

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

MINUTES FOR THE MEETING OF THE COUNCIL
HELD IN THE COUNCIL OFFICES, STAFFORD STREET, BREWOOD
ON THURSDAY 12 JUNE 2014 AT 7.30PM

PRESENT

M. Alden-Court, Mrs J. Carr, Mr R. Dakin, Mr D. Evans, Cllr Mrs D.M. Holmes, Mrs J. Jeffries, Mr G.E. Martin, Dr R.C.H. Taylor, Mrs L. Tomkins, Mr M. Webb MBE, Mr P. Webster.

APOLOGIES

Mr A. Ball (personal), Mr J. Pegg (personal), Mr P. Smith (work), Cllr. M. Hampson (prior meeting).

IN ATTENDANCE

Cllr B. Cox, Cllr M. Sutton.

MINUTES:

The Minutes of the meeting of the Council held on 12 June 2014 were approved as being an accurate record and duly signed, with the exception of the following:

Dr. R. Taylor had declared a pecuniary interest in planning applications appertaining to 14, Dean Street, Brewood and correspondence related to 2a Dean Street. Item 256. 13** Dr R. Taylor reported that there were always between 25-30 available spaces within 150 metres of Market Place. The full results of the traffic survey would be published at a later date.

DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS AND REQUESTS FOR DISPENSATION:

There were no declarations of interest from Members and no requests for dispensation had been submitted in writing to the Clerk prior to the meeting.

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 1998.

58. PUBLIC PARTICIPATION

The Chair moved that the meeting be adjourned for a period of no more than fifteen minutes to allow any electors of the parish or his/her representative to raise or question any issue appertaining to proper Parish Council business.

Mrs J. Bolton of Coven Road Brewood advised the Council of the amended plans for a two storey rear extension at Hilltop, Coven Road, Brewood which had previously been refused on grounds of over development on Green Belt land and loss of light for adjoining property. Mrs J. Bolton invited Members to contact her in order to look at the site from her property to gain a neighbour's perspective.

Mr Reynolds of Engleton Lane, Brewood reported his concerns appertaining to planning application 14/00382/FUL amendment of entrance gates and security wall at Melwood, Tinkers Lane, Brewood and the original planning permission for the gates. Cllr B. Cox advised that the Parish Council were only consultees for the planning process and South Staffordshire Council made the final decision. Cllr B. Cox agreed to contact the planning case officer at South Staffordshire Council and arrange for them to contact Mr Reynolds.

MATTERS ARISING:

* items appertain to matters arising during 2013/2014, ** to matters prior to May 2013.

387* **Allotments Coven Heath.** A quote had been sought to remove the overhanging trees and to reduce the overall height of the trees. Clerk's Report referred. The Clerk reported that the tenant of Allotment 28 had not cleared the site by the date requested and therefore it would need to be cleared before re-letting.

It was resolved the Clerk contact the Chairman of the Allotment Committee and the Parish Council's gardener / handyman to clear the plot.

400*. **Locality Members Forum.** Clerks Report referred.

25. **Spring Parish Summit Enforcement and Governance.** Members were reminded that this would take place on Friday 20 June between 9.30am and 3.00pm.

It was resolved that Mr R. Dakin and M. Alden-Court attend. Dr R. Taylor to also attend subject to availability.

44. **SUSSED Out & About.** See Finance. The cost of activities range from £3.70 - £6.50 per session. South Staffordshire Council was selling the vouchers to Parish Councils for £3.30 each and would buy back any unused vouchers. The Scheme would be sold through the library and publicised through the schools.

It was resolved that the Parish Council buy 50 vouchers and ask Brewood Library to sell them at £3.30 each.

49. **Coven Playing Field Re-siting Football Pitch.** Mr M. Webb MBE reported Brewood Old Boys Football team did not deem it necessary to change the pitch size.

It was resolved that the football pitch would remain in the same position but the centre line would be re-centralised for next season.

MATTERS ONGOING:

It was resolved that the following items be removed from Matters Ongoing 225/387****

118* **Bench Installation Bishops Wood Park.** Mr P Dunbar had agreed to install these in Aug 2013 at a cost of £400. Notification had been received from the Park Committee that the work had not been done and the benches remain at Weston Sawmill.

Mr Dunbar cannot give any indication as to when he may be able to complete the work.

It was resolved that the Clerk obtain further quotes in order to have the benches installed as soon as possible.

164* **Congestion in Dean Street.**

It was resolved that this would be placed on the agenda for the next Brewood Traffic Management Meeting.

256** **Traffic Management.** The second survey had been undertaken.

It was resolved that the Clerk write to the Civic Society with a copy of the survey to demonstrate there were no significant parking issues within 150m of Market Place, Brewood.

339* **Damage to Bridge 11 Giffard's Cross. Port Lane.** Reported as urgent Feb 2014. Having chased this again, the Canal & Rivers Trust confirmed that work would commence on 28 July 2014. There would be a two week 'road management programme'.

Matter of report.

351* **Localism / Core Strategy.** The Clerk to report back regarding the powers conferred on Parish Councils by the Localism act 2011. The provision of an NHS dentist to be pursued separately.

Matter of Report.

388* **Rural Sounding Board.** Members who had previously expressed an interest were asked to sign up to receive surveys (max four per year) at www.surveymonkey.com/s/7XM36C6 Work on the Sounding Board would commence in August 2014.

Matter of report.

CORRESPONDENCE RECEIVED:

59. Complaint was received from Mr W. Bettle of Bishops Wood regarding moles in the playing field. Clerks Report referred

It was resolved the Clerk, in conjunction with the Head of Finance approach the operative with the most competitive quote and request that they treat Bishops Wood and Coven playing fields as soon as possible.

60. Email received from Mr D. Leese of Support Staffordshire advising that they had vacated the building in Stafford Street, Brewood and moved to South Staffordshire Council Offices in Codsall.

Matter of report.

61. Email was received from Ms J. Lawton of South Staffordshire Council asking the Parish Council to consider becoming member of South Staffordshire Tourism Association. Copy circulated prior to meeting. It was agreed that tourism was important to the Parish and the village shops relied on tourists. Mr D. Evans volunteered to become the Parish Representative of South Staffordshire Tourism Association.

It was resolved that the Parish Council would become members of the South Staffordshire Tourism Association.

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

62. Letter received from Staffordshire County Council enclosing details of the proposed Off-Street Parking Order at Brewood library. To be displayed from 12 June, any objections to be received no later than 3 July 2014.

It was resolved a copy of the Order be placed on the Parish Council's noticeboard.

63. Legal briefing received from NALC regarding the Local Government Transparency Code for parish councils with a gross annual income or expenditure exceeding £200,000.

It was resolved the Finance Committee convene a meeting to consider the implications for this Council.

64. **Sandy Lane WC and Coven Playing Field.** The janitor would be unavailable on 14 and 15 June to open and close the toilets and carry out caretaker duties, including opening and closing the park gates as no one has come forward as a volunteer following the advert placed in May.

It was resolved that Dr R. Taylor open and close Sandy Lane toilets and M. Alden-Court open and close Coven park gates.

65. **CORRESPONDENCE CIRCULATED:**

Wolverhampton West magazine June/July

Staffordshire PCC 4000 sign up for PCC email updates

Gavin Williamson MP Newsletter 29 May

Staffordshire Police News Releases: be on your guard against courier scammers, 45 criminals left with nowhere to hide last month.

NALC Bulletin

Brewood Civic Society- letter re planning application at 14 Dean Street

Penkridge Advertiser

My Staffordshire Magazine June

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

Cllr. M. Sutton reported the following:-

- Brewood library car parking order would be in place by September 2014.
- With respect to the Bridge 11, Giffard's Cross, Port Lane, Canal and Rivers trust had been in touch with Highways to investigate the possibility of protecting the bridge by painting white lines on the road which would decrease the width and may increase the possibility of collisions. It was likely that this would not be agreed.
- Cllr M. Sutton met with Mr M. Keeling of Staffordshire County Council Highways in the centre of Brewood for 1 hour earlier in the week. He would update Brewood Traffic Management Working Party on his discussions at their next meeting. Members arranged a Traffic Management Working Party meeting for Thursday 3rd July 8.30am.
- The new 30 mph speed limit within Bishops Wood would operate from 16th July 2014. Cllr A. Holmes requested clarification on the area covered by the speed limit.
- He would like to arrange an individual briefing to the Parish Council to explain in detail the proposals for the future of Staffordshire Libraries, prior to the consultation period. Clerk's Report referred.

Mr P. Webster asked when the work at Brewood Road, Coven was due to be completed. Cllr M. Sutton advised that he had asked Mr M. Keeling to follow this up. Work at Mount Pleasant had been placed on list for consideration for next year's budget.

Dr R. Taylor thanked County Council Highways for the repair of the pot hole in Market Place, Brewood.

67. CHAIRMAN'S REPORT:

The Chair, M. Alden-Court reported the following:-

- She had attended Codsall Parish Councils Civic Sunday which had been a delightful service.
- A new committee was being formed for Coven Christmas lights. Bank account details would be amended to the new committee members. M. Alden-Court would ask local business for pledges.
- Brewood and Coven Parish Council's Civic Sunday would be held at St Paul's Church Coven on Sunday 14th September. The event would be recorded and kept at the Parish Council Offices. There were no objections to filming from Members.

68. FINANCE REPORT:

The Council received Finance report from the Head of Finance, Mrs J. Carr and resolved the following matters:

- The Income and Expenditure Approvals list as at 12 June 2014 Income £2,431.93, Expenditure £1,229.22, **be approved.**
- The purchase of 50 SUSSED vouchers from South Staffordshire Council at a cost of £3.30 per voucher, **be approved** (no overall expenditure would be incurred. See 44 above).
- The re-siting of the football pitch at Coven playing field at a cost of £220 ex VAT, was not approved. see item 49 .

19. **Weed Killer (pesticide) Spraying Course.** The certificate of competence in pesticide spraying course (PA1 and PA6) and associated licence is available at Rodbaston College. Spaces available on the course from 7-9 July at a cost of £400.

It was resolved that a place is booked on the course for the handyman/gardener to attend.

61. **South Staffordshire Tourism Association.** See correspondence received.

It was resolved that the Parish Council joins the South Staffordshire Tourism Association at a cost of £75.00 per annum.

69. PLANNING REPORT:

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

Several tree works applications had been received.

It was resolved that the Assistant Clerk write to those householders removing trees and request two trees (native species) be planted as a replacement.

70. CLERK'S REPORT:

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

- 317* **Commemoration of World War I**
Clerk to forward the letter to Dr R. Taylor from Mr T. Abbots of Brewood and District Royal British Legion regarding a proposed nationwide candlelit vigil to be held 4th August 2014.

- **Police Reports**

Clerk to enquire with PCSO Mark Griffiths as to why some incidents were not included on the Police Report. In particular an incident witnessed by a Councillor at the end of May was not recorded.

ANY OTHER MATTERS OF REPORT (for inclusion on the next Agenda if appropriate):

Dr R. Taylor requested that grass cutting be placed on the agenda for the next meeting of the Council. Cllr B. Cox had discussed the flooding at Bishops Wood Park with Mr A. Aston of South Staffordshire Council. He had received a new schedule of grass cutting from SCC. A copy was given to the Clerk.

Mrs J. Carr reported that the finger post in Coven was in need of urgent repair. Cllr M. Sutton advised that County Highways were no longer replacing finger posts. It was agreed that the matter be put on the agenda for the next meeting of the Council.

Cllr B. Cox reported that, due to comments made at the last meeting, he had looked at the decision notice for Veolia with regard to vehicular access. There were restrictions on the number of vehicles that could enter from Station Road and Vicarage Road but there was no comment on School Lane, Coven. Cllr B. Cox proposed that as this road was not a suitable route, it may be possible to apply for a weight restriction in School Lane.

There being no further business the meeting closed at 8.55 pm.

..... Chairman.

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL
TO BE HELD 12 JUNE 2014**

MATTERS ARISING

387*. **Coven Heath Allotments.** Overhanging Trees. Brewood Tree Services have visited the site but a written quote has not yet been received.

Matter of report.

400* **Locality Members' Forum.** This event has been cancelled due to low numbers.

MATTERS ONGOING

351** **Localism/Core Strategy.** Members' views are requested regarding how to proceed with this item.

317* **Commemoration of WWI.** Letter received from Mr T. Abbots of Brewood and District Royal British Legion regarding a nationwide candle lit vigil to be held 4 August.

Recommended action: Dr Taylor to liaise with Mr Abbots of the RBL.

CORRESPONDENCE RECEIVED

59. **Moles at the Council's Playing Fields.** A further quote has been received of £150 to treat moles at both Coven and Bishops Wood and one further quote is pending.

Recommended resolution: the Clerk, in conjunction with the Head of Finance to approach the operative with the most competitive quote and request that they treat both sites as soon as possible.

OTHER MATTERS OF REPORT

Resurfacing School Lane, Coven. Mr P. Sanders has reported that BT have dug up the newly resurfaced pavements in Greenacres and Broadacres. Details have been passed to Cllr M. Sutton to pursue.

Matter of report.

Police Reports. This will be included in future agendas as a standing item.

Library Provision- Brewood Library. Letter received regarding the future of Brewood Library. It is proposed that Brewood as one of 24 libraries in Staffordshire becomes 'Library Local' where the community leads and manages the library services, supported by Staffordshire County Council with no responsibility for management and staffing. It is hoped that local sponsorship would provide funding. Permission has not yet been granted by Cabinet, but if the proposal is approved, the consultation process will begin and the Parish Council's views will be sought.

Matter of report.

Review of Parish Council's Policies and Procedures. As a Parish Council there are a number of policies and procedures that are required to be published by law. Some are currently on the Council's website and require reviewing and some have not yet been compiled. I have tabled a draft Complaints policy and procedure for consideration. Members are requested to review the document with a view to the matter being placed on the agenda for the next meeting of the Council. Other policies to be reviewed/drafted including Freedom of Information, Data Protection, Equality & Diversity and Recruitment & Selection.