

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, 10 OCTOBER 2013 AT 7.30PM

PRESENT:

M. Alden-Court, Mrs J. Carr, Mr R. Dakin, Mr D. Evans (late), Cllr Mrs D.M. Holmes (late), Mrs J. Jeffries, Mr G.E. Martin, Mr J. Pegg, Mr P. Smith, Dr R.C.H. Taylor, Mr P. Webster.

APOLOGIES:

Mr A. Ball (personal), Mr T. Fellows (work), Mrs L. Tomkins (i54 meeting), Mr M. Webb MBE (personal). Cllr M. Hampson (prior meeting), Cllr B. Cox (prior meeting), Cllr M. Sutton (i54 meeting).

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.

MINUTES:

The Minutes of the meetings of the Council held on 26 September 2013 were approved as being an accurate record and duly signed with the exception of item 197, which should have stated that Mr P. Smith and Mr R. Dakin would visit Coven changing rooms.

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.

Mr D. Evans arrived for the meeting.

201. **PUBLIC PARTICIPATION**

Mr G. Kerr spoke regarding Coven allotments. Two allotment holders would shortly be giving up their plots. Mr Kerr was concerned that any new tenants would not keep the plots to such a high standard. The Clerk advised that there was a waiting list and that prospective tenants could not be vetted. Mrs J. Carr offered to personally monitor the condition of the plots and report back to Council when the Friends of the Bront undertook monthly maintenance at The Bront. Mrs Carr's offer was accepted.

MATTERS ARISING:

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

269* **Superfast Broadband.** Newsletter from Staffordshire County Council circulated prior to the meeting. Mrs J. Jeffries expressed her concern that the Newsletter had no bearing on Bishops Wood and broadband speeds.

It was resolved that the Clerk ask the co-ordinators as to what the plans were for this Parish and in particular Bishops Wood.

387* **Flooding, Ball Lane, Coven Heath.** Meeting held 7 October, Clerk's Report referred.
It was resolved that the matter be deferred until Mrs L. Tomkins was available to report further.

389* **i54 / Jaguar Land Rover.** Email received from Marie Johnson (prev. Fitzpatrick) with regard to the Council's request for a meeting with JLR and Interserve. Details as to what Members would like to discuss were sought to assist Mrs Johnson's efforts in setting up a meeting. As some information would be sensitive, topics such as an update around JLR's progress with the building of the factory, timescales and possibly some information about recruitment plans, JLR may not wish to report.

It was resolved that the Clerk advise Mrs Johnson that it was not necessary for a meeting or visit. However, the Parish Council must be advised in advance of any matter which may impinge on the quality of life of Coven Heath residents.

483* **Coven Heath Allotments Inspection.** Meeting held 7 October, Clerk's Report referred.

It was resolved that this matter be included on the agenda for the next meeting of the Parish Council when the recommendations arising from the meeting would have been circulated.

118. **Trim Trail Equipment (The Bront & School Lane).** Repairs completed at both sites in order to ensure the equipment was safe and fit for purpose while future options for the site(s) were considered and the community consulted. Any need for further maintenance to be monitored. Clerk to query two aspects of the work which did not appear to have been carried out. **Matter of report.**

164. **Congestion in Dean Street.** Call received from County Highways advising that parking opposite the Admiral Rodney development would be suspended to maintain traffic flow while utility works along the highway were carried out. No further details could be provided as to whether local residents would be advised and / or notices displayed in advance, when the works would commence and whether school coaches had / would be diverted. The Clerk advised that traffic lights had been installed and the services work had been completed.

Matter of report.

169. **Inspector Knight.** Email received from Inspector Knight advising that he would confirm a date to meet as soon as possible. Correspondence also sent to the Chairman Dr Taylor, copies circulated prior to the meeting. **Matter of report.**

197. **Coven Changing Rooms.** Mr P. Smith had subsequently visited the site with Mr Dakin and Mr Orgill (caretaker). Clerk's Report referred.

It was resolved that the Clerk meet with R.A. Edwards, the original builders, and report back in due course.

200. **Coven Heath Polling Station.** Following the news that the nearest polling station for Coven Heath residents, in the election of a District Councillor on 10 October, would be in Coven, Members previously resolved to consider this matter further and decide on what action should be pursued.

It was resolved that the matter be placed on the agenda for the next meeting of the Parish Council.

MATTERS ONGOING:

347** **Amenity Area, Sandy Lane** Clerk's Report referred.
Matter of report.

199* **Tree Inspections** Clerk's Report referred.
Matter of report.

369* **Brewood Tennis Courts** Clerk's Report referred.
Matter of report.

496*. **Telephone Kiosk, High Green.** The Clerk reported that further maintenance appeared to have been carried out.

It was resolved Local Members to inspect the kiosk and report back to Council.

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

46. **Recycling Containers.** Clerk's Report referred.
Matter of report.

256**/ 244b*/ 272*/118* **Traffic Management.** The Clerk confirmed that an update had not yet been requested from Cllr M. Sutton due to other priorities.

Matter of report.

143. **Parish Council Newsletter.** Mr P. Smith advised that he and Mr T. Fellows had arranged a meeting to discuss the format of the newsletter.

Matter of report.

CORRESPONDENCE RECEIVED:

202. Community Council of Staffordshire seeking more volunteer judges and enclosing the judges' comments received for the three 2013 Best Kept Village entries. Copies circulated to working parties (Mrs Y. Millward, Mr T. Sloane and Mr I. Tipper) and to Mrs L. Jones. Copies were available at the meeting and would go onto the Council's website in due course. Dr R. Taylor encouraged Members to consider becoming judges in future.

It was resolved that an article be placed in the next Newsletter, for volunteer judges.

203. South Staffordshire forwarding the agenda for the Locality Member Forum - North (localities 1, 2 and 3) scheduled for Tuesday 22 October 6pm to 8pm at Essington Community Centre with a buffet available from 5.30pm. The Clerk reported that this meeting had been cancelled and would be rescheduled in due course. **Matter of report.**

204. South Staffordshire Council inviting the Chairman to attend a Service of Remembrance in the Council Chamber at South Staffordshire Council on Monday 11 November 2013. Service

at 10am, light refreshments available in the Members' Room following the Service. Confirmation of attendance required by 25 October.

It was resolved that a wreath be laid by the Parish Council. One additional wreath to be ordered from Brewood Royal British Legion. The Chairman reported that he may be unable to attend; M. Alden-Court to represent the Parish Council if necessary.

205. Staffordshire County Council seeking to recruit new independent members to serve on its School Admission Appeals Panels. Applications sought from anyone who did not have personal experience of providing education, managing a school and did not have any connection with the Local Education Authority or anyone employed by it. Contact Jayne Walker 01785 276134 or Julie Plant 01785 276135 for more information. Details previously emailed to Members. **Matter of report.**

206. Mr G. Williamson MP providing details of the Heritage Lottery Fund Centenary Grants programme in South Staffordshire. Grant funding could be applied for from £3,000 to £10,000 to help communities remember the sacrifice that was made in the First World War. Copy circulated prior to the meeting. Posters of surgery times supplied would be distributed to Parish Council notice-boards.

It was resolved Mr G.E. Martin could make use of the funding information provided.

207. South Staffordshire Council forwarding details of the campaign 'Small Business Saturday UK' which it would be supporting on 7 December. Posters were circulated to Parish Council notice-boards. Copy of the cover letter and poster circulated prior to the meeting.

Matter of report.

208. SSCVA forwarding details of the new 'Support Staffordshire' service launched for the voluntary and community sector. Details circulated prior to the meeting.

Matter of report.

209. Mrs J. Monkton, Brewood forwarding a number of proposals and issues for the Council's consideration with regard to traffic in Brewood. Copy circulated prior to the meeting. Members considered the four points contained in the letter. Mrs Jeffries advised that none of the points had been reported during the drop-in sessions held last year.

It was resolved that:

- **Point 1 – due to the infrequency of traffic turning right at Engleton Lane the suggestion was not supported.**
- **Point 2 – as this was not a crossroads the suggestion was not supported.**
- **Point 3 – the Parish Council would ask Staffordshire County Council's neighbourhood team to re-point the bridge at the earliest convenience.**
- **Point 4 – as this was private property, the Parish Council could not comment.**
- **Mrs Monkton to be advised to this effect.**

210. Mrs J. Gibbins, Secretary, Coven Memorial Hall thanked the Council for its grant of £2,380 and providing details of its latest project to improve the toilets at the hall.

Matter of report.

211. Entrust, Governor Services advising the Council that the term of office for Mrs J. Gibbins, Local Authority Governor at St Paul's CE (VC) First School, Coven, to end 31 December 2013. Although Mrs Gibbins may wish to be re-appointed for a further term of office, the Council was invited to make a nomination for consideration, to be submitted no later than 22 November.

It was resolved that the Council support Mrs Gibbins be reappointed if willing to do so.

212. Entrust, Governor Services advising the Council that the term of office for Mr J. Ridyard, Local Authority Governor at St Mary's Catholic Primary School, Brewood is to end 31 October 2013. Although Mr Ridyard may wish to be re-appointed for a further term of office, the Council is invited to make a nomination for consideration, to be submitted no later than 22 November.

It was resolved that the Council support Mr Ridyard be reappointed if willing to do so.

213. Mid Staffordshire NHS Foundation Trust concerned that consultation documents had not been circulated or made available to members of the public. The letter arrived on 23 September and the consultation closed 1 October. The Office of the Administrator had offered to collect unused consultation documents.

It was resolved that the Clerk dispose of the surplus documents via the recycling bin or arrange collection if necessary.

214. Ordnance Survey with regard to the Public Sector Mapping Agreement and providing details on how to access more of its services. The Council was already a PSMA member and the Council had made use of its maps in the past.

It was resolved that the Clerk ascertain what new, relevant services were available.

215. Mr D. Cope, Chairman of Heathfield Park Local Neighbourhood Partnership providing details of where its draft Neighbourhood Plan could be accessed and details of a public meeting to be held 7 October.

Matter of report.

216. **CORRESPONDENCE CIRCULATED:**

South Staffordshire Council notice of meeting of the Overview and Scrutiny Committee to be held 8 October.

SPCA Bulletins: Superfast Broadband Newsletter update (see Matters Arising); Call for written evidence – joint committee on draft De-regulation Bill; War Memorials Trust – funding for the repair or restoration of war memorials.

NALC: Response to the Call for written evidence – joint committee on draft De-regulation Bill

Staffordshire Libraries – What's On in October.

Newsletters: Coven Heath Community Association Issue 8 2013; Healthwatch Staffordshire 3 October 2013.

Bishops Wood Bugle October 2013; Wolverhampton West Magazine.

217. **CHAIRMAN'S REPORT:**

The Council received the report of the Chairman Dr R. Taylor. Dr Taylor reported that he would be away for the Remembrance Day Service and would therefore be unable to attend.

It was resolved that the Vice Chairman, M. Alden-Court, lay the wreath at St Mary and St Chad's church Brewood. Mr J. Pegg at St John's church Bishops Wood, Mr P. Webster at St Paul's church Coven, Mrs L. Tomkins at St Paul's on behalf of Coven Heath and Cllr Mrs D.M. Holmes at St Mary's RC church, Brewood.

218. FINANCE REPORT:

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

- The accounts payable as at 10 October 2013 **be approved**. Income Nil, Expenditure £1890.93
- The Financial Summary - Cash Book Reconciliation for September 2013, tabled at the meeting, **be approved**.
- The recommendation that a plumber be requested to undertake repairs to the two toilets in the Home changing rooms at Coven, **be approved**. These appeared to be leaking from the automated flush system as previously encountered at the Sandy Lane public conveniences. This came to light during some initial, basic investigations relating to an apparent leak at the changing rooms in Coven.
- Small Christmas Trees and lights. Clerk's Report referred.
It was resolved that 2 Christmas trees be purchased from Brewood and District Rotary Club at a cost of £25 per tree, including lights and installation.

219. PLANNING REPORT:

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

Mrs J. Jeffries reported on what was an excellent planning seminar run by South Staffordshire Council. The seminar covered substantial changes that were to be implemented and the increase in scope to permitted development. A set of handouts had been made available to the Clerk and would be held on file.

Appeal decision received from the Planning Inspectorate concerning application ref. 12/00776/VAR Walcroft, Old Stafford Road, Cross Green. The appeal was dismissed; further details were available from the Clerk.

220. PLAYING FIELDS REPORT:

The Council received the reports for:

- Bishops Wood playing field and skateboard park. The Clerk reported that the bark required topping up, which would be done in due course.
- Brewood playing field and skateboard park. Mr D. Evans had nothing to report.
- Coven playing field and skateboard park. Mr R. Dakin reported that a down pipe bracket was broken on the changing rooms guttering, the wire netting around the tennis courts had been broken down but the grass cut looked good. Clerk's Report also referred to tree works undertaken by Highways in School Lane, adjacent to the playing field fencing.

221. CLERK'S REPORT:

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

- Coven allotments. Mrs J. Carr to meet Mr G. Kerr at the allotments with a site plan and report back to the Clerk / Assistant Clerk in due course.
- Holiday Cover. Members approved up to 10 additional hours for the Assistant Clerk to cover any urgent work of the Clerk while she was on annual leave.

ANY OTHER MATTERS OF REPORT:

222. **Illegal Parking, Coven.** M. Alden-Court circulated photographs of two vehicles which had been illegally parked outside the pharmacist in Coven. The Clerk agreed to alert South Staffordshire Council to the problem and seek the support of the traffic warden.

223. Mr P. Smith reported that he had contacted South Staffordshire Council 6 weeks ago to find out if planning permission had been granted for a gym in Coven but had not received a response. Cllr Mrs D.M. Holmes advised that she would ask for an update.

224. Mrs J. Jeffries wished to congratulate South Staffordshire Council and Coven Members on the positive outcome with regard to bringing Croft House back into use.

225. Cllr Mrs D.M. Holmes reported that in the early hours of Friday morning (4th October) several lengths of cable had been cut down and stolen from Kiddemore Green Rd and asked everyone to keep a watchful eye for any suspicious behaviour in future.

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

Chairman

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL
TO BE HELD 10 OCTOBER 2013**

MATTERS ARISING

387* **Flooding, Ball Lane, Coven Heath** Although Mrs L. Tomkins is unavailable this evening to provide a report I can confirm this was a well attended meeting with five representatives of STW, a representative each of the Environment Agency and South Staffordshire Council Environmental Health, three members of Coven Heath Community Association, Mrs L. Tomkins and Dr R. Taylor. STW reported on the progress made to date: with improved maintenance and frequency of checks to equipment; asset investment plans including the replacement of the existing old diesel pump and a new generator; improvements already completed and still to be done relating to the security of the sludge holding tanks and odour control; modelling data concerning the implications of JLR and the i54; work carried out to identify abuse of the sewage system by local traders.

STW agreed to: email the Clerk each time maintenance work is carried out on site; provide data relating to the data modelling recently undertaken in the light of increased usage forecast; contact contractors with regard to not using the 3 ton weight limit bridge and offered STW related signage directed specifically at contractors if required. STW also advised against 'no fly-tipping' signage on the new fencing but would action their teams to litter-pick along the canal.

Recommended resolution: further consideration of this topic be deferred until the next meeting of the Council when Mrs Tomkins will be present.

483* **Coven Heath Allotments Inspection** Recommendations of the Council's Working Party to be brought to Full Council in due course.

Matter of report.

197. **Coven Changing Rooms** Email from Mr R. Dakin following his site visit with Mr P. Smith tabled. The Council's insurers have noted the problem at the Changing Rooms and advised the Council to have the matter investigated, a report produced supported by a quote / estimate and for it to be submitted with the claim form provided prior to carrying out the necessary works. As we have a contractor currently on site at the Council office I sought his initial thoughts as he has appropriate experience. He believes the hair-line crack through some wall tiles means the blocks to the rear of the tiles will have cracked (as they often do particularly if they are of a lower spec.) and caused movement in the shower tiles. He cannot make sense though of the damp patch on the external wall above the dpc although he did point out that none of the dpc has been pointed up so rainwater could be drawn up the wall from the dpc – this is assumed to not be the issue in this case because it hasn't happened anywhere else on the building. The Council's handyman has previously re-sealed the base of the tiles after the damp patch was identified although any water from this point should not be able to reach the outside wall. Due to the difference in height of the shower room floor to the outer ground – level the shower floor is actually at the height of the dpc but the dpc should not be accessible from the inside. I have asked a representative of R.A. Edwards to meet me on site, probably next week.

Members' views.

200. **Coven Heath Polling Station** In the absence of Mrs L. Tomkins, who also has more information on this matter, **it is recommended this item be taken at the next meeting of the Council.**

MATTERS ONGOING

347** **Amenity Area, Sandy Lane** Two further quotes have been sought and the Clerk met with one of those approached earlier today. Once three quotes are available the Clerk will make details available for Members' consideration. **Matter of report.**

199* **Tree Inspections** Two quotes have now been received, one with full terms and conditions. Further details as to the level of inspection and outcomes are being sought from the other company. **Matter of report.**

369* **Brewood Tennis Courts** Order placed for new glass and safety grill at the Brewood changing rooms. **Matter of report.**

496* **Phone Kiosk, High Green** Work appears to have recently been undertaken on the phone kiosk as High Green. Have local Members any further information?
Members' views.

46. **Recycling Containers** Following a complaint from Mr J. Pegg that the Village Hall recycling bin/s had not been emptied I contacted Cllr B. Cox who confirmed the Hall would not be able to keep the existing bins for glass recycling but could request blue recycling bins. The Chairman of the Village Hall Committee was aware of this but had not been notified of any date when the existing bin collection would cease. The bin/s has now been emptied and SSC have forwarded information as follows:

'In the next year we will be reviewing all our recycling bank sites. At the moment we will not be removing the ones at Bishops Wood. Following the review we will notify you of any changes if there are any.

However if the Village Hall has a charity number we can provide blue bins for the collection of all materials the same as the household recycling scheme in the area. The blue bins would be emptied on a fortnightly basis with the other blue bins in the village. They would have to be presented at the kerbside and pulled back after emptying.

Please let me know if you would like to be provided with this service if you are a registered charity. If so this can be provided straight away for you in addition to the glass bank you have at the moment.'

I have forwarded this information to the Village Hall Management Committee for them to follow-up as appropriate. **Matter of report.**

FINANCE REPORT

Small Christmas Trees To consider the letter received from the Rotary Club of Brewood and District which provides an opportunity to once again order two small Christmas trees with lights for the brackets outside the Council office in Stafford Street. This year the cost is £25 per set of lights and one tree, including installation. Payment for any orders placed required by 31 October.

Members' views.

PLAYING FIELDS REPORT

Highways Tree Works, School Lane, Coven Sometime ago the low overhanging branches of a tree on School Lane, Coven was reported to Highways as it was now low over the playing

field driveway to the car park and risked being damaged by youths. A split branch also existed on the same tree. I am advised by Highways that this work has now been completed.

Matter of report.

OTHER MATTERS FOR THE CLERK'S REPORT

Coven Allotments Phone call received from Mr G. Kerr with regard to a number of issues at the Coven site. These largely related to what were possibly poorly maintained allotments. At this stage I have suggested Mr Kerr meet with the Clerk on site in order that a report may be produced clearly defining the specific plots and issues concerned for consideration by the Council's Allotment's Working Party and if appropriate, a site visit.

Members' views.

Remembrance Sunday As the next meeting is so late in the month Members are asked to consider who will attend the Remembrance services this year and lay wreaths on behalf of the Council. It is likely that the Council will again receive an invitation from the Royal British Legion to join the Parade and Service at St Mary and St Chad's; wreaths are also laid at St Mary's in Brewood, St Paul's in Coven, St John's in Bishops Wood and a wreath is available for the local members for Coven Heath to lay at St Paul's. A wreath is collected from the Parish Council Office by the Methodist Church.

Member's are asked to confirm who will be laying wreaths on behalf of the Council.

Holiday Cover Cover has been arranged as previously discussed with Mr M. Neylan and Mr M. Webb. The Clerk to report further with regard to forthcoming leave – Members will be asked to consider approving up to 10 additional hrs for the Assistant Clerk to cover any urgent work of the Clerk while she is away.