

**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, 27 FEBRUARY 2014 AT 7.30PM**

**PRESENT:**

M. Alden-Court, Mr A. Ball, Mrs J. Carr, Mr R. Dakin, Mr D. Evans, Cllr Mrs D.M. Holmes, Mrs J. Jeffries, Mr G.E. Martin, Mr J. Pegg, Mr P. Smith, Mrs L. Tomkins, Mr M. Webb MBE, Mr P. Webster.

**IN ATTENDANCE:**

Cllr B. Cox, Cllr M. Hampson, Cllr W. Sutton.  
 PCSO A. Price

**APOLOGIES:**

Dr R. Taylor (personal), Cllr M. Sutton (prior meeting).

**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.

**MINUTES:**

The minutes of the meetings of the Council held on 13 February 2014 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.

The Chair, Moira Alden-Court, took the opportunity to place on record in the interest of fairness to the Parish Council, the background relating to the setting of the 2014-15 budget and Precept Demand with regard to the request from Brewood and District First Responders as recorded in item number 323 in the minutes of the meeting held on 30 January 2014 and in the minutes of the meeting held on 13 February 2014.

338. **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 R. Jones of Westgate, Brewwood asked Members to introduce themselves and then spoke on behalf of Brewwood and District First Responders giving details of their fundraising efforts and the money raised to date. Mr Jones explained that as their income was less than £10,000 the First Responders did not have to submit audited accounts to the Charity Commission. However, Mrs Jones stated that they intended to submit the accounts to the Parish Council, when they were available. Mr Jones stated that this was the first time in ten years that the First Responders had asked the Parish Council for support and added that they needed a minimum of £5,000.

Mrs J. Edwards of Bishops Wood confirmed that Bishops Wood would be entering the Best Kept Village Competition this year. She also stated that she would not be putting her name to the letter regarding the First Responders which had been circulated by the Women's Institute as she disagreed with the way it was worded.

### **MATTERS ARISING:**

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

251\*\* **Site Allocation Document Consultation.** Seminar held in SSC Council Chamber on 18 February which was attended by the M. Alden-Court, Mrs J. Jeffries, Dr R. Taylor and the Clerk. The Community Council of Staffordshire agreed to liaise with the Parish Council in order to arrange drop-in sessions during April for Brewwood and Coven residents. These would be in addition to those arranged by South Staffordshire Council's planning team. Cllr B. Cox gave the Clerk a copy of the timetable of dates for consultation on the Site Allocation Document from South Staffordshire District Council.

#### **Matter of report.**

483\* **Greenhouses / Poly-tunnels Coven Heath Allotments.** It was recommended in October that with effect from March 2014, permission be granted for a shed and either a poly tunnel or a greenhouse (not both) no greater than 48 square feet with a maximum ridge height of 6'6". Garden Rules to be amended accordingly. The Council's handyman had inspected the site and carried out an audit of what currently existed. There were at least eight structures which greatly exceeded these measurements, one being a 11 x 6 plastic tunnel.

**It was resolved that a meeting of the Allotments Committee and the Allotments Association be arranged in early March in order to recommend to full Council whether or not these were (a) acceptable and (b) exempt from the new regulations. Clerk to contact the Chairman of Allotments Association to arrange a meeting.**

312. **Definitive Map.** This had been received in electronic and paper format and would be retained at the Parish Council office for reference. Mrs J. Jeffries recommended that the Parish Council look carefully at the map to ensure that footpaths were where they should be.

#### **Matter of report.**

318. **Grass Cutting along A449.** Letter received from Gavin Williamson MP enclosing a response from Lisa Maric of the Highways Agency regarding reclassifying parts of the A449 as amenity areas and explaining that this was not possible. The letter also stated that it might still be possible for businesses to sponsor and maintain the junction at Gailey. Any business wishing to do so to contact the Highways Agency.

#### **Matter of report.**

323. **Brewwood and District First Responders.** Another letter and list of donations had been received from Mr & Mrs Jones on behalf of Brewwood & District First Responders; copy circulated prior to the

meeting, together with the supplementary report of the Clerk which gave details of the Council's legal position.

This matter was again debated at great length.

**It was resolved that the recommendations of the Clerk and Responsible Finance Officer be accepted as follows:**

- **Brewood & District First Responders be asked to submit to the Parish Council for inspection their most recent independently audited accounts, (including any donations, as shown on the bank statement, together with all pledges of funding) and a copy of their constitution.**
- **On receipt of these documents, the Parish Council approve payment of up to £1000 already set aside in the 2014-15 budget.**
- **The First Responders be advised to apply again to the Parish Council in October 2014 for consideration for grant funding as part of the 2015-16 Precept Demand.**
- **The Parish Council to produce a written policy and application form for use when assessing future awards of grant funding.**

**It was further resolved that a grant of up to £5,000 be awarded from 2014-15 unallocated reserves using the Parish Council's power under S137, subject to receipt their most recent independently audited accounts, (including any donations as shown on the bank statement, together with all pledges of funding) and a copy of their constitution.**

Cllr M. Hampson left the meeting.

**The Chairman moved the suspension of Standing Order 1(c) to allow gentlemen to remove their jackets.**

169. **Inspector Knight.** Clerk's Report referred. PCSO Adrian Price reported that new PCSOs had been appointed who would undergo a training period, one of whom was to be trained by him. PC Clarke would be in the Parish on 7<sup>th</sup> July. PCSO Price also spoke on the matter of match funding for the First Responders. Cllr Mrs W. Sutton reported that an application had already been made to the County Council for funding which was to be awarded in April.

**Matter of report.**

PCSO Price left the meeting.

248, **Staffing.** Clerk's Report referred.

**It was resolved that a meeting of the Staffing Committee be arranged for Friday 7 March in order to shortlist the applications for the post of Car Scheme Coordinator and to consider the proposed arrangements for the Assistant Clerk's work pattern.**

329. **Deansfield Road-Parking on Grass Verge.** Clerk's Report referred. Mr R. Dakin reported that cars had been parked on the verge on the evening of 26 February.

**Matter of report.**

#### **MATTERS ONGOING:**

No matters ongoing were raised by Members.

**CORRESPONDENCE RECEIVED:**

339. Damage to Bridge 11, Giffard's Cross, Port Lane. The condition of the bridge had deteriorated since it was first reported as damaged in early February. There had been major concern about health and safety, in particular from the Civic Society. The problem was reported to the Canal & River Trust and had been inspected as a matter of urgency. Clerk's Report referred.

**Matter of report.**

340. Parish Council Office Drainage. Despite the repairs to the outside of the building, the smell of sewage in the Council office was still evident. Severn Trent Water had been contacted and a recommended plumber would be attending during week commencing 24 February to carry out an inspection. There would be no call out charge.

**Matter of report.**

341. Coven Playing Field. Flooding. The Caretaker had advised that there was exceptional flooding at Coven with water flowing onto the road and had suggested that a trench may alleviate the problem. Simon Griffiths Staffordshire County Highway advised that a contractor would be more appropriate than the caretaker to carry out the work as it was not a simple case of digging a trench. It was noted that the problem may have occurred as a result of the excessive rainfall this year.

**It was resolved that the matter be reviewed next year when conditions had returned to normal.**

342. Email from Hannah Loney regarding attending a Parish Council meeting to discuss a Thermal Recycling Project at Four Ashes to tackle the safe disposal of asbestos.

**It was resolved that Ms Loney be invited to attend a future meeting of the Parish Council.**

343. Email received from Liz Singleton regarding Brewood Music Festival. The committee wanted to place an article in the spring newsletter and also requested permission to have a flier delivered with the newsletter advertising a 'Gareth Malone style' choir performance in Market Place on the Sunday of the Festival.

**It was resolved that an article be placed in the forthcoming newsletter and a flyer be delivered free of charge with the next Parish Council Newsletter.**

344. Annual Leave. Matthew Orgill had booked nine days annual leave in April and cover was required at Coven playing field and Sandy Lane WC. It was possible that there would be football games at Coven playing field over the two weekends therefore the changing rooms would require cleaning. The previous caretaker had indicated that he would not be interested in covering.

**It was resolved that Mr M. Webb MBE cover the opening, closing and cleaning of Sandy Lane WC and Mr J. Poade be approached as recommended by Mr Webb, to clean Coven changing rooms for two weekends in April.**

345. Letter from Gavin Williamson MP enclosing an email from a local resident with an idea regarding raising awareness of dog fouling. Copy circulated prior to the meeting. Cllr Mrs D.M. Holmes advised that there were three challenge panels which included promoting ideas on how to combat dog fouling. Members agreed to await the outcome.

**Matter of report.**

346. Support Staffordshire asking for people to complete a Training Course Promotion Survey to ascertain how training courses were advertised in the district. Copies were available on request.

**It was resolved that Members wishing to complete the survey obtain a form from the Clerk.**

347. **CORRESPONDENCE CIRCULATED:**

SPCA Bulletin 7 and 14 February.

Veolia Community Liaison Meeting Minutes 11 September and Consultative Meeting 12 February.

Brewood Civic Society minutes of the meeting held 17 February.

Newsletters Gavin Williamson MP and Jeremy Lefroy MP

Wolverhampton Magazine February edition.

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

Cllr Mrs W. Sutton advised on behalf of County Councillor M. Sutton that there was no report from the County Council.

349. **CHAIRMAN'S REPORT:**

The Chair, M. Alden-Court had nothing to report.

350. **FINANCE REPORT:**

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

- The accounts payable as at 27 February 2014 including salary payments plus:  
Additional hours: Clerk 40 hours plus four meetings, Assistant Clerk 13 hours, **be approved.**
- The recommendation by M. Alden-Court that the Council provide a fridge, microwave and toaster at the Parish Council office, for staff use, **be approved in principle.**
- The quotes received for the printing and folding of the Parish Council's newsletter £325 excl VAT, **be approved.**
- The renewal of the Council's subscription to Norton 360 for the three office PCs for one year's cover at a cost of £59.99 including VAT, **be approved.**
- Dangerous trees at Coven Heath Allotments. The handyman had reported that a number of branches had become unstable on the allotments following high winds. The allotment holder had removed them and cut them up. Mrs L Tomkins reported that the allotment holder would liaise with the householder regarding removal. **Matter of report.**
- SPCA Planning Training Course to be held 24 March 7.00pm-9.00pm in the Trentham Suite Stafford Place One, Tipping Street £20 first delegate, £15 second delegate £10 third and subsequent delegates.  
**No Members were interested in attending.**
- Revised Budget 2013-14. The Council considered establishing a Finance Working Party in order to review and revise the budget, in advance of year end. The Working Party would meet twice yearly thereafter.  
**It was resolved that M. Alden-Court, Mrs J. Carr and Mr P. Webster form the Working Party.**

289\* **Bus Stop, Old Coach Road, Bishops Wood.** Clerk's Report referred.

**It was resolved that the Council's handyman be authorised to take cash in the sum of £107.77 to the suppliers in Cannock to purchase 17 kerbstones on behalf of the Parish Council. Associated mileage of 50.5p per mile was approved.**

351. **PLANNING REPORT:**

There were no planning applications received via South Staffordshire Council.

Mrs J. Jeffries wished to thank Cllr M. Sutton for forwarding the following details of planning applications from Staffordshire County Council:

Planning Application SS14/01/6006 W Change of Use of land to provide a sewage pumping station including the erection of two kiosks at Old Stafford Road, Slade Heath (North).

Planning Application SS 14/04/641 W Installation of kiosk at land at Coven Heath Treatment Works.

352. **CLERK'S REPORT:**

The Council received the written report of the Clerk and noted its content.

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

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

Cllr B. Cox reported that:

- South Staffordshire Council had approved the budget and medium term strategy; the Council Tax support grant would be discontinued next year unless the government decided otherwise.
- Confirmation had been received that fuel poverty in mobile homes would be included in the Housing and Homelessness Strategy document (ref minutes of the meeting held 13 February 2014).
- The Gypsies and Travellers Assessment had taken place, details available on the website.
- Sarah Poxon would be retiring at the end of March and her team was to be restructured.

Cllr W. Sutton reported that:

- The Job Club had been successful with nine job seekers attending, one having secured a job. Feedback from local employers had been good.
- Metal Anti dog fouling signs had been erected at Barnfield Sandbeds and Penkside but had been reported as stolen therefore plastic replacements had been ordered.
- Mr M. Keeling had inspected, marked and taken photographs of pot holes along the Coven to Brewood road and the major ones had been repaired. Structural repairs would be reconsidered this year. Mrs J. Jeffries reported that pot holes at Bishops Wood had also been marked.

**ANY OTHER MATTERS OF REPORT:**

Mrs J. Carr reported that the finger post near the Memorial Hall at School Lane, Coven was in need of replacement.

The AGM at Bishops Wood Village Hall was scheduled for 11 March 2014.

Mr M. Webb MBE reported that the developer had repaired and reinstated the picture of Admiral Rodney at the side of the building which had previously been the public house.

There being no other business, the meeting closed at 9.20pm

..... Chairman

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL  
TO BE HELD 27 FEBRUARY 2014**

**MATTERS ARISING:**

323. **Brewood and District First Responders.** The Clerk and M. Alden-Court met with Mr and Mrs Jones on 25 February to discuss the requirements for consideration for further funding. Mrs Jones agreed to provide a copy of the most recently audited accounts, the First Responder's Constitution, details of all pledges to date and copies of bank statements. On 26 Feb Mrs Jones telephoned to advise that there are no audited accounts available as the First Responders have less than £10,000 in the bank account (Charity Commission regulations). She agreed to provide two year's worth of bank statements together with the other documents.

**Matter of report.**

169. **Inspector Knight.** Telephone call from Sgt Tim Heap apologising for the lack of a police presence in the Parish. Recruitment and selection of four new PCSOs has taken place and we should be getting a new PCSO in March, fully trained by April. In the meantime, PCSO Adrian Price is covering for various absences and will be in attendance at the meeting to give a report.

248. **Staffing.** Letters of application for the post of Car Scheme Coordinator have been received to date and also letter received from Mrs T Postles regarding flexible working proposals in the roles of Assistant Clerk.

**Recommended resolution: Staffing Committee members to agree a suitable date to shortlist the candidates and arrange interviews and also to consider the proposed arrangements for the Assistant Clerk work pattern.**

329. **Deansfield Road, Brewood. Parking on the Grass Verge.** Letters have been sent to all the residents along the stretch of Deansfield Road facing the grass verge. Vehicles have not been parked on the verge to date. I have asked the NHT to either seed or turf the grass, whichever is appropriate. Simon Griffiths advised that the work will be scheduled for the next NHT visit in July. He thinks that the turf/seed would not take if the work was carried out in March due to the ground being water logged.

**CORRESPONDENCE RECEIVED:**

339. **Bridge 11 Giffard's Cross.** The inspector from The Canal and Rivers Trust has advised that the bridge is safe in its current state and repairs are scheduled to take place on March 10. However, should it be struck again, then it would pose a serious risk to the public.

**Matter of report.**

**FINANCE:**

289\* **Bus Stop, Old Coach Road, Bishops Wood.** The supplier of the kerbs stones will not accept a cheque and the payment cannot be made via the Council's debit card (currently suspended). A cheque has been raised for cash (£107.77 inc VAT). The Council's handyman requires authorisation by the Council to take the cash by hand to Cannock in order to pay for the kerb stones which will then be delivered to Villa Farm on Monday. There will be associated mileage payable at 50.5p per mile.