

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 MARCH 2014 AT 7.30PM

PRESENT:

M. Alden-Court, Mrs J. Carr, Mr D. Evans, Cllr Mrs D.M. Holmes, 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.

APOLOGIES:

Mr A. Ball (unwell), Mr R. Dakin (unwell), Mr P. Webster (unwell), Cllr B. Cox (meeting), Cllr M. Hampson (meeting), Cllr M. Sutton (meeting).

IN ATTENDANCE:

Cllr Mrs W. Sutton, PC Clarke.

The Council congratulated Mr M. Webb MBE and his wife on the occasion of their Golden Wedding Anniversary.

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 March 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.

372. **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.

Joyce Bolton of Brewood spoke on behalf of Brewood and District First Responders and requested that the Parish Council considered awarding an amount of grant funding each year from the budget.

Dr R. Taylor advised that the matter would be considered in October or November when the following year's precept would be discussed. Dr Taylor added that if the First Responders had been more specific

about the amount of funding they required and their resources in the first instance it might have avoided any unpleasantness.

The Chairman invited P.C. Clarke to speak on the matter of local policing.

P.C. Clarke advised that he was now the permanent Police Officer for the Parish and that a new PCSO would be in post within 2-3 weeks. However, PC Clarke would be able to attend only 2 further meetings in 2014 due to his shift pattern. No crime had been reported for Brewwood, Coven and Coven Heath since the last meeting of the Council. The Police Reports from South Staffordshire Council would no longer be produced. PCSO Claire Clifton would be providing all the Police Reports for all parishes unless a Police Officer or PCSO was attending a council meeting, then they would report at the meeting. The Clerk was asked to provide the top three issues affecting the parish; it was agreed that these would be sourced from the documents produced as a result of the Positive Planning consultation meetings held in May 2013. P.C. Clarke advised that the police surgeries would be reintroduced over coming 2-3 months. The Chairman again offered the Parish Council office as a base for the PCSO. M. Alden-Court advised that Coven Members held a surgery on the second Tuesday of each month at The Memorial Hall, Coven, between 10.00am and 12 noon and invited P.C. Clarke to attend.

MATTERS ARISING:

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

347**. **Reinstatement of Amenity Area, Sandy Lane.** Copy of correspondence received via the Parish Council's solicitor from Mr Twigger regarding progress on the reinstatement of the land at Sandy Lane. Copies circulated prior to the meeting.

It was resolved that the Council's solicitor be asked to enquire from Mr Twigger if planning permission had been applied for and request that the matter be progressed.

351** **Site Allocation Document Consultation.** Date for Brewwood provisionally set as 1 May between 3.00pm and 7.00pm in the Parish Council chamber; Members were asked to confirm their availability. Coven Members agreed that there was no requirement for a separate meeting to be held in Coven as the South Staffordshire Council event provided enough time for Coven residents to make their views known, unless they were unhappy with the outcome. Mr G. Wright of the Community council of Staffordshire had stated that the Community Council would be available after the consultation period should it be necessary to arrange a further drop-in event.

It was resolved that Mrs J. Carr, Mr D. Evans, Cllr Mrs D.M. Holmes, Mrs J. Jeffries, Mr G.E. Martin, Mr J. Pegg, Dr R. Taylor, Mrs L. Tomkins, and Mr M. Webb MBE attend the Brewwood event to be held on 1 May in the Council Chamber. It was further resolved that there was no requirement for an additional event to be arranged for Coven at this stage.

387** **Flooding, Ball Lane, Coven Heath.** The meeting was rescheduled from 26th March to 2 April. Dr Taylor had advised Mrs Tomkins that he would be unable to attend.

It was resolved that M. Alden-Court would chair the meeting.

465b** **Coven Heath Village Sign.** The official unveiling of the sign took place on Saturday 22 March 2014. Mrs L. Tomkins reported that the unveiling went well and thanked all those who attended and also those who provided funding. Photographs would shortly appear in the Express & Star.

Matter of report.

248. **Staffing.** Clerk's Report referred. Mrs Jeffries reported that Mrs C. Macquarie had been offered the post of Car Scheme Co-ordinator (subject to references). The Council thanked those involved for giving up their time over recent months, when much recruitment and selection had taken place.

It was resolved that Mrs C. Macquarie be appointed to the post of Car Scheme Co-ordinator on SCP 5 for fifteen hours per week.

It was further resolved that a meeting of the Staffing Committee be arranged for 17 April at 6.00pm in the Council Chamber.

255. **Parish Council's Bank Accounts.** Both forms had been completed and forwarded to the relevant banks for processing. **Matter of report.**

322. **Casual Vacancy.** Clerk's Report referred. Members concurred that if no applications were received by 24 April that the vacancy in Coven ward would be carried until the elections in May 2015.

Matter of report.

323. **Brewood & District First Responders.** Letter received from E. Claydon regarding the petition received in support of the application for funding towards a new vehicle for the First Responders. Circulated prior to the meeting. A letter of response was tabled at the meeting.

It was resolved that the letter be approved and forwarded to Mrs Claydon.

It was further resolved that the Clerk investigate the legal requirements with regard to the receipt of petitions and report back to the Council in due course.

331. **Brewood Bus Service 877.** Mr D. Evans reported that the information provided by the bus company did not take into consideration the passengers who travelled to Wolverhampton and suggested that the terminus move to the bus stop outside Deansfield House. Members agreed that the bus company should be congratulated on its time keeping despite the congestion in Dean Street and delays as a result of the major road works at the Vine Island.

It was resolved that the Clerk write to the Bus Company again and express the Parish Council's disappointment that they cannot accommodate the request to continue the service along Crestwood Park and propose that the terminus be moved to the bus stop opposite Deansfield House.

MATTERS ONGOING:

256* **Traffic Management.** It was agreed that a traffic management meeting was required and that the trustees of the Corser Trust should be invited in order to progress the proposal to provide additional parking at Church House. Dr Taylor to advise whether or not the trustees would be able to attend.

It was resolved that a meeting of the Traffic Management Working Party be arranged for 9 April at 9.00am.

290**/ 56. **New Model Standing Orders.** Review to include with reference to the new Code of Conduct, 'acting as a Councillor' (ref. previous item 56), Register of Interests and Requests for Dispensation. As this is the only remaining item from pre 2011 on Matters Ongoing, the working party is requested to meet to complete the review the Council's Standing Orders as NALC had published the Model Standing Orders to be used as template. Mrs J Carr reminded the Council that there was additional information to be included in the Standing Orders as a result of the previous review. It was agreed that a meeting be arranged as soon as possible after the Annual Return had been completed.

Matter of report.

226. **Coven Playing Field Equipment.** Mrs J. Carr advised that the first meeting of the working party was scheduled for 2 April but the committee may decide to postpone any decision until the proposed development at the site was confirmed. It was noted that the grass at none of the playing fields had been cut. M. Aden-Court agreed to speak to Mr A. Cousins at South Staffordshire Council.

Matter of report.

CORRESPONDENCE RECEIVED:

373. Dr Taylor advised that Mr J. Cook had resigned as treasurer/secretary of Brewood Dole Charity after many dedicated years. The Trustees had appointed Mrs D. Drury as his replacement. Members considered presenting Mr Cook with either a plaque or scroll in recognition of his service.

It was resolved that Mr Cook be presented with a Parish Council plaque.

374. Email received from Maggie Quinn of South Staffordshire Council regarding the monthly crime and ASB figure reports asking for feedback on the usefulness of the reports. Copy circulated prior to the meeting. Members were asked to forward any comments to the Clerk.

It was resolved that the Clerk complete the questionnaire on behalf of the Parish Council and return it to Ms Quinn.

375. Email received from SkillBase Training advising of its Lone Worker training event of 8 April 1.00pm-4.00pm in Stafford fee of £85.

No Members wished to attend.

376. Email received from the Society of Local Council Clerks advising that the Legislative Reform (Payments by Parish Councils etc) Order 2014 came into force on 12 March 2014 allowing Parish Councils to adopt modern methods of payment. Prior to adopting an alternative method of payment, Parish Councils must ensure that they review their systems for financial control.

It was resolved that the Finance Working Party and the Clerk/RFO arrange review the financial procedures, once further guidance had been received from NALC, with a view to moving away from payments by cheque.

377. Email from Cassie Shilton from South Staffordshire Council advising of the Support Staffordshire Community Voice Forums 2014. Copy circulated prior to the meeting.

It was resolved that interested Members advise the Clerk.

378. **CORRESPONDENCE CIRCULATED:**

Wolgarston SNU

Gavin Williamson's Newsletter 19 March

379. **CHAIRMAN'S REPORT:**

The Chairman, Dr R. Taylor presented M. Alden-Court with a bouquet of flowers and thanked her for chairing the previous two meetings.

380. **FINANCE REPORT:**

The Council received the Finance Report from Mrs J. Carr in the absence of the Head of Finance Mr P. Webster and resolved the following matters:

- The accounts payable as at 27 March, Income £598.07 Expenditure £6991.43, **be approved** including salary payments covering standard hours plus additional hours:
 - Clerk 32.5 hours plus 2 evening meetings of the Council
 - Assistant Clerk 1.75 plus 2 evening meeting of the Council

- The Financial Summary – Cash Book Reconciliations for February and the Direct Debit/Standing Orders arising from the February reconciliation, **be approved**. Copy circulated prior to the meeting.
- Playing Field Maintenance:
 - The quote of £1572.30 excl VAT for play bark to top up the existing at Coven and Bishops Wood from Melcourt (the approved supplier), **be approved**
 - The quote of £119 excl VAT to replace the cradle swing at the playing field in Coven (reported by Mr R. Dakin at the meeting held 13 March), **be approved**

317. **Commemoration of World War One.** Mr D. Evans had been asked by Brewood Middle School whether or not the Parish Council was planning anything to commemorate the beginning of WWI. It had been proposed that a medal be given to each pupil at the school at a cost of £1 each. Assuming that medals would be awarded for pupils at all the schools in the Parish, this would equate to approximately £800. (No provision had been made for this expenditure in the 2014-15 Precept Demand).

It was resolved that the proposal was not be pursued.

Stafford Samaritans. Letter received from Stafford Samaritans thanking the Parish Council for its donation.

Matter of report.

381. PLANNING REPORT:

No planning applications were received.

Mrs J. Jeffries reported that the Planning Application for 8 dwellings at Fallowfields, Horsbrook Lane had gone to appeal.

It was resolved that the Clerk ascertain the previous comments made by the Parish Council.

Members discussed the presentation given by Mr P. Maddox earlier in the evening.

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

It was further resolved that the Clerk write to Mr Maddox thanking him for the presentation and confirming details of what was discussed.

382. CLERK'S REPORT:

The Council received the written report of the Clerk.

- **Office Photocopier.** Members agreed that the number of photocopies per session be restricted to 1500 per organisation. Mrs J. Jeffries offered to assist with the negotiation of a new copier when the current contract ran out.

383. DISTRICT COUNCILLORS' REPORT

The Council received the verbal report from of Cllr Mrs W. Sutton and noted the following:

- There had been another success for the Job Club, bringing the total who had found work to three in eight weeks.

- Cllr Sutton had attended the Regional Housing Conference and had also been asked to attend the Extra Care Housing Conference.
- Cllr Sutton had been invited to Buckinghamshire to look at two shed clubs there with the possibility of opening a shed club in the Parish.

Dr Taylor reported that he understood that 34 youth clubs were scheduled for closure. Cllr W. Sutton advised that the area of youth service was still under consultation and therefore no decision had been made.

ANY OTHER MATTERS OF REPORT:

None received.

There being on further business the meeting closed at 8.45pm

..... Chairman

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

MATTERS ARISING:

169. **Inspector Knight.** I emailed Inspector Knight directly and had the following reply 'I am really keen to attend so will check my commitments though I am looking at the 8th May as my earliest opportunity. I will confirm next week when my deputy is back from leave'. This gives the Parish Council and the public time to formulate some questions to be put forward.

Matter of report.

322. **Casual Vacancy.** Following numerous telephone calls and emails to Rachel Bailey, South Staffordshire Council's Elections Officer, the Casual Vacancy for Coven was advertised on 21 March. No applications have been received to date. If applications are received, it is intended that co-option will take place at the meeting of 24 April.

Matter of report.

368. **Training.** The AdvangEdge year end training previously arranged for 24 March has been postponed and will now take place on Mon 31 March.

Matter of report.

371. **Parish Council Maintenance.** The drain specialist carried out a number of checks of the drains and sewers at the Council offices including CCTV exploration. They have discovered that there is a cracked pipe underground where stagnant water was lying. In his opinion this is not serious enough to warrant excavation but he jet washed the drains and sewer and the smell has almost disappeared. Report and CD tabled.

Matter of report.

248. **Staffing.** Following interviews held yesterday, the Chair of the Staffing Committee may wish to report on the outcome. There are also a number of staffing related matters for consideration and therefore members of the staffing committee are asked to advise the Clerk of a suitable date to meet.

Members' views.

323. **Brewood & District First Responders.**

- Draft response to Mrs Claydon's letter has been tabled for comments.
- As a result of the petition it has emerged that the Parish Council does not have any guidelines for formally dealing with petitions. From information provided by the Department for Communities and Local Government under the Local Democracy Economic Development and Construction Act 2009, the Council may be required to put something in place for future petitions. I will investigate further and advise Members in due course.

360. **Footpath at The Bront.** Email from Mr Roobottom advising that the footpath at the Bront was much improved and advising that he and his neighbours had received a visit from a representative from Stafford County council regarding flooding and advising that funding had been set aside for future improvement.

Matter of report.

OTHER MATTERS OF REPORT:

Photocopying. Members are asked to consider limiting the number of photocopies allowed in a single session to 1500 per organisation to prevent wear and tear on the Parish Council's photocopier. Brewood Civic Society recently made over 5400 copies of in one afternoon which damaged the photocopier and resulted in poor quality minutes, agendas and copy correspondence being sent out and urgent repairs having to be undertaken.

Members' views.

Annual Parish Meeting. The next meeting of the Council will be the Annual Parish Meeting on 10 April. Members are asked to provide the Clerk with appropriate reports to be presented at the meeting (emails preferred).

Members' views.