

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, 24 APRIL 2014 AT 7.30PM

PRESENT:

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

IN ATTENDANCE:

Cllr Mrs W. Sutton.

APOLOGIES:

Mr A. Ball (unwell), Mrs J. Carr (personal), Mr D. Evans (personal), Cllr B. Cox (meeting), Cllr M. Hampson (unwell). Cllr M. Sutton.

DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION:

Dr R. Taylor declared an interest in planning applications 14/00185/FUL and 14/00257/LBC.

MINUTES:

The minutes of the meetings of the Council held on 10 April 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.

399. **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, Brewood spoke on behalf of Brewood First Responders. He advised that the cost of the vehicle was unchanged at £19,000 but other equipment and training was required which had increased the cost. The car would be delivered to Stafford County Council procurement department on Tuesday 29 April. The Chairman presented Mrs A. Peters of Brewood and District First Responders with a cheque for £6,000.

Mr P. Mullard of Horsebrook Lane asked if the meeting with Inspector Knight was open to the public. The Chairman confirmed that it would be but could not say how it would be presented.

Dr R. Taylor spoke on planning application 14/00257/LBC and asked Members to look carefully at the application as there was a significant feeling of unhappiness amongst the neighbours regarding the proposed alterations to a listed building. Dr R. Taylor also spoke on planning application 14/00185/FUL. The proposed garage was three times the size of next door's garage and there was no vehicular access except via Dirty Lane.

MATTERS ARISING:

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

251** **Site Allocation Document Consultation.** Mr G. Wright had suggested Wednesday 11 June either 2.00pm – 5.00pm or 3.00pm – 6.00pm, subject to the John Williams room being available at the Memorial Hall.

It was resolved that the Coven drop-in event be scheduled for 11 June from 2.00pm to 5.30pm in the John Williams room of Coven Memorial Hall.

269* **Superfast Broadband.** A site meeting was held at High Green on 15 April with Mrs J. Jeffries, Mr S. Askew, the Clerk and representatives from Carrillian and OpenReach. Two locations for the siting of the additional cabinet were proposed; one in the Council's amenity area at High Green adjacent to the red telephone kiosk and the other across the road adjacent to St Dominic's wall. Clerk's Report referred.

It was resolved that the cabinet be placed on the Parish Council's amenity area adjacent to the red telephone kiosk in High Green.

169. **Inspector Knight.** Meeting with Inspector Knight to be held on 8 May. Members of the public and Parish Councillors had provided questions to be put to Inspector Knight. Clerk's Report referred.

It was resolved that the questions for Inspector Knight be forwarded to him in advance of the meeting of 8 May in order for him to formulate a response.

248. **Staffing.** The Staffing Committee met on 17 April. The Chairman of the Staffing Committee, Mrs J. Jeffries, reported that the minutes of the staffing committee meeting would be circulated prior to the next meeting of the Council as there were financial implications. Clerk's Report referred.

Matter of report.

255. **Parish Council's Bank Accounts.** The replacement debit card had been received, together with confirmation of the new signatories.

Matter of report.

323. **Brewood & District First Responders.** Mr R. Jones had verbally advised the Council of the cost of the vehicle and the equipment required during public participation.

Matter of report.

402. **Coven Heath Allotments.** A meeting took place at the allotments on 16 April. Mrs L. Tomkins gave a brief outline of what was discussed during the site visit. Members agreed to visit the allotments to inspect the gate and the overhanging trees.

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

MATTERS ONGOING:

256* **Traffic Management.** Clerk's Report referred.

It was resolved that the Clerk complete the form in support of the Traffic Order.

331. **Select Bus Service.** Mr J. Pegg reported that with effect from 28 April, there would be no bus service in Bishops Wood. Mr M. Webb agreed to speak to the operator of the bus company for further information. Cllr Mrs W. Sutton advised that she would mention it as a matter of urgency to Cllr M. Sutton.
Matter of report.

CORRESPONDENCE RECEIVED:

400. Email received from S. Morris South Staffordshire Council advising that the next Locality Members Forum would take place on Thursday 19 June at 6.00pm to 8.00pm at Wheaton Aston Village Hall.

It was resolved that the matter be placed back on the agenda in one month's time.

401. Email received from David Breakspeare advising that Homestead Caravan Park would be renamed Oakland Holiday Park. The website could be accessed at www.oaklandholidaypark.co.uk

Matter of report.

402. Email from David Breakspeare advising that he would like to be involved in the Best Kept Village competition and can be contacted on inf@oaklandhp.co.uk. It was suggested that he may wish to take responsibility for litter picking along the canal near to the caravan park.

It was resolved that Dr R. Taylor make contact with Mr Breakspeare on behalf of the BKV committee.

403. **CORRESPONDENCE CIRCULATED:**

History Newsletter Staffordshire County Council
SPCA Bulletins 4 April and 16 April
Brewood Civic Society minutes 14 April
Wolgarston SNU
Wolverhampton Magazine
Fields in Trust Impact Report and notice of AGM

404. **CHAIRMAN'S REPORT:**

The Chairman Dr R. Taylor reported that there had been a quarter peal of bells at the St Mary & St Chad's church to celebrate St George's Day and the Scouts celebrated in church during the evening.

405. **FINANCE REPORT:**

The Council received the Finance Report from the Head of Finance Mr P. Webster and resolve the following matters:

- The Income and Expenditure Approvals list as of 24 April Income £1,050.00, Expenditure £13,920.46, **be approved**; including salary payments covering standard hours plus:
 - Clerk 58 hours plus 2 evening meetings of the Council
 - Assistant Clerk 4.5 hours (2 evening meeting of the Council)
- The purchase of a replacement computer including 5 years warranty at £671.94 excl VAT, **be approved**. Due to the urgency, the Chairman had offered and the Council had agreed that the computer was purchased using his personal credit card. Clerk's Report referred. Members thanked the Chairman for providing the means to purchase the computer.

- Members considered the payment to Brewood Old Boys to be off set against one session's hire of the football facility. Clerk's Report referred.

It was resolved that Brewood Old Boys FC be credited with free hire of the football facilities for one match (£50) to compensate for opening, closing and cleaning the changing rooms between 19th and 23 April.

- BKV 2013 Prize Money. Dr R Taylor reported that there were no records of which pupils had won the BKV poster competition. He would make further enquiries and report back to the Council in due course.

406. **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 applications 14/00185/FUL and 14/00257/LBC were discussed.

407. **CLERK'S REPORT:**

The Council received the written report of the Clerk and noted that the Internal Auditor was scheduled to visit on 30 April.

408. **DISTRICT COUNCILLORS REPORT:**

The Council received the report of the District Councillor from Cllr Mrs D.M. Holmes and noted the following:

Cllr Mrs Holmes had:

- received confirmation of the proposed Traffic Order for Brewood library.
- agreed, subject to approval by the Parish Council, to remain on the committee of Brewood Village Community Council for a further twelve months.
- Organised the erection of dog fouling notices around Brewood and along the canal. Bigger posters would be put up shortly.

Cllr Holmes reported that the taxi service, Codsall Cars had ceased trading but an employee of the company had started a new company called Codsall & Perton Taxis. Mr M. Webb MBE advised that there was also a taxi company called Codsall & Bilbrook Taxis.

Cllr Mrs W. Sutton reported that:

- the Work Club was continuing to be successful with more members finding work.
- there was arts funding available of up to £2,500 for community performances.
- consideration was being given to use surveillance cameras to identify dog owners who allowed their dogs to foul pavements etc; discussions were taking place regarding RIPA applications.
- Signs were to be erected on Barnfield Sandbeds to advise horse rides that it was not a bridleway

409. **PLAYING FIELD REPORT:**

- Bishops Wood playing field and skateboard park, no report was received from Mrs S. Hughes
- Brewood playing field and skateboard park no report was received from Mr D. Evans

- Coven playing field and skateboard park. Mr R. Dakin reported that the grass had not been cut, the downpipe brackets were broken, the door of the WC for disabled people had been hit by something; possibly a mower and the soffit and fascia board was broken and there was a lot of litter.

ANY OTHER MATTERS OF REPORT:

The Chairman advised that the deeds had not arrived for Coven playing field and as a result, Mr Bywater had not been contacted.

The caretaker had reported that on 10 April two plain clothes police officers had been at Coven playing field and had moved on two cars, a van and a moped.

Mrs J. Jeffries stated that the Mr M. Smith and Mr M. Orgill deserved an accolade for the excellent job that they had done in spreading the bark at Bishops Wood and Coven.

Cllr Mrs W. Sutton advised that Cllr M. Sutton had met with the resident of 9 East Beeches and a representative from Highways to establish ownership of the wall which was falling into Brewood Road, Coven. The archivist from the William Salt library was also being consulted.

Mr J. Pegg reported that there was a large hole in the road from Brewood to Bishops Wood which had been cordoned off for three months and asked what progress had been made. It was confirmed that Cllr M. Sutton had met with Mr M. Keeling and the matter was in hand.

Mr R. Dakin reported that the defibrillator in Stafford Street, Brewood had been inaccessible due to a car being parked outside the bakery. Dr Taylor advised that this was private land and recommended that the Clerk write to the agent Savills and advise them accordingly. It was further recommended that an article be placed in the next Parish Council Newsletter.

There being no further business, the meeting closed at 8.50pm

..... Chairman

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL
TO BE HELD 24 APRIL 2014**

MATTERS ARISING:

269* **Superfast Broadband.** Email and photographs received detailing two sites. The preferred site by Openreach is adjacent to the telephone kiosk at High Green.

Members' views.

169. **Inspector Knight.** Questions received from Mr P. Mullard, Mr P. Webster and Dr R. Taylor which have been tabled. Members to decide which questions are to be submitted to Inspector Knight. Email also received from Sgt T. Heap regarding crime statistics advising that Maggie Quinn and Helen Marshall of South Staffordshire Council are trained in the use of the Police computer and will provide monthly crime statistics in the near future.

248. **Staffing.** Minutes of the meeting will be circulated with the agenda for the meeting of the 8 May for approval and as there are associated costs, the matter will also be placed on the agenda.

MATTERS ONGOING:

256*. **Traffic Management.** Letter received from Mr S. Pritchett of Stafford County Council advising of the proposal to implement an Off Street Parking Order an Brewood library car park from Monday to Saturday between 7.30am and 7.30pm with a maximum of two hours waiting. It would appear that this is as a result of pressure from this Council. (Also on the Traffic Management Working Party Agenda for the meeting of 28 April). Responses required by 14 May.

Recommended resolution: the Clerk to complete the form supporting the Traffic Order.

FINANCE:

394. **Office Computer System.** Approval was given to seek quotes for the purchase of a replacement computer at the meeting of the Council on 10 April. The repairs undertaken by South Staffordshire Council has not remedied the problem. A quote was received from Dell before the Easter Bank Holiday and Mr P. Webster has been able to negotiate a further £11 off the price, now £671.62 excl VAT (£805.94 inc VAT) This is above the £500 limit of the Council's debit card, if we pay by cheque the PC cannot be dispatched until 14 May. Dr Taylor has offered to pay using his personal credit card, which will mean that the computer can be dispatched on 28 April. Dr Taylor will then be reimbursed by cheque from the Council. I have checked with the providers of the accounts package who have assured me that the Council will be able to reclaim the VAT on this purchase. Quote received from PC World for a similar package was £794.31 ex VAT.

Recommend resolution: approval be given for the purchase of a replacement computer from Dell using Dr R. Taylor's credit card.

405. **Coven Pitch Hire.** Brewood Old Boys FC had offered to clean the changing rooms and open and close the gate during Mr Orgill's leave. Unfortunately, two of their games were cancelled at short notice so they were unable to assist after 22 April. They did open and close up after one match and they have asked for this to be off set against the cost of pitch hire. The cost to the Council is approximately £13.

Members' views.

Internal Auditor. The internal auditor has agreed to visit the Parish Council offices on Wednesday 30 April at 9.30am to commence the end of year audit. I will be focusing on the end of year accounts and the Annual Return for the coming weeks which may mean that non urgent matters will not be progressed until later in May. **Matter of report.**

BREWOD AND COVEN PARISH COUNCIL
WITH BISHOP'S WOOD AND COVEN HEATH

MINUTES OF THE STAFFING COMMITTEE MEETING HELD IN THE COUNCIL
OFFICES, STAFFORD STREET, BREWOOD
ON THURSDAY, 17 APRIL 2014 AT 6.00PM

PRESENT:

M. Alden-Court, Mrs J. Carr, Cllr Mrs D.M Holmes, Mrs J.C. Jeffries, Mr P. Smith, Dr R.C.H. Taylor.

APOLOGIES:

None received.

248. Staffing Committee

248.1. Members considered increasing the Spinal Column Points (SCPs) for the posts of Caretaker SCP5, Gardener/Handyman SCP7, Janitor, SCP7 and Car Scheme Co-ordinator, SCP7. The National Minimum wage as at Oct 2013 was £6.31 and the Living Wage was £7.65. Unison had proposed a £1 per hour increase on SCP 5 in order to bring minimum Local Government salaries in line with the Living Wage.

It was recommended that the Parish Council increases the Spinal Column Points for all the above posts by annual increments to a maximum of three increments, commencing from 1 April 2014.

248.2. The Staffing Committee considered setting a date for staff development interviews (appraisals) for the Clerk and Assistant Clerk and the award of any annual increments, subject to satisfactory performance.

It was recommended that the Clerk's appraisal should take place on Wednesday 7 May at 9.00am; the Clerk to be progressed by 3 increments, subject to satisfactory performance, with effect from 1 April 2014. It was further recommended that the Assistant Clerk be progressed by 1 SCP with effect from 1 April 2014. This would be reviewed after three months with the possibility of an award of another two SCPs, subject to satisfactory performance.

248.3. The Staffing Committee considered advertising for a casual employee in order to provide cover during annual leave of the Caretaker/Janitor.

It was recommended that an advertisement be placed on the Parish Council's website for a casual vacancy/volunteer. It was further recommended that the Clerk approach the manager of the Co-op stores in Coven and Brewood to ask for any assistance they could offer in opening and closing the toilets in Sandy Lane, Brewood and the playing field and bus shelter in Coven.

248.4. The Staffing Committee considered paying a mileage allowance to the Caretaker/Janitor for mileage between sites in Coven and Brewood (3 miles per journey). The NALC recommended rate is currently 65p per mile for casual car users.

It was recommended that the Parish Council pays a mileage allowance of 65p per mile to the Caretaker/Janitor.

248.5. The Staffing Committee considered requesting that the Caretaker take over responsibility for pitch hire and bookings of Coven changing rooms and also organising marking out of the pitch (white lining).

Members also considered whether or not it would be more cost effective to carry out the white lining in house from the start of next season, which would include purchasing/hiring equipment, the cost of the paint and labour.

It was recommended that the Caretaker to be asked to take over responsibility for bookings and organising white lining at Coven changing rooms and football pitch from the start of the 2014/15 season, August 2014.

It was further recommended that the Clerk investigate the feasibility of the Caretaker marking out the pitch (white lining).

There being no further business, the meeting closed at 7.10pm.

..... Chairman