as well as around the tiles in the shower on the same wall. Although it has been suggested this may have been caused by balls being kicked against the outside wall this is by no means certain. As an interim measure I have asked Mr R. Dakin to meet the Council's caretaker on site to look at the problem as one of the heads of Playing Fields and report back.

Grounds Maintenance When the grass verge was cut by SSC contractors last week along School Lane, Coven specifically on the corner between the Council's playing field and the new bus shelter, the contractor smashed the cover to the Council's water meter casing. Mr A. Cousins of SSC has advised that the contractors will make good the damage this week and have, I understand, already been to site.

Matter of report.

Following an email to SSC advising the site had not been cut for 3 weeks I was advised by SSC that contractors were due on site today 26 September. Clerk to report further.