

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, 28 NOVEMBER AT 7.30PM

PRESENT:

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

IN ATTENDANCE:

Cllr B. Cox, Cllr M. Hampson.

APOLOGIES:

Mrs J. Jeffries (personal), Mr G.E. Martin (illness), Cllr W. Sutton (personal), Cllr M. Sutton (personal).

DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION:

Dr R. Taylor declared a personal and prejudicial interest in planning application number 13/00686/FUL. Mr T. Fellows declared a financial interest in item 270 the Allotment Shop. There were no requests for dispensation as required under the Code of Conduct adopted in compliance with the Localism Act 2011.

MINUTES:

The Minutes of the meetings of the Council held on 14 November 2013 and the minutes of the Staffing Committee meetings held on 29 October and 6 November were approved as being an accurate record and duly signed with the exception of item 229 (minutes 14 Nov) Mr Nixon had spoken to Mr Nicosia and he had advised Mrs Carr that he was in agreement.

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.

259. **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. There were no members of the public or press in attendance at the meeting.

It was noted that no Police Report had been made available for the meeting.

MATTERS ARISING:

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

256** **Traffic Management, Brewood.** The Council considered the recommendations of Brewood Traffic Management Working Party meeting held on 21 November and resolved the following:

256.13** Availability of Car Parking Spaces

It was resolved that Mr R. Dakin and Dr R. Taylor carry out an initial survey of Stafford Street car park, Market Place, Bargate Street, Church Road and Sandy Lane and report back their findings to the working party.

It was further resolved that the Council write to the trustees of the Corser Trust asking them to meet with members of the Parish Council in order to consider allowing the Parish Council to mark out up to 20 car parking spaces for public use at Church House. Mr D. Evans voted against this.

256.8** Brewood - Limited Waiting

It was resolved that the matter be reconsidered once the results of the survey were available.

256.9** Coven - Speeding Brewood Road. M. Alden-Court reported that Coven Traffic Management Working Party had not met. However, the recommendation of Cllr M. Sutton's email of 24 October had been discussed by some Coven Members.

It was resolved that the Acting Clerk ask Mr M. Keeling what would be assessed, how it would be measured and when it would be carried out.

256.10** Bishops Wood – Speeding Ivetsey Bank Rd/Cross Road

Mr J. Pegg reported that he would shortly be attending a speed camera course.

It was resolved that Bishops Wood Members form their own Working Party in order to consider this matter.

256.11** Bargate Street – Parking Permits

Members considered the content of Mrs Spencer's letter in which she suggested that the Parish Council install 'shared use' parking bays in Bargate Street.

It was resolved that the Parish Council write to Mrs Spencer advising her that nothing would be done until the results of the survey were known.

256.12** Bishops Wood First Responders (speeding)

It was resolved that the complainant be asked to take the matter up directly with the Bishops Wood First Responders.

256.13** Double Yellow Lines in Dean Street

It was resolved that the Acting Clerk pursue with Mr M. Keeling the previous action requested.

256.4** Traffic Congestion at School Times

Mr D. Evans requested that another meeting be arranged to discuss with Cllr M. Sutton his proposal to undertake a traffic count survey in Brewood.

It was resolved that the Acting Clerk ask Mr M. Keeling for an update as to whether or not a risk assessment had been undertaken .

A further meeting of the Brewood Traffic Management Working Party was arranged for Tuesday 3 December 2013 at 2.00pm to discuss the findings of the parking spaces survey and to progress those matters dependent upon the outcome.

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

145. **Sussed Leisure Centre Vouchers.** Councillors involved as School Governors were asked for feedback from their respective schools with regard to the type of activities required and the likelihood of vouchers being used. Reminder that vouchers must be ordered by 29 November. The cost of £3.20 each would give one two hour session at Cheslyn Hay, Codsall Penkridge or Wombourne leisure centre. Acting Clerk's Report referred.

It was resolved that the Parish Council would not take up the offer of vouchers and would continue with the current option for providing Sussed Out and About next year.

255. **Parish Council Bank Accounts.** The Co-operative bank debit card had been returned to the office. Members to consider a date to meet in order to complete the appropriate forms to amend the list of signatories. New signatories to consist of: Dr R.C.H. Taylor, Cllr Mrs D.M. Holmes, Mr D. Evans, Mr P. Webster and Mrs M. O'Brien.

No date was arranged.

257. **Coven Football Pitch.** Responsibility for cancelling matches. Acting Clerk's referred. **Matter of report.**

258. **Sandy Lane WC Water Usage.** Report received from Mr P. Collins (PC Plumb) giving various solutions to reduce the water consumption at the WCs in Sandy Lane. Copy circulated prior to the meeting.

It was resolved that the Council investigate the cost of installing a stop tap in the toilet block to enable the janitor to turn off the water at night.

MATTERS ONGOING:

The Council considered the Matters Ongoing report, copy circulated prior to the meeting.

It was resolved that the following items be removed from Matters Ongoing:

289*, 173, 185**, 225**/405**, 245**, 256**/ 244b* / 272* / 118*, 347**, 43**, 96**, 174**, 237b**, 464**, 158b*, 159*, 164*, 279*, 369*, 389*i54, 415*, 483*, 488*, 97, 145, 197, 209.**

200. **Coven Heath Polling Station.** Acting Clerk's Report referred. Copy of the letter from Mr S. Winterflood to be forwarded to Mrs L. Tomkins.

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

CORRESPONDENCE RECEIVED:

260. South Staffordshire Council's 'free for all walking groups' in Staffordshire asking for volunteer walk leaders. A one day training course provided a recognised national walk leader qualification. Details posted on Parish Council notice boards. **Matter of report.**

261. Letter received from Mrs Wootton Chairman of Coven Memorial Hall asking that some recognition be given to Coven's Guides and Brownies who have undertaken a number of fund raising activities in Coven over recent weeks.

It was resolved that a letter recognition be sent to the Guide and Brownies' leader.

262. Staffordshire County Council publicising its annual Ice Busters scheme and asking for local people to become involved. Copy circulated prior to the meeting.

It was resolved that details to be displayed on Parish Council's notice boards.

263. Staffordshire County Council Highway Network Management advising of the temporary road traffic regulation order affecting Station Road/Station Drive/Four Ashes from 9 December and end on 13 December 2013.

Matter of report.

264. Staffordshire Parish Council's Association Bulletin 15 November advising on a number of matters affect Parish Councils. Copy circulated prior to the meeting.

Matter of report.

265. **CORRESPONDENCE CIRCULATED:**

South Staffordshire Connect Data 15 July- 7 September 13

South Staffordshire Rural Transport Partnership Update Report November 13

South Staffordshire Review Autumn 2013

Wolgarston SNU 8 November 13.

Brewood Civic Society minutes 18 November together with copy letters re current planning applications

The Wildlife Trust magazine

The Staffordshire magazine

Support Staffordshire Community Well Being Fund launches.

Gavin Williamson MP Newsletter.

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

No report had been received from County Councillor Mark Sutton.

267. **CHAIRMAN'S REPORT:**

The Council received the report of the Chairman Dr R. Taylor.

Mr J. Groom had sent a letter thanking the Parish Council for its assistance with the recent funeral of Sue Groom; a copy of which would be circulated at the next meeting of the Council.

Dr Taylor invited Members to the Christmas party which would be held at his house on 12 December, after the meeting of the Parish Council. Members were asked to provide a plate of food to be delivered to the house beforehand.

268. **FINANCE REPORT:**

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

- The accounts payable as at 28 November 2013 **be approved**, including salary payments plus additional hours for:

The Acting Clerk 60 hours; including 2 meetings and annual/sick leave cover of the Clerk in October

The Car Scheme Co-ordinator 20.5 hours; including cover for annual leave and the Parish Summit.

- The payment of half year Essential User Car Allowance (£619.50) to the Council's handyman Mr M. Smith, **be approved**.
- Members confirmed the arrangements for the Council's Christmas celebrations.

- The payment of phone allowances for the financial year 2012/2013 to the sum of £20 each to Councillors and £50 to the Clerk **be approved**. Allowance was included in the 2012/2013 budget.
It was resolved that the £50 payable to the Clerk (Mrs Groom) be offset against any overpayment of salary and annual leave outstanding.
- 291* Leigh Brooks of South Staffordshire Council had offered (in 2012) to provide IT support by its ICT Service team: Hardware, Networking, Training, Security, Websites and Printing. Support from £35/hr.
It was resolved that the Parish Council agree in principle the purchase of IT support from South Staffordshire Council if still available and necessary.
- South Staffordshire CAB asking for a donation to enable it to continue to provide an advice service.
It was resolved that no donation be made to South Staffordshire CAB.
- 289* Bus Stop Old Coach Rd, Bishops Wood. Acting Clerk's Report referred.
It was resolved that the matter be placed on the agenda for the next meeting of the Council.
- 488* Coven Defibrillator. The cost of £230 to install the Coven defibrillator (including additional cabling), **be approved**. Acting Clerk's Report referred. Mr Webster advised that the unveiling would take place on Saturday 14 December at around 11.00am.
- 158a Coven Changing Rooms Health & Safety. Acting Clerk's Report referred.
It was resolved that the Acting Clerk seek quotes for service and repair of the boiler in Coven changing rooms and the central heating system at the Parish Council office.

269. **PLANNING REPORT:**

The Council received the Planning Report from Dr Taylor in the absence of the Head of Planning, Mrs J. Jeffries.

Dr Taylor left the meeting while planning application 13/00686/FUL was considered.

Supplementary Planning Documents for affordable housing and housing mix; and Green Belt and Open Countryside. Could be accessed at www.sstaffs.gov.uk/consultation or at: localplans@sstaffs.gov.uk. Deferred from previous meeting. Responses required by 20 December 2013. Dr Taylor advised that he would review the documents and report back to the Council at the next meeting.

270. **ACTING CLERK'S REPORT:**

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

Mr T. Fellows left the room while the following matter was discussed:

Allotment Shop, The Parade Coven. Mr P. Webster explained what action he had taken with regard to the alleged change of use at the shop.

Renaming Bishops Wood Park. Members agreed that this matter would be placed on the agenda for the next meeting of the Council.

271. **DISTRICT COUNCIL'S REPORT:**

The Council did not receive the report of the District Council.

ANY OTHER MATTERS OF REPORT:

Members noted that there was a large amount of mud on Kiddemore Green Road, near Bishops Wood, as a result of recent harvesting. The farmer had attempted to remove it but had not been successful.

Mrs J. Carr reported that she had visited Coven allotments to monitor the state of several plots. It was noted that two were neglected but this was to be expected at the time of year. Allotment holders were worried about the spread of weeds.

The Chairman circulated the new Vice Chairman's badge and Members discussed the protocol for its use. It was agreed that the badge be worn at public events when the Chairman was not present and the Vice Chairman was representing the Parish Council.

There being no further business, the meeting ended at 9.10 pm.

..... Chairman

**REPORT OF THE ACTING CLERK FOR THE MEETING OF THE COUNCIL
TO BE HELD 28 NOVEMBER 2013**

MATTERS ARISING:

347** **Amenity Area, Sandy Lane (Encroachment).** Two quotes received have been forwarded to the Parish Council's solicitor for his opinion on the previous proposal. Lucy McDonald of South Staffordshire Council's planning enforcement has been made aware and has been asked to respond. Email received from Sue Frith (planning enforcement) advising that the only part of the site that has caused concern with regard to planning is the boundary wall which will need planning permission if it is higher than 1 meter and a lawful development certificate if it is lower than 1 meter, even though it is a replacement wall (due to it having been demolished for some time). The gardener/handyman has confirmed that the wall is 50 cm at one end and 1.5 m at the other. All correspondence has now been forwarded to the Council's solicitor for his recommendation.

Matter of report.

145. **Sussed Leisure Centre Vouchers.** Previously resolved that Councillors involved as School Governors to ask for feedback from their respective schools with regard to the type of activities required and the likelihood of vouchers being used. **Deadline for decision is 29 November.** SSC have confirmed that the vouchers will not be the only option available as the Out and About scheme will be run again next year.

Members' views.

255. **Staffing.** Mrs V. Turner has begun to update the spreadsheet in preparation for the Precept meeting and will shortly be arranging to meet with Mrs J. Carr with regard to next year's budget. It is anticipated that the figures will be available week commencing 2 December.

Matter of report.

257. **Coven Pitch Hire.** Recently some matches have been cancelled due to the pitch being waterlogged. In order to simplify the process, all cancellations will in future be co-ordinated through the booking secretary Moira Alden-Court.

Matter of report.

MATTERS ONGOING:

286**/247. **Bus Shelter, School Lane, Coven.** Letter received from Mr Snell SSHA solicitor to notify the Council that that he has visited the site, accepting that no further action is required and advising that the matter is now closed.

Matter of report.

279* **Council Office Wall.** Lawful development certificate received 27 November, approval to instruct the builder required from full Council. I have spoken to Mr Parton who has advised that he is liaising with Dr Paul Collins (conservation officer) regarding suitable bricks. The earliest work can commence will be after Christmas, weather permitting.

Matter of report.

200. **Coven Heath Polling Station.** Response received from Mr S. Winterflood advising that he cannot give an assurance that the polling station will be available in future due to the reduction in turnout, but he has indicated that he will consult with the Parish Council if consideration is ever given to not having one in the future.

Recommended resolution: the matter be placed on the agenda for consideration at the next meeting of the Council.

FINANCE:

289* **Bus Stop, Old Coach Road, Bishops Wood.** Response received from Mark Keeling acknowledging that more could have been done to provide a better finish but advising that there was no further funding available and suggesting that either funding be requested from the County Councillor's divisional highways programme, or provided by the Parish Council. Estimated cost would be in the low hundreds.

Recommended resolution: the matter be placed on the agenda for the next meeting of the Council.

488* **Coven Defibrillator.** A quote has been sought from Brettlec for installation of the defibrillator in Coven. M. Alden-Court may wish to report further.

158a **Coven Changing Rooms, Health & Safety.** The handyman attempted to carry out the monthly Legionella test and found that the water was not sufficiently hot. It seems that the pump on the water heater is faulty. As the heating system at the Parish Council offices has not been serviced this year it may be cost effective to have both done at the same time.

Recommended resolution: the Acting Clerk to seek quotes for service and repair of the water heaters at Coven changing room and the central heating boiler at the Parish Council offices.

OTHER MATTERS FOR THE ACTING CLERK'S REPORT:

Public Bridleway No. 0.901. Kiddemore Green Rd. Cllr Mrs D.M. Holmes reported that the public footpath sign near to Villa Farm had again been removed. This has been reported to Paul Rochford of Staffordshire County Council. Copy of his response is tabled.

Matter of report.

The Allotment Shop. The Parade, Coven (Change of Use) Mr P. Webster had asked me to find out whether planning approval had been given for a change of use at the above shop. Copy of emails tabled. The enforcement team are compiling a report based on this enquiry and will respond when further information is available.

Matter of report.

Renaming of Bishops Wood Park. A letter has been received from Mr A. Sloane of Bishops Wood, suggesting, among other things, that Bishops Wood park be renamed in memory of Sue Groom as she was heavily involved in its refurbishment.

Recommended resolution: the matter be placed in the agenda for the next meeting of the Council when Mrs J. Jeffries will be in attendance.

PCSO Report. The new PCSO met with the Chairman and Acting Clerk some weeks ago and agreed to forward an up-to-date Police report. However, nothing has been received to date.

Matter of report.