

**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, 9 JANUARY 2014 AT 7.30PM**

**PRESENT:**

M. Alden-Court, Mrs J. Carr, Mr R. Dakin, Mr D. Evans, 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.

**IN ATTENDANCE:**

Cllr Mrs W. Sutton.

**APOLOGIES:**

Mr A. Ball (unwell), Mr T. Fellows (work), Cllr Mrs D.M. Holmes (unwell), Cllr B. Cox(meeting), Cllr M. Hampton (meeting), Cllr M. Sutton (meeting).

**DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION:**

Dr R. Taylor declared a personal and prejudicial interest in planning application 13/00938/FUL. 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 12 December 2013 were approved as being an accurate record and duly signed with the exception of item 286 (195); Mr Webster thought that the minute should reflect that the bucket collection match funding was limited to £500 and item 290, Mrs L. Tomkins stated that although Cllr M. Hampson had reported that restrictions would be on the A449 next year, the yellow lines would be in Ball Lane, Coven Heath.

**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.

293. **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. Mullard of Horsebrook Lane, Brewood regarding a meeting with the new Police Inspector. Mr Mullard had been in touch with Inspector Knight by letter and suggested that the Parish Council may wish to ask him to stay for Public Participation to give members of the public the opportunity to speak to him and be able to question progress on matters. Mrs J. Jeffries recalled attending a meeting with the Police and Crime Commissioner who had guaranteed to seek clarification from the Police on any matters raised. Mr Mullard stated that that he had written but his query had only been dealt with in part. Mrs Jeffries assured Mr Mullard that the Parish Councillors would be at any meeting with Inspector Knight and if Mr Mullard prepared a letter it would be read out and answers sought.

### **MATTERS ARISING:**

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

### **MATTERS ONGOING:**

292. **HMP Oakwood.** Members were concerned about the recent press exposure regarding discipline at the prison and the lack of control and respect, together with other associated problems. It was agreed that Members would keep a watching brief on developments at the prison.

256. **Brewood Traffic Management.** Survey commissioned by Brewood Civic Society. Acting Clerk's Report referred.

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

347. **Sandy Lane Encroachment.** Acting Clerk's Report referred.

**It was resolved that the Council's solicitor be instructed to issue an ultimatum stating that unless the Council got confirmation from Mr Fletcher that he would carry out the work, the Council would have the work done and seek to recover the cost from him.**

209. **Crossroads Four Ashes Road Crateford Lane/Somerford Lane.** Acting Clerk's Report referred.

**It was resolved that all the correspondence received from Mr and Mrs Monckton be forwarded to Staffordshire County Council for them to investigate.**

242. **Sandy Lane WC.** Acting Clerk's Report referred.

**It was resolved that the Council's handyman be asked to fit a stronger spring/door closure mechanism on the gentlemen's WC, to ensure that the door closed properly.**

244b\* **Coven Traffic Management.** M. Alden Court asked Coven Members to advise whether or not they wished to convene a meeting. Mr P. Webster reported that Cllr M. Sutton had received some encouraging figures from the traffic survey. No date was arranged.

273. **Memorial Bishops Wood.** Members agreed to activate a meeting with Mr A. Sloane, the governors of St John's First School and interested Members of the Parish Council.

143. **Parish Council Newsletter.** Mr P. Smith reported that a draft newsletter had been started and asked interested Members form a working party.

**It was resolved that M. Alden-Court, Mrs J. Carr, Mrs J. Jeffries, Mr P. Smith and Mr S. Smith arrange a meeting. Mr T. Fellows to also be made aware of the meeting.**

370\*. **Grit Box, Bishops Wood.** Mr J. Pegg asked for the provision of a grit box in Bishops Wood to be pursued again this winter.

46. **Recycling Containers, Bishops Wood Village Hall.** Mr J. Pegg reported that he had been advised that the large bins at the village hall would not now be replaced. This item would be taken off Matters Ongoing. **Matter of report.**

226/464\*\* **Coven Playing Field Equipment and Skate Board Park.** Mrs J Carr asked about the likelihood of this project being progressed in the near future, given the current situation regarding staffing; she was concerned that members of the public would lose interest if it took too long to organise.

**It was resolved that the Acting Clerk would provide Mrs Carr with a copy of the survey used for Brewood park and Mrs Carr would organise a meeting of the Working Party.**

255. **Parish Council Bank Accounts.** Members who had not yet completed the mandates to liaise with the Acting Clerk.

158a **Boiler Service and Maintenance.** Acting Clerk to continue to pursue quotes for these.

#### **CORRESPONDENCE RECEIVED:**

294. **Police Report.** Email received from Mr M. Roger, Intelligence Officer at South Staffordshire Council giving details to the monthly crime figures which may be viewed on South Staffordshire Council's website. Acting Clerk's Report referred. The Chairman stated that the reports were difficult to understand. He also advised that he had continued to try to make contact with the PCSO to no avail but hoped that she would be in attendance at the next meeting. Mr M. Webb reiterated the need to report all crime to the Police.

**It was resolved that an article be placed in the next issue of the Parish Council Newsletter urging members of the public to report any crime they see committed.**

295. **Councillor Surgeries–Coven.** M. Alden Court advised that she would be commencing regular surgeries in Coven in the New Year.

**Matter of report.**

296. **Coven Christmas Lights Committee.** It was reported that Michelle Aston had stepped down as the Chairman of Coven Christmas Lights Committee. M. Alden-Court advised that she was willing to become involved in the Christmas lights but would not lead the committee.

**It was resolved that an article be placed in the next issue of the Parish Council Newsletter advising that if no one was willing form a committee then there would be no Christmas Lights in Coven next year.**

297. **Grounds Maintenance, South Staffordshire Council.** Email received from Penny Ashton requesting that Shaun Alexander address the Council at its meeting of 30 Jan with regard to what the Grounds Maintenance team provided, improving communication and outlining costs for 2014-15. It had provisionally been agreed for Mr Alexander to attend at 7.00 to enable the Council to have a question and answer session.

**It was resolved that Mr Alexander be formally invited to attend at 7.00pm on Thursday 30 January.**

298. **Parish Summit 2014 Affordable Housing.** Advance notification of the forthcoming event at South Staffordshire Council to be held on 28 February 2014.

**It was resolved that Members to advise the Acting Clerk of their intention to attend.**

299. **MPs Newsletter.** December issue of Gavin Williamson's Newsletter contained an article regarding the decision to relocate the local paramedic services to Wolverhampton, which may result in delays in response times. Copy circulated prior to the meeting. Mrs J. Jeffries reported that she had telephoned the press office and had been advised that the situation was simply reverting back to how it had been a year ago and would have no impact on service. Mrs Jeffries agreed to get more information in writing from the press office and report back in due course. **Matter of report.**

300. **Western Power Distribution.** Invitation to its stakeholder workshop with lunch to be held on Wednesday 5 February 2014 at Birmingham Botanical Gardens, commencing at 9.15am. The workshop would give Parish Councils the opportunity to input into WPD's business plan.

**No Members were interested in attending.**

301. **CORRESPONDENCE CIRCULATED:**

Staffordshire Police News Release- door to door sellers linked to burglaries.

Rural Services Network Newsletter Dec 13.

South Staffordshire Rural Transport Partnership November and December Update Reports.

Brewood Civic Society – minutes of 16 December meeting and copy letters.

South Staffordshire i54 December update.

Gavin Williamson MP December Newsletter.

Wolgarston High School SNU.

Mrs J. Jeffries informed Members that she had asked Jeremy Lefroy MP to circulate his newsletter to the Parish Council.

302. **CHAIRMAN'S REPORT:**

The Chairman Dr R. Taylor had nothing to report other than a Staffing Committee meeting had been scheduled for Tuesday 21 January at 6.30 pm in the Council Chamber in order to consider any applications received for the vacancy of Clerk to the Council.

303. **FINANCE REPORT:**

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

- The Financial Summary - Cash Book Reconciliation for November 2013, copy circulated prior to the meeting, **be approved.**
- The salary payments covering standard hours up to 31 December 2013 plus: additional hours; Acting Clerk 42, Car Scheme Co-ordinator 11, **be ratified.**
- The accounts payable as at 9 January 2014 and the Direct Debit/Standing Orders arising from the December reconciliation, tabled at the meeting, **be approved.**
- The renewal of the Council's membership to Fields in Trust at a cost of £25. Deferred from previous meeting, **be approved**

- Members considered the request for payment for the installation of the Coven defibrillator, at a cost of £230 (excl VAT), from the Parish Council budget, rather than from the donations received from Coven residents and businesses. Acting Clerk's Report referred.

**It was resolved that the payment for the installation of the defibrillator at Coven be paid for from the Parish Council budget.**

- The delivery costs of Autumn Newsletter, payable as follows: £110 to Brewood Civic Society, £110 held as Coven Newsletter Delivery fund, £30 Coven Heath Community Association and £30 to Beth Cumming of Bishops Wood, **be ratified.**
- 2014-15 Precept Demand. Mrs V. Turner had advised that she would be submitting an invoice for the hours that she had spent on preparing the budget. Acting Clerk's Report referred.

**It was resolved that the invoice received from Mrs V. Turner for the sum of £416.17 be approved for payment.**

**It was further resolved that the matter of additional hours provided by Mrs Turner be considered at the meeting of the Staffing Committee scheduled for Tuesday 21 January 2014.**

- The renewal of the Council's membership of the Staffordshire Wildlife Trust at a cost of £42 for the year, **be approved.**
- The Council considered the Parish Council's proposed budget expenditure and Precept Demand for 2014-15 received by full Council earlier in the evening.

**It was resolved that the budget report be amended as agreed and that the matter be placed on the agenda for the next meeting of the Council for approval.**

**It was further resolved that the Acting Clerk advise South Staffordshire Council with immediate effect of the provisional figure of £137,771 excluding Local Council Tax Support Grant, in respect of the Precept Demand for 2014/15.**

#### 304. **PLANNING REPORT:**

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

**Dr R. Taylor left the meeting while planning application 13/00938/FUL was discussed.**

Letter and associated map received from Staffordshire County Council seeking views on the proposal to install a bus lane along Innovation Drive and Valiant Way off Wobaston Road, Fordhouses.

**It was resolved that the Acting Clerk advise Staffordshire County Council that the Parish Council had no objections.**

Members were asked how to proceed with the alleged contravention of planning permission at a property in Brewood. It was agreed that the Acting Clerk pass the details to South Staffordshire Council' planning enforcement team for investigation.

#### 305. **PLAYING FIELDS REPORT:**

The Council received the reports for:

- Bishops Wood playing field and skateboard park. No report was received from Mrs S. Hughes.
- Brewood playing field and skateboard park. Mr D. Evans had nothing to report.
- Coven playing field and skateboard park. Mr R. Dakin reported that the football pitch was waterlogged and matches should be cancelled in order to prevent further damage to the surface of the pitch. M. Alden-Court agreed to liaise with the caretaker. It was noted that the previous problem of flooding from the playing field at Jubilee Park onto the frontage of the bungalow in Engleton Lane had been resolved due to the residents having installed a drain.

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

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

- **Naming of the Admiral Rodney Site.** Members discussed naming of the development at what was previously The Admiral Rodney public house and felt that Dr Collins should be made aware that Admiral Rodney was as celebrated local hero; Cllr Mrs W. Sutton agreed to take the matter up and would write an influential letter to the developer. Members agreed that an appropriate name for the development would be 'Admiral Rodney Close'.
- **Locality Members Forum.** To be held on Tuesday 28 Jan. Mr M. Webb MBE, Mr R. Dakin and Mr D. Evans to attend. The Acting Clerk to forward the agenda to Mrs J. Jeffries, who would confirm her attendance at a later date.

**ANY OTHER MATTERS OF REPORT:**

307. Mr P. Smith reported that there was out of date information on the Parish Council's website and agreed to organise removing it.
308. Mr P. Smith asked if Members knew who would be responsible for the upkeep of the four graves of the World War 1 soldiers buried in Brewood churchyard. Dr R. Taylor advised that the church was given money for the upkeep of war graves and if they were neglected to contact the church. Dr Taylor agreed to investigate.
309. Cllr Mrs W. Sutton reported that she was involved in the setting up of a Job Club; the first meeting was scheduled for 10.00am on 11 February at Brewood Library. The club had managed to get two people back into work, and possibly a third. There were 180 people registered as unemployed in the Brewood area. Members were asked to advise Cllr Sutton if they were aware of anyone who was not working. Details of the Job Club would be published via South Staffordshire Council.
310. Cllr Sutton reported that there were two signs at Barnfield Sandbeds regarding dog fouling and there was also an ongoing legal issue regarding dogs off leads.

Mr M. Webb MBE took the opportunity to thank the Chairman, Dr Taylor, for his hospitality at Christmas.

There being no further business, the meeting closed at 9.00pm.

..... Chairman.

**REPORT OF THE ACTING CLERK FOR THE MEETING OF THE COUNCIL  
TO BE HELD 9 JANUARY 2014**

**MATTERS ONGOING:**

256\* **Brewood Traffic Management.** Letter received from Brewood Civic Society proposing to carry out a traffic survey for submission to the Parish Council.

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

483\* **Coven Heath Hedge and Removal of Leylandii.** Mr Sissions of Brewood Tree Services has advised that he will be able to cut back the hedge on A449 on 20 and 21 January 2014 and remove the leyandii trees week commencing 27 January, I have informed Coven Heath Allotments Association and the caretaker.

**Matter of report.**

347\*\* **Sandy Lane Encroachment.** The solicitor has advised that the next step would be to issue an ultimatum saying that unless we get confirmation from him we will get the work done and look to recover the costs from him.

**Members' views.**

279\*\* **Council Office Wall.** Dr P. Collins (conservation officer) has advised that he is waiting to hear from the contractor regarding the chosen brick and has made a number of recommendations regarding the wall. I have left a message for Mr Parton (the contractor) and am waiting for him to advise when work can commence.

**Matter of report.**

209. **Crossroads Four Ashes Rd and Crateford Lane/ Somerford Lane.** Further letter received from Mr Monckton offering a simple solution to improve the perceived dangerous situation at the crossroads. Mr Monckton would like South Staffordshire Council to amend the sign post approached from the east along Four Ashes Road from at T junction to a cross roads.

**Members' views.**

242. **Sandy Lane WC Light Sensor.** Sensor has been replaced and appears to be working, we await the next electricity bill to see if it has been effective.

258. **Sandy Lane WC Water Usage.** Stop tap fitted (in the toilet for people with disabilities). Severn Trent have inspected the water meter, report awaited.

**CORRESPONDENCE RECEIVED:**

**Police Reports.** Telephone call from PC Clarke advising that, although Inspector Knight had promised that the Police would attend parish council meetings, because at least three other parish council meetings were held on Thursday evenings and due to shift patterns, he would not be able to attend meetings; he presumed that this would also apply to the PCSO. A Police Report (statistics only) has been received from the Police and from South Staffs Council's intelligence officer. Copy available from the Clerk or via SSC website. A further update received today suggests that PC Clarke or a PCSO may be able to attend future meetings, depending on shift patterns and a more detailed report should be available.

**Matter of report.**

**FINANCE:**

488\* **Coven Defibrillator.** Mr P. Webster has requested that the Parish Council pays the installation costs for the defibrillator at Coven (£230), rather than from the Defibrillator donation account, the balance of which stands at £878.45 plus some petty cash held by Mr Webster. The cost of Brewood and Bishops Wood defibrillators were £126 each, which were met by the Parish Council. The reason for the extra cost for Coven is because additional cable was required. **Members' views.**

**Precept.** Mrs V. Turner has submitted an invoice for hours worked on the budget for next year, cheque raised for signature. She has also spent an hour and a half going through a box of correspondence returned from Sue Groom's house and has very kindly offered to help with filing and other clerical duties to assist with the running of the office in the short term. This would be paid at the appropriate rate (SCP 11). Members are asked to consider approving a budget/ number of hours for this work. **Members' views.**

347\*\* **Legal Fees, Sandy Lane Encroachment.** An interim invoice has been submitted (cheque raised for meeting of 9 Jan). I am unable to find the original paperwork outlining the terms agreed but the report of the Clerk, 28 March 2013 stated that VAT was not chargeable. As VAT appeared on the invoice, I queried this with the solicitor. He has confirmed by email that he cannot now issue an invoice without VAT but has confirmed that the total charges will not exceed £500 including VAT.

**Matter of report.**

**OTHER MATTERS FOR THE ACTING CLERK'S REPORT:**

**Police News Release.** Police are appealing for help in tracing 121 sheep stolen from Perton Mill Farm, Bridgnorth Rd, Perton on 26 Dec 13. Photograph supplied.

**Dole Charity Land, Cat and Kittens Lane.** Letter received from the National Grid asking for permission to carry out inspections of overhead cables on the Dole Charity Land at Brinsford. I have passed the details on to the tenant and await his response.

**Matter of report.**

**Naming Admiral Rodney.** Dr Collins has advised that SSC have no involvement in the naming of the access roads as it will be unadopted. He has spoken to the builder, (Charmford) who are proposing to call it Admiral Gardens. They have decided to leave 'Rodney' out due to its association with Only Fools and Horses and have used 'Gardens' as the site was previously the pub garden. Dr Collins has no personal objection to this. Should the Parish Council wish to influence the decision, Members would need to contact the builder directly.

**Members' views.**

**Locality Member Forum.** To be held on Tuesday 28 January 6.00- 8.00pm at Essington Community Centre (buffet from 5.30pm. List of attendees required by 17 January.

**Members wishing to attend to advise the Acting Clerk.**