

BREWOOD 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, 30 JANUARY 2014 AT 7.30PM

PRESENT:

M. Alden-Court, Mr A. Ball, Mr R. Dakin, Mr D. Evans (late), Mrs J. Jeffries, Mr G.E. Martin, Mr J. Pegg, Dr R.C.H. Taylor, Mrs L. Tomkins, Mr P. Webster.

IN ATTENDANCE:

Cllr. M Hampson, Cllr B Cox, Cllr M. Sutton.

APOLOGIES:

Mrs J. Carr (personal), Mr T. Fellows (resigned), Cllr Mrs D.M. Holmes (personal), Mr P. Smith (work), Mr M. Webb MBE (personal).

DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION:

There were no requests for dispensation as required under the Code of Conduct adopted in compliance with the Localism Act 2011. Cllr M. Sutton retrospectively declared an interest in planning application 13/01029/FUL.

MINUTES:

The minutes of the meeting of the Council held on 9 January 2013 and the minutes of the budget meeting also held on 9 January 2013 were approved as being an accurate record and duly signed.

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.

311. **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. No members of the public wished to speak.

MATTERS ARISING:

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

The following matter was taken at the end of Matters Arising at the request of Mr D. Evans who had informed the Parish Council in advance that he would arrive late and wished to speak to this item.

256**. **Traffic Management.**

Mrs J. Jeffries thanked Cllr M. Sutton, on behalf of the Parish Council, for his best efforts in achieving so much with regard to traffic management.

Mr D. Evans expressed concern that there had recently been an accident in Newport Street, Brewood involving a child, which had been reported to the Police. Mr Evans was also concerned that previous correspondence from the Parish Council to Mr M. Keeling had been ignored.

- Reply received from Mark Keeling in response to the letter sent 13 December 2013. Copy circulated prior to the meeting. **The Council accepted the content of the letter and looked forward to it being implemented.**
- 256.9** Coven Traffic Management. Members received the report of the Coven Traffic Management Working Party from Mr P. Webster and noted its content. Mr M. Sutton clarified the statistics regarding the average speed of vehicles; using the 85 percentile, which was the agreed international standard, vehicles were travelling at 36.1 mph or less and using the 90 percentile, none exceeded 46 mph.
- 256.13** Brewood Civic Society had advised that they were prepared to carry out a traffic survey in Brewood, deferred from previous meeting. Copy circulated prior to the meeting. **It was resolved that the Acting Clerk write to Brewood Civic Society thanking them for their offer and advising that their survey would be reconsidered after the second survey by the Parish Council had been carried out in May, if the situation had deteriorated. An item would be placed in the Newsletter at that time. It was recommended that people visiting Brewood and business owners also be surveyed, not just residents.**
- 313. Letter from Mr Wake. Dr R. Taylor read out his personal response to Mr Wake's complaint regarding traffic congestion in Brewood. Dr R. Taylor read out his personal response to Mr Wake's letter. **It was resolved that the Parish Council endorse Dr Taylor's letter.**
- Parking Church House. Acting Clerk's Report referred. **It was resolved that a meeting be arranged between the trustees of the Corser Trust, Mr D. Evans, Mrs J. Jeffries and Dr R. Taylor.**
- Bishops Wood (speeding). Mr J. Pegg reported that training on the use of the speed check device had been arranged for 5 March.

269*. **Superfast Broadband.** Email received from Mr D. Cole asking for an update on whether or not Brewood and Coven were to get fibre optic broadband. Acting Clerk's Report referred. Cllr M. Sutton reported that although the Parish was in the first phase of installation, small areas, for example Gailey, were not included. Cllr Sutton circulated a copy of the map.

Matter of report.

279* **Boundary Wall Parish Council Offices.** Dr P. Collins (conservation officer, South Staffordshire Council) had inspected the sample bricks and recommended the most appropriate for

Stafford Street. Estimated start date from the contractor to rebuild the wall was mid February, weather permitting.

Matter of report.

289* **Bus Stop, Old Coach Road, Bishops Wood.** Site visit attended on 22 January by Simon Griffiths and his colleague Cheryl Makeham from Staffordshire County Council (Highways). Acting Clerk's Report referred. The Council thanked Mr J. Pegg for his kind offer to pay for the kerb stones but agreed that the funding would come from the Parish Council.

It was resolved that the cost of the kerb stones be funded by the Parish Council.

347** **Sandy Lane Encroachment.** Copy of letter sent by the Parish Council's solicitor to the encroacher was circulated prior to the meeting. Acting Clerk's Report referred. It was clarified that Mr Twigger was acting on behalf of Mr Fletcher.

Matter of report.

370* **Grit Box, Bishops Wood.** Site visit attended on 22 January by Simon Griffiths and Cheryl Makeham from Staffordshire County Council (Highways). Acting Clerk's Report referred. The Council thanked Mr J. Pegg for becoming an Ice Buster. Mr Pegg confirmed that two jackets and a shovel had been delivered but not the grit box.

Matter of report.

465b** **Coven Heath Village Sign.** Mrs L. Tomkins thanked Cllr M. Sutton and Cllr M. Hampson for their financial support. The sign would be made from carved wood depicting canal bridge 69 and was 5ft long and 4ft high. Mrs Tomkins agreed to bring the design to the next meeting of the Council and confirmed that the necessary approval would be sought from Highways.

Matter of report.

200. **Coven Heath Polling Station.** Reply received from Mr S. Winterflood advising that he was now aware of the strength of feeling at the Parish Council regarding this matter.

Matter of report.

237. **Parish Council Scroll.** Members considered inviting Mrs Bourne to the meeting to be held on 13 February in order for her to be presented with a Parish Council scroll.

It was resolved that Mrs Bourne be invited to the meeting of the Council to be held on 13 February, to be presented with a scroll.

262. **Ice Busters Scheme.** At the site visit in Bishops Wood held on 22 January, Mr S. Griffiths and Ms C. Makeham (Staffordshire County Council) discussed the Ice Busters Scheme. Bishops Wood Members were made aware of the details of the scheme and agreed that members of the public should be encouraged to take part. Advice received from SPCA endorsing the scheme was tabled at the meeting. Dr R. Taylor reported that Mr M. Keeling has made a good presentation at the Parish Summit. Mr Keeling had advised that a very small amount of grit was sufficient to treat an area of pavement.

Matter of report.

Mr D. Evans arrived for the meeting.

295. **Councillor Surgeries- Coven.** M. Alden-Court reported verbally on the planned surgeries and confirmed that Mrs J. Carr, Mr T. Fellows and Mr P. Smith had been approached. Mr R. Dakin confirmed that he had not been consulted. The surgeries would take place on the second Monday of every month, with the first surgery to be held on 10 February in the waiting area of the GP surgery at

Coven Memorial Hall between 10.00am and 12 noon. Inspector Knight, the District Councillors and Gavin Williamson MP had asked for the dates.

Matter of report.

297. **Grounds Maintenance.** Presentation from Shaun Alexander environmental services manager of South Staffordshire Council had taken place earlier in the evening. It was noted that the grounds maintenance contract was due for renewal in April 2014. Mr Alexander had confirmed that the charges for the forthcoming year would be forwarded to the Parish Council in the near future.

Matter of report.

305. **Coven Playing Field.** The Council's caretaker had reported that although the official matches had been cancelled on 12 January someone had played football on the field and churned the grass up. It was agreed that if the match was cancelled the following week, the car park would remain locked in order to attempt to discourage teams arriving in cars. M. Alden-Court and reported that she had witnessed people playing on the pitch on 19 January despite the car park being closed. Members agreed that the Council was unable to prevent the general public from using the pitch. However, where teams were affiliated to a club, it was the decision of the referee as to whether the match was cancelled. The Acting Clerk clarified that the contract stated that payments for games cancelled by the referee were not chargeable.

Matter of report.

306. **Admiral Rodney Close.** Email received 17 January from Rachael Dawson of South Staffordshire Council Planning Department asking for comments on the proposed name of the development. The Parish Council's views had been expressed. Cllr Mrs W. Sutton and Brewood Civic Society have also commented and Ms Dawson has passed the proposal to the developer's agent for them to consider. Acting Clerk's Report referred. Dr Taylor reported that further correspondence had been received from Brewood Civic Society and Rachael Dawson. Cllr B. Cox agreed to make further enquires.

It was resolved that the Acting Clerk write to Ms Dawson expressing the Council's disappointment that despite the best efforts of the Parish Council, District Councillors, County Councillor and the Civic Society, the comments had been ignored. Letter to reiterate that the Parish Council would continue to request that the development included 'Admiral Rodney' in its designation.

248. **Staffing Committee Meeting.** Mrs J. Jeffries reported that that Staffing Committee had met on 21 January and had shortlisted 7 candidates for the vacancy of Clerk. Interviews would take place on Friday 7 February.

Matter of report.

MATTERS ONGOING:

143. **Parish Council Newsletter.** M. Alden-Court reported that Mr P. Smith was no longer able to continue with redesigning the newsletter due to work commitments. It was agreed that it would continue in its current format. Articles to be forwarded to the Acting Clerk with a view to publishing a newsletter in March.

351** **Localism/Core Strategy. Site Allocation Document** Acting Clerk's Report referred. Cllr B. Cox advised that spaces on the seminar were limited.

It was resolved that Mrs J. Jeffries, M. Alden-Court and the Acting Clerk attend the seminar on 18 February. Dr R. Taylor to also attend if an additional space was available.

299. **Codsall Community Paramedic.** Acting Clerk's Report referred. Mrs J. Jeffries reported the details received from Chris Kowalik, communications officer, West Midlands Ambulance Service.

Matter of report.

CORRESPONDENCE RECEIVED:

312. Staffordshire County Council Definitive Map and Statement for South Staffordshire District. New consolidated definitive map would be available from 31 January 2014. Also available to view at South Staffordshire Council and various libraries in South Staffordshire.

It was resolved that the Acting Clerk obtain a copy of the definitive map (budget approved).

313. Email received, via the Chairman, from Mr A. Wake of Newport Street, Brewood, regarding traffic congestion in Brewood. Copy circulated prior to the meeting.

This matter was discussed under item 256 Traffic Management, above.**

314. Email received from Mr M. Thompson of Engaging Communities Staffordshire, a community interest group set up to give the public a voice in public services in Staffordshire. Mr Thompson requested permission to display a poster on the Parish Council notice board. Copies were tabled at the meeting. Members thought that the content had little relevance to the Parish Council.

It was resolved that no action be taken at this time.

315. South Staffordshire Council regarding its Housing and Homelessness Strategy 2014-17. The Council was asking for views on the draft paper. Documents could be accessed on housingstrategy@sstaffs.gov.uk. Responses required by 21 February 2014.

It was resolved that Members access the document and the matter be placed on the agenda for the next meeting of the Parish Council in order for a response to be formulated.

316. Community Council of Staffordshire, asking for a list of major festivals and events in the parish for the forthcoming year. Details will be published on its website. Copies of forms circulated prior to the meeting.

It was resolved that Members complete details of any events that they were aware of and return to the Acting Clerk for submission in time for the deadline of mid March.

317. Email from Lorraine Richards of South Staffordshire Council asking if the Parish Council was planning any events to mark the centenary of the commencement of the First World War. Dr R. Taylor reported that he had been in contact with Brewood Royal British Legion and Marilyn Coulter of St Mary and St Chad's Church and they had considered a silent vigil in the churchyard on the day. They had also discussed the purchase of white poppies as part of the White Poppies for Peace campaign.

It was resolved that Dr Taylor investigate further and report back to the Parish Council in March.

318. Gavin Williamson MP enclosing a copy letter to Lisa Maric of the Highways Agency regarding grass cutting on the A449. Cllr M. Sutton reported that he and Gavin Williamson had met with representatives from the Highways Agency (Ms Maric) and Amey regarding grass cutting between the M54 and Gailey Island. Grass cutting would only be done if there was a safety issue or if an amenity area had been designated. Ms Maric was asked to reconsider the amenity areas and had requested a plan to see what was currently done. Sponsorship was also discussed; interested sponsors to be put in touch with the Highways Agency.

Matter of report.

319. Parish Council Newsletter. Members were asked to provide details of any items that they wished to be inserted into the forthcoming newsletter. **Matter of report.**

320. Mr M. Jenkinson of Staffordshire County Council regarding consultation relating to its future approach to supporting young people, consultation to end 26 February. Further details available on the County Council's website. Brief details were circulated prior to the meeting. Cllr M. Sutton advised that he was responsible for this policy and offered to make a presentation to the Council. Members were concerned for the future of the Youth Club and Scout Hut at Deansfield Road site as some tree works had been carried out. Cllr Sutton assured the Council that a decision had not yet been made as consultation and would not go to Cabinet until March 2014. Cllr M. Hampson confirmed that the tree works were for safety reasons as some branches had fallen off.

It was resolved that the Council accepts Cllr Sutton's offer to make a presentation regarding the Supporting Young People's Strategy at 7.00pm on Thursday 13 February in the Parish Council Chamber.

CORRESPONDENCE CIRCULATED:

Brewood Civic Society: minutes of the meeting held 20 January 2014 and copy letters regarding various planning applications.

Staffordshire Police: crack down on car insurance dodgers.

Staffordshire Parish Councils Association Bulletins 10th and 17th January.

Wolgarston High School SNU

Wolverhampton magazine January 2014 (Featuring Brewood)

Rural Opportunities bulletin.

Independent Monitoring Board – Annual Report Featherstone Prison.

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

Cllr M. Sutton reported the following:

- The Gating Order, Middle Lane, Coven Heath was awaiting rubber stamp and a date for fitting would then be arranged.
- A449 Cycle Paths. Cyclist were experiencing a high level of punctures. Cllr W. Sutton arranged to get the paths swept where accessible.
- Brewood Traffic Management. Cllr Sutton to meet with the Brewood Traffic Management Working Party to discuss priorities before the start of the next financial year. A date to be arranged when Cllr Mrs D.M. Holmes could attend.
- Cllr Mrs W. Sutton had been involved with establishing a local Jobs Club. Fliers supplied by Cllr M. Sutton at the meeting, to be distributed to Parish Council notice boards.

322. **CHAIRMAN'S REPORT:**

The Chairman Dr R. Taylor reported the following:

- Mr T. Fellows' resignation had been received by the Chairman who had written to him individually expressing his sadness. The vacancy to be advertised on Parish Council notice boards and on the website as soon as possible.
- S Groom, remembrance, Dr Taylor reminded Members that this had not been actioned. Mrs J. Jeffries agreed to liaise with the governors of St John's First School and Mr A. Sloane.

- Dr Taylor advised that he would be away after the next meeting for the next two meetings.

323. FINANCE REPORT:

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

- The accounts payable as at 30 January 2014, including salary payments and additional hours Acting Clerk 38 hours plus 3 meetings, Car Scheme Co-ordinator 10 hours, **be approved.**
- The budget and precept for 2014/2015 as recommended at the meeting of the Council held 9 January 2014, **be approved.** Copy circulated prior to the meeting.
- The sponsorship of the 2014 Best Kept Village entries for the four villages, subject to community groups wishing to enter. Budget of £77 required to cover entries and BKV posters **be approved.** Further budget for photocopying / laminating to the value of £30 per village and children's BKV poster competition prizes for six schools to the value of £25 per school (St Paul's Coven, St John's Bishops Wood and St Mary & St Chad's, St Mary's RC, St Dominic's and Brewood Middle School), **be approved.**
- The Council considered the 3 quotes received for servicing the central heating boiler at the Parish Council office and repair/replace the pump at Coven changing rooms. Copy circulated prior to the meeting.
It was resolved that the quote of £50 be accepted for servicing the Parish Council's boiler and the quote for £180 be accepted for repairing the pump at Coven changing rooms.
It was further resolved that the Clerk approach PC Plumb for advice and a quote for fitting a valve to the urinals at Sandy Lane WC in order to reduce the flow of water, as recommended by the inspector from Severn Trent Water.
- Chairmen's Honours Board. Acting Clerk's Report referred.
It was resolved that the matter be placed on the agenda for the next meeting of the Council.
- Brewood and District First Responders. Acting Clerk's Report referred.
It was resolved that the matter be placed on the agenda for the next meeting of the Council.

324. PLANNING REPORT:

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

Cllr M. Sutton left the meeting while planning application 13/01029/FUL was discussed.

The Chairman moved the suspension of Standing Order 44 to allow the meeting to continue beyond 9.30 p.m.

325. ACTING CLERK'S REPORT:

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

169. **Inspector Knight.** Members requested that the Acting Clerk write to Inspector Knight expressing its disappointment with the lack of service from the Police, especially with the previous PCSO; that she never attended any of the meetings nor had there been any visible presence. The Council had recently been unofficially made aware that there was now no PCSO for the Parish. Letter to ask when was the situation was likely to improve.

Neighbourhood Highways Team. Members to advise the Acting Clerk of any maintenance around the parish that the team could carry out.

Resignation of Mr T. Fellows. Acting Clerk to formally accept Mr Fellows' resignation and thanking him for his service to the Parish Council.

Parking on Deansfield Road Grass Verge. Sample letter to be sent to all properties that front the grass verge in Deansfield Road. Item to be placed in the next newsletter requesting that residents refrain from parking on grass verges in the villages.

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

The Council received the written report of the District Council and noted the following:

Cllr B. Cox reported that South Staffordshire Council was ready to present the budget and five year forecast, which was more manageable than a three year forecast. The Council Tax would remain the same for 2014-15 and 2015-16 then a 2% increase was possible in 2016-17 unless the referendum level was reduced.

Cllr M. Hampson advised that recent newspaper reports regarding South Staffordshire Council's budget were reported incorrectly; the statement had been misinterpreted. Cllr Hampson confirmed that the Council had a health reserve.

ANY OTHER MATTERS OF REPORT:

None received.

There being no further business, the meeting closed at 9.40pm

.....Chairman

**REPORT OF THE ACTING CLERK FOR THE MEETING OF THE COUNCIL
TO BE HELD 30 JANUARY 2014**

MATTERS ARISING:

269* **Superfast Broadband.** Verbal report received from Staffordshire County Council advising that the information on BT Openreach website was misleading as it does not get updated until just before the switch-on. The officer confirmed that Coven Heath, Coven, Brewood and Bishops Wood were in the first phase and installation of superfast broadband would commence in the spring of 2014. No date was available for completion. Interested parties may view the map at www.superfaststaffordshire.co.uk
Recommended resolution: Acting Clerk to advise Mr Cole accordingly.

289* **Bus Stop, Bishops Wood.** Site visit 22 January. It was agreed by Mr Griffiths of Staffordshire County Council's Highways Department, that the line of kerb stones along Old Coach Road be extended by approximately 20 meters as far as the bus stop, with a dropped kerb to taper off at the end. Cost of the kerb stones to be met by Mr J Pegg and supplied by Highways Department. The hard standing, size 3m X 1.5m to be constructed from block paving, to be supplied by Mr P Dunbar. Mr Dunbar to lay the kerb stones, hard standing and back fill the ground behind the kerb. Highways to supply grass seed to be sown on top. The existing reflector posts to be moved back towards the hedge line to allow enough space for wheelchairs and buggies to alight the bus. All work carried out by Mr Dunbar will be free of charge.

Recommended resolution: Members accept the proposal and the Acting Clerk arrange a suitable date for the work to commence.

347** **Amenity Area, Sandy Lane (encroachment).** Letter received (via the Parish Council's solicitor) from Mr K. Twigger on behalf of Mr Fletcher advising that 'they are awaiting a response from South Staffordshire Council with regard to the wall and hedge species and will chase the matter and respond comprehensively'.

Matter of report.

370* **Grit Box, Bishops Wood.** It was agreed with Mr Griffiths that Mr J. Pegg be the contact for the Ice Busters Scheme (in Old Weston Rd). An Ice Busters grit box to be installed near to the conifer tree at the junction of Ivetsey Bank Road and Old Weston Road, Bishops Wood. Highways to provide a blue grit box and grit, two snow shovels and a high visibility vest. Acting Clerk to email the details to Mr Griffiths.

Members' views.

306. **Admiral Rodney Close/Gardens.** No reply received at the Parish Council. However, Dr R. Taylor has further information, received from the Civic Society.

256** **Brewood Traffic Management (Parking Church House).** Reply received from Rev C. Host advising that it had been agreed that the Corser Trust meet with representatives of the Parish Council to listen to their ideas. Interested Members to advise the Acting Clerk and a suitable date and venue to be arranged.

MATTERS ONGOING:

351** **Localism/Core Strategy.**

- Emails received from Kelly Harris of South Staffordshire Council regarding the Site Allocation Document **Seminar**. The Clerk and two councillors have been invited to attend SSC Council Chamber on 18 February at 6.30pm. **Members to advise which two Parish Councillors should attend.**

- Email received from Ceri Jones regarding the Site Allocation Document **Consultation** asking for suitable rooms on Brewood and Coven to hold exhibitions on one of the dates, as follows: 20, 24, 31, March 5, 6, 8. May. Village halls seem the most appropriate venues.

Members' views,

483* **Coven Heath Hedge and Removal of Leylandii.** Mr Sissions of Brewood Tree Services had advised that he would 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 had informed Coven Heath Allotments Association and the caretaker. No confirmation has been received that the work has taken place. Answering machine message left for Mr Sissions.

Matter of report.

299. **Codsall Community Paramedic.** Mrs J. Jeffries had previously advised that she would report back on the regarding the decision to relocate the local paramedic services to Wolverhampton. Detailed response received; copy tabled. Mrs Jeffries may wish to report further.

FINANCE:

323. **Precept:**

- **Chairmen's Honours Board.** Three quotes have been sought for completing the sign writing on the current board.
- **Brewood and District First Responders.** Further details of the request for funding from Brewood and District First Responders towards a new vehicle have been received. Mrs Jones (fund raising co-ordinator) has indicated that she will be visiting the Parish Council office to look at the budget and in particular, the amount of money carried forward in the Parish Council's bank accounts. The matter will be placed on the agenda for the next meeting of the Council if required.

OTHER MATTERS FOR THE ACTING CLERK'S REPORT:

169. **Inspector Knight.** M. Alden-Court has reported that we no longer have a PCSO. No confirmation of this has been received from the Police.

327. Notice received that the Neighbourhood Highways Team will be in the Parish Monday 3 March to Wednesday 12 March and Friday 18 July to Tuesday 29 July. Members are requested to advise the Acting Clerk of any areas that need attention for submission in advance to Highways. The team consists of two operatives who will carry out many of the smaller tasks that otherwise would not receive attention e.g. ditching, cleaning street signs, repairing fencing and clearing weeds. They will also work with 'Friends of' groups to cut back or clear overgrown areas, I have advised Friends of Barnfield Sandbeds of the dates and asked them to forward a list of potential jobs. The team is not equipped to repair pot holes.

328. Resignation received with immediate effect from Mr T. Fellows. Copy circulated prior to the meeting.

Members' views.

329. **Deansfield Road, Brewood. Parking on the Grass Verge.** Residents are currently parking on the verge along Deansfield Rd outside numbers 16 – 24 and churning up the grass. It was reported to and inspected by Highways. Simon Griffiths recommended that the Parish Council adopt a similar

approach to that of Bilbrook and write to residents in the first instance. He has forwarded a sample letter to be used as a basis for possible solutions. Would Members like the matter to be included with other traffic management issues or dealt with as a separate matter, in which case I will place it on the agenda for the next meeting of the Council?. No further meeting of Brewood Traffic Management is scheduled in the near future. **Members' view.**