

**BREWOD 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 26 JUNE 2014 AT 7.30PM**

**PRESENT**

M. Alden-Court, Mr A. Ball, Cllr Mrs D.M. Holmes, Mrs J. Jeffries, Mr G.E. Martin, Mr P. Smith, Dr R.C.H. Taylor, Mrs L. Tomkins, Mr M. Webb MBE.

**APOLOGIES**

Mrs J. Carr (personal), Mr R. Dakin (personal), Mr D. Evans (personal), Mr J. Pegg (personal), Cllr. B. Cox (prior meeting), Cllr. M. Hampson (prior meeting), Cllr. Mrs W. Sutton (prior meeting).

**IN ATTENDANCE**

Cllr M. Sutton.

**MINUTES**

The minutes of the meeting of the Council held on 26 June 2014 were approved as being an accurate record and duly signed.

**DECLARATIONS OF DISCLOSABLE PERCUNARY 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 is not considered that the resolutions moved herein would have any adverse impact for the purposes of the Crime and Disorder Act 1998.

**71. 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.

Cllr M.Sutton advised as a resident of Coven Road, Brewood that the amended plans (rear two storey extension) for Hilltop, Coven Road were not significantly different from the original plans which were objected to last year by the Parish Council. They were still a disproportionate development in the Green Belt. He asked the Parish Council to consider these views when discussing the application.

## **MATTERS ARISING**

351\*\* **Localism.** Members received the report rights awarded to communities under the Localism Act 2011.

**It was resolved that the community be made aware of the content of the report via the summer newsletter.**

248.3 **Cover at Coven Playing Field.** Mrs Y. Millward had volunteered to provide cover during the absence of the caretaker at Coven playing field. She had also offered to be a key holder for the gate into the field at the back of the playing field.

**It was resolved that the Clerk contact Mrs Y. Millward to thank her and accept her offer to provide cover for the Caretaker at Coven playing field, during periods of absence due to annual leave. Access would not be granted to the field at the back of the playing fields.**

385\* **Grass Cutting.** No improvement had been seen in the quality of the grass cutting throughout the Parish. Dr R. Taylor raised the possibility of the Parish Council investing in a lawnmower and trailer and cutting the playing fields in-house. Mr M. Webb MBE advised that the BPSA used Entrust as their grass cutting contractor. It was also thought the local schools used different contractors.

**It was resolved that further quotes be sought from alternative contractors and the costs of cutting the grass in-house be investigated.**

402. **Allotments Inspection.** Clerks Report referred.

A quote had been received to remove the dangerous overhanging branches only. Mrs L. Tomkins had asked for an allotments inspection to be organised. There was a concern that the Parish Council was not enforcing the garden rules and that a scaled response of letters should be sent, depending on the outcome of the inspection. Mrs J. Jeffries to draft standard letters. The garden rules required amendment in order to be able to charge allotment holders for clearing plots left uncultivated should a skip be required.

**It was resolved that further quotes be sought to reduce the height of the trees on the north-west boundary of the allotments adjacent to Ball Lane.**

**It was further resolved an allotment inspection be arranged for Tuesday 22<sup>nd</sup> July at 5.30pm.**

Cllr. Mrs A Holmes arrived for the meeting.

397\* **Replacement Fingerpost Coven.** Cllr M. Sutton had previously advised that Highways were no longer replacing finger posts due to budgetary restrictions but could be included in the Divisional Highways Programme for this financial year.

**It was resolved that the Clerk investigate the cost of providing a replacement fingerpost. Cllr. M. Sutton to forward details of those made for Staffordshire County Council and Mrs L. Tomkins to provide details of the sculptor who supplied the Coven Heath sign.**

20. **Police Reports.** The Council received the response regarding incomplete Police Reports and discussed the merits of pursuing further information.

**Matter of Report.**

70. **Complaints Procedure.** Clerks Report referred.

**It was resolved the Parish Council adopt the Complaints Policy and Procedure and agreed that it be published on the Parish Council's website.**

317. **Commemoration of WW1.** Clerks Report referred. St Mary and St Chad Church, Brewood would join in with a national programme holding a Silent Candlelit Vigil on Monday 4<sup>th</sup> August at 10pm until 10.45pm.

At 10.45pm the vigil would move outside to the War Memorial to extinguish the final candle at 11.00pm. Details to be published in Crosstalk.

**It was resolved the M. Alden-Court contact Father Lockey at St Pauls Church, Coven to advise him of the vigil.**

### **MATTERS ONGOING**

**It was resolved that Item 118\*\* be removed due to the introduction of the 30 mile an hour speed limit in Bishops Wood.**

405\*. **BKV 2013 Prize Money.** The prize money from 2013 had not been distributed as the winners of the children's poster competition for 2013 could not be identified; the co-ordinator had since left the village.

**It was resolved that the money be paid back into the Council's bank account.**

### **CORRESPONDENCE RECEIVED**

72. Email regarding Police Accountability Forums, Crime and Anti-social Behaviour. Invitation for two Members to attend bi-annual meetings to discuss crime in the local area. Meetings would be held at Watling Street Police Station and were scheduled for 27 August 2014 and 28 January 2015 between 5.00pm and 6.30pm. Dr R. Taylor, Mr M. Webb MBE and Mrs J. Jeffries expressed an interest in attending.  
**It was resolved that Mr M. Webb MBE, Dr R. Taylor and Mrs J. Jeffries to attend the forum on 27 August.**

73. Summer Newsletter. Items for inclusion in the summer newsletter were requested.  
**It was resolved that items for inclusion in the summer newsletter be forwarded to the Clerk.**

74. Email received from Maggie Quinn of South Staffordshire Council inviting Members to a Summer Strawberry Get Together (Cookery Demonstration with local produce) on Fri 11 July between 1.00pm and 3.00pm at Wheaton Aston Village Hall.  
**No Members were interested in attending.**

75. Letter from Entrust regarding BPSA grounds maintenance charges. Advising that with effect from 1 July 2014 invoices would be sent on a monthly basis.  
**Matter of report.**

76. Email from Staffordshire Police advising of an Open Day at the Police Headquarters in Weston Rd Stafford on 29 June between 11.00am and 3.00pm.  
**Matter of report.**

77. Letter from Mr P. Webster tendering his resignation from the Parish Council with immediate effect. This would leave another casual vacancy in Coven.  
**It was resolved that Mr Webster's resignation be accepted and the Casual Vacancy for Coven be advertised in the Parish and South Staffordshire Council made aware of the vacancy.**

### **78. CORRESPONDENCE CIRCULATED**

Brewood Civic Society minutes of the meeting held 16 June; copies of letters and photographs sent to South Staffordshire Council's planning department.

Letter from PCC regarding the new Ethics, Transparency and Audit Committee set up by Matthew Ellis.

#### 79. POLICE REPORT

There was no report received from the Police.

#### 80. DISTRICT COUNCIL'S REPORT

There was no report received from the District Council.

#### 81. CHAIRMAN'S REPORT

The Chair, M. Alden-Court reported she had enjoyed The Mess refurbishment opening on Thursday 19<sup>th</sup> June and attended the Parish Summit on Friday 20<sup>th</sup> June but due to illness had missed the Great Wyrley Civic Sunday on Sunday 22<sup>nd</sup> June and Armed Forces Day on Monday 23<sup>rd</sup> June.

#### 82. FINANCE REPORT

The Council received the Finance report from Dr R. Taylor in the absence of the Head of Finance Mrs J Carr and resolved the following matters:

- The Income and Expenditure List as at 26 June 2014. Income £495.92, Expenditure £5,821.50, **be approved.**
- The Financial Summary - Cash Book Reconciliation for May 2014 circulated prior to the meeting, **be approved.**

Letter received from Mrs D. Drury thanking the Parish Council for the start-up grant from the Roseclaim Fund.

402\* **Allotments.** The cost of a skip to clear plot 28 at Coven Heath Allotments £140 + VAT, **be approved.**

Dr R. Taylor agreed to replace Mr P Webster on Finance Committee.

#### 83. PLANNING REPORT

Cllr M. Sutton left the room while planning application 14/00479/FUL was considered.

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

#### 84. CLERK'S REPORT

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

A Staffing Committee meeting was arranged for Friday 4<sup>th</sup> July at 2.30pm to consider the resignation of the Assistant Clerk, Mrs T. Postles.

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

There were no other Matters of Report.

There being no further business, the meeting closed at 8.27 pm.

..... Chairman.

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL  
TO BE HELD 26 JUNE 2014**

**MATTERS ARISING**

70 **Complaints Procedure.** This has been slightly amended to include the facility to also give compliments, which has been tabled. If there are no further amendments the Council may wish to adopt the policy and it can be published on the website.

**Members' views.**

**MATTERS ONGOING**

245\*\* **Brewood Bowling Club Lease.** Draft lease forwarded to Helen Skidmore 17 June comments received 26 June. Working Party to arrange a date to meet again with the Bowling Club.

317\* **Commemoration of WWI.** Candlelit vigil proposed for 4 August. Dr Taylor to report on the current situation.

19. **Weed Killer Training and Licence.** This may have to be postponed by the college until September, no reason has been given.

**FINANCE**

402\*. **Allotments.** Quote of £100 received to remove the dangerous branch, Mr Sissons to be requested to carry out the work as soon as possible. A skip has been ordered for Tuesday 1 July to clear allotment 28 of rubbish at a cost of £140 plus VAT.

77. **Resignation - Mr P. Webster.** The casual vacancy that has arisen following the resignation of Mr Webster will be advertised with effect from 27 June 2014 with a closing date of 16 July 2014.

**OTHER MATTERS OF REPORT**

**Resignation Assistant Clerk.** Mrs Postles has handed in her resignation. In line with her contract of employment she has given 4 weeks notice. Her last working day will be Fri 18 July. A meeting of the Staffing Committee is to be arranged as soon as possible.

**Brewood & District First Responders.** Details of village events where members of Brewood & District First Responders will be present to thank people for their support have been tabled.