

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

MINUTES OF THE ANNUAL MEETING OF THE COUNCIL
HELD IN THE COUNCIL OFFICES, STAFFORD STREET, BREWOOD
ON THURSDAY, 8 MAY, 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, Dr R. Taylor, Mrs L. Tomkins, Mr P. Webster.

1. **APPOINTMENT OF CHAIRMAN**

Nominations were requested for the Office of Chairman for the following year. Ms M. Alden-Court was nominated, seconded and duly elected. M. Alden-Court signed the Declaration of Acceptance of Office as Chair of the Parish Council.

2. **APOLOGIES**

Mr M. Webb MBE (personal)

IN ATTENDANCE:

Cllr M. Sutton, Cllr B. Cox, Cllr M. Hampson.

3. **DECLARATIONS OF INTEREST 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.

4. **APPOINTMENT OF VICE CHAIRMAN**

The Chair called for nominations for Vice Chairman for the ensuing year. Mrs J. Jeffries was nominated, seconded and duly elected.

5. **APPOINTMENT OF PERSONS WITH SPECIAL RESPONSIBILITY FOR :**

	Appointed
- Responsible Financial Officer	Clerk, Mrs M. O'Brien
- Finance	Mrs J. Carr
- Planning	Mrs J. Jeffries
- Playing Fields & Skateboard Parks	
Bishop's Wood	Mrs S. Hughes (Mr J. Pegg - cover as required)
Brewood	Mr D. Evans
Coven	Mr R. Dakin and Mrs J. Carr
- The Bront	Mr J. Carr
- Barnfield Sandbeds	Mr D. Evans

6. APPOINTMENT OF STAFFING COMMITTEE

The Council considered the appointment of the members of the Staffing Committee.

It was resolved that Dr R. Taylor, Mrs J. Carr, Cllr Mrs D.M. Holmes, Mrs J. Jeffries, Mr P. Smith and M. Alden-Court (ex officio) be appointed.

7. APPOINTMENT OF FINANCE COMMITTEE

The Council considered the appointment of the members of the Finance Committee.

It was resolved that M. Alden-Court, Mrs J. Carr, Mr D. Evans and Mr P. Webster be appointed.

8. APPOINTMENT OF COVEN FOOTBALL MANAGEMENT TEAM

The Council considered the appointment of the members of the Coven Football Management Team.

It was resolved that M. Alden-Court, Mr R. Dakin, Mr P. Webster and Mr M. Webb MBE be appointed.

It was resolved that Mr M. Orgill would undertake responsibility for managing bookings at Coven Changing Rooms and Football Facilities for 2014/2015.

9. APPOINTMENT OF BREWOOD TRAFFIC MANAGEMENT WORKING PARTY

The Council considered the appointment of the members of the Traffic Management Working Party.

It was resolved that Mr A. Ball, Mr R. Dakin, Mr D. Evans, Cllr Mrs D.M. Holmes, Mr G.E. Martin, Dr R. Taylor and Mr M. Webb MBE be appointed.

10. APPOINTMENT OF COVEN / COVEN HEATH TRAFFIC MANAGEMENT WORKING PARTY

The Council considered the appointment of the members of the Traffic Management Working Party.

It was resolved that M. Alden-Court, Mrs J. Carr, Mr R. Dakin, Mr P. Smith, Mrs L. Tomkins and Mr P. Webster be appointed.

11. APPOINTMENT OF ALLOTMENTS WORKING PARTY

The Council considered the appointment of the members of the Allotments Working Party.

It was resolved that Cllr Mrs D.M. Holmes, Mrs J.C. Jeffries Mr P. Smith and Dr R. Taylor be appointed. Mrs L. Tomkins was appointed as a community representative to provide advice and guidance.

12. APPOINTMENT OF YOUTH CHAMPIONS

The Council considered the appointment of the of the Council's Youth Champions.

It was resolved that these appointments be re-visited at a later date if the need arose.

13. APPOINTMENT OF BREWOOD DOLE TRUSTEES

The existing Trustees were appointed in 2011 and comprised of: Mr A. S. Bourne, Mrs J. Gibbins, Mrs L. E. Jones, Mr A. F. Prendergast, Dr R.C.H. Taylor and Mr I. F. Westwood. The Vicar to St Mary & Chad, ex officio member of the Trustees.

The Council's representative on the Bushbury Charities was Mr A. F. Prendergast.

The Trustees were appointed for a four yearly term of office which would expire in 2015.

14. APPOINTMENT OF SCHOOL GOVERNORS

The Council from time to time may be called upon to make nominations for Local Authority Governors (LA) for the following Schools:

Brewood C.E. (C) Middle School	Mr R. Taylor – appointed April 2011
St John's C.E. (VC) First School, Bishop's Wood	Mr J. Machin – appointed April 2011 Mr A. Shepherd – appointed 2011
St Mary's R.C. School	Mr A. Ridyard – appointment ends 31 October 2013, nominations required by 10 May. Mr A. Ridyard to be contacted to ascertain if he was to be re-appointed.
St Mary & St Chad C.E. School, Brewood	Mr D. Evans - appointed August 2010
St Paul's C.E. School, Coven	Mrs J. Gibbins – appointed 2010

15. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

The Council considered the appointment of the Council's representatives on the following:

Brewood Village Community Council	Cllr Mrs D. M. Holmes
Bishop's Wood Village Hall Management	Mrs J. Edwards (reappointed 2013)
Coven Memorial Hall Management Committee	Mr R. Dakin
Brewood Parish Sports Association	Mr A. Ball, Mr R. Dakin, Mr M. Webb MBE
Youth & Community Stakeholders	Appoint if need arose
Staffordshire Parish Council's Area Committee	No Parish Council's Representative

16. MINUTES:

The minutes of the meeting of the Council held on the 24th April 2014 and the minutes of the Staffing Committee meeting held on 17th April 2014 were approved as an accurate record and duly signed.

17. 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.

18. PUBLIC PARTICIPATION

The Chair 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 P. Mullard, of Horsebrook Lane, raised the matter of tractors seen around Brewood and Coven with no registration plates on trailers and asked Inspector Knight to respond.

The Chairman welcomed Inspector Knight of Staffordshire Police, who was accompanied by PC Peter Clarke and PCSO Mark Griffiths.

Inspector Knight gave an introduction to the policing strategy in South Staffordshire, introduced the Parish's new PSCO Mark Griffiths and PC Peter Clarke, Inspector Knight then responded to questions, previously submitted, from the Council and members of the public. With regard to Mr Mullard's point above, Inspector Knight advised that it was a common issue not just in the parish but in all rural areas. He agreed to discuss the matter with PC Clarke and the Road Policy Team.

MATTERS ARISING:

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

245** **Brewood Bowling Club Lease.** Letter received from Ms H. Skidmore of Brewood Bowling Club querying details of the lease sent to the bowling club on 1 July 2013. The deadline for a response was given as Friday 9 May. Copy circulated prior to the meeting. Clerk's Report referred.

It was resolved that a small working party be established to review the lease to ensure that it was the final draft and advise the Bowling Club accordingly.

256** **Traffic Management, Brewood.** The Council considered the recommendations of the Traffic Management Working Party, copy circulated prior to meeting. The form supporting the Traffic Order at Brewood library had been completed and forwarded to Staffordshire County Council. Cllr M. Sutton agreed to report back to the Council following his next meeting with Mark Keeling.

Matter of report.

351** **Localism / Core Strategy.** The Brewood consultation as facilitated by the Community Council of Staffordshire took place on 1 May in the Council Chamber. Members discussed whether or not the Parish Council should formulate a response to South Staffordshire Council on the Issues and Options consultation.

It was resolved that Members respond individually to South Staffordshire Council not as a Parish Council.

391. **School Lane Playing Field.** A copy of the deeds had been received from the Council's Solicitor and forwarded to Mr C. Bywater. Mr Bywater had been in contact with the developer seeking further information and would respond to the Council in due course. Approval of Mr Bywater's fees would be required once he was clear of the Council's requirements.

Matter of report.

402. **Coven Heath Allotments Inspection.** Mrs L Tomkins reported on the recommendations of Coven Heath Allotments Association. Letters had been sent by the Assistant Clerk to plot holders with uncultivated plots. Clerk's Report referred. The Council agreed that it was necessary to enforce the Garden Rules more strictly. The issue regarding ownership of the trees overhanging the allotments which were damaged in the high winds and deemed dangerous was explained. It was stated that the car park needed to be re-surfaced.

It was resolved that:

- **HM Land Registry be contacted to establish the boundary.**

- **The Allotment Association be contacted to recommend the type of surface required for the car park and the size to be replaced.**
- **The Clerk obtain 3 quotes for the necessary work, once the size and surface had been approved.**

MATTERS ONGOING:

317. **Centenary of the Commencement of the First World War.** Dr R.Taylor reported that he knew of no events in Brewood being held to mark the centenary. Dr Taylor reported that he had discovered a headstone in St Mary & St Chad's churchyard which he intended to restore and replace.

256* **Traffic Management.** Dr Taylor reported that he was still attempting to arrange a meeting with Corser Trustees regarding the provision of parking spaces at Church House.

CORRESPONDENCE RECEIVED:

19. Weeding Around the Parish. Members agreed that the gardener /handyman should be trained and provided with a licence to spray weed killer in order to be able to keep weeds under control on footpaths in the Parish.

It was resolved that the Clerk arrange training and a licence for the gardener/handyman.

20. Email received from PC P. Clarke with regard to using the Council Chamber as a base for the PC and PCSO. Inspector Knight had asked if it was possible to have a sign indicating that it was a Police base and also provide a Police contact board.

It was resolved that the PCSO be allowed access to the Parish Council Offices for storing a bike and holding surgeries. The Clerk to arrange to erect a sign outside the Parish Council Offices.

21. Letter received from the Chair of Governors at St Dominic's School advising that the school would be renamed St Dominic's Brewood and from September 2014 would be accepting boys into its preparatory school and eventually up to Year Six.

Matter of report.

22. Email from Phil Jones Associates providing technical details of construction management for Brewood Primary Care Trust development.

Copy available from the Clerk.

23. Email from Staffordshire County Pension Fund regarding a 1 day training event on 6 June, to advise on the new pension regulations and implications for the Parish Council.

It was resolved the Clerk or Assistant Clerk attend the course.

24. Letter received from Paul Rochford of Staffordshire County Council re the Community Paths Initiative bids for 2014/15. The Parish Council had not submitted a bid last financial year and was therefore entitled to apply. Mr D. Evans proposed that the Parish Council suggested that the footpath from Engleton Lane to Horsebrook be reinstated. The Clerk agreed to chase up the signage for the footpath at Villa Farm with Mr S. Griffiths of Staffordshire County Council.

It was resolved the Clerk ascertain the exact remit of the Community Path Initiative and report back to Council in due course.

25. Email from South Staffordshire Council regarding the Spring Parish Summit 'Enforcement and Governance' to take place on Friday 20 June between 9.30am and 3.00pm.

It was resolved that interested Members advise the Clerk.

26. M. Alden-Court recommended that six people be nominated to receive Parish Council scrolls for voluntary work done at Coven Lunch Club.

It was resolved that the Chair write in an official capacity to the volunteers in order to recognise their contribution to the community.

27. Mr J. Pegg reported that Mr Fothergill of Whiteoaks Drive had experienced flooding in his garden. His property was near to the Council's playing field which was also flooded. Mr Pegg reported that he had met on site with Severn Trent Water. He had since received a letter from Severn Trent confirming they had found the water source and were dealing with it. He also reported that the School playing field was in poor condition; deep in mud and unsuitable for football. Members advised that the water table was high and that the field contained a number of springs therefore nothing could be done to alleviate the problem.

Matter of Report.

28. Email previously received from Mr P. Webster regarding a dangerous wall at Brewood Road, Coven. (minutes of 24 April). Cllr M. Sutton reported that the wall was private property and the owner had been asked to repair it. It had been inspected by Highways and deemed safe, and was in the process of being repaired.

Matter of Report.

29. **CORRESPONDENCE CIRCULATED:**

Clerk and Council's Direct Magazine
 South Staffordshire Community Voice Forum Funding
 Wolverhampton City Council Bilston Area Action Plan – consultation of proposed modifications.
 Brewood Civic Society Copy letter re planning at 2a Dean Street

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

Cllr. M Sutton reported that the Arriva bus service 88 from Perton to Stafford was not viable but he had tried to persuade the company to keep the service running until a replacement was found. The service was currently 2/3 subsidised by Staffordshire County Council and the best option was to link it in with the school transport system. There was no commercial interest in replacing the service and Select had put in place the best solution. Cllr M. Sutton was working with transport to see if any improvements could be made to the service provided. Mr J. Pegg reported that Bishops Wood residents were very pleased with the Select service. Mr D Evans reported the Stafford to Brewood bus had a delay between the Swan and the Post Office suggesting that bus could travel along Crestwood Park during this time.

31. **CHAIRMAN'S REPORT:**

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

32. **FINANCE REPORT:**

Mrs J. Carr thanked Mr P. Webster for his work as Head of Finance during the previous year.

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

- The Income and Expenditure Approvals list as of May 2014, Income £1,196.00, Expenditure £3,508.12 **be approved.**
- The Budget Report for Q4 2014, copy circulated prior to the meeting, **be approved.**
- The recommendations of the Staffing Committee held on 17 April, **be approved.**
- The renewal of the Council's insurance policy for a further 12 months, with effect from 1 June, with Zurich Insurance, **be approved.** The premium of £2064.53 represented an increase of £44.16.
- The annual play inspections for the Parish Council's five play areas at a cost of £56 per site, by the company as recommended by Mr S.Gallis of South Staffordshire Council, **be approved.**
- The renewal of the Parish Council's membership of the Community Council of Staffordshire for a further 12 months at a cost of £25, **be approved.**

33. PLANNING REPORT:

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

The Council had received an application for a licence at The Lion Hotel Brewood to extend hours for live and recorded music and supply of alcohol. Members reported that this was an application to vary the licence.

It was resolved the Parish Council would not comment; individual members to respond if they wished their personal views to be taken into consideration.

The Chair moved the suspension of Standing Order 44 to allow the meeting to continue beyond 9.30pm.

34. CLERK'S REPORT:

The Council received the written report of the Clerk and noted the following:-
Renewal of Fields in Trust Membership.

It was resolved that the Parish Council would not renew its membership for year 2015-2016.

ANY OTHER MATTERS OF REPORT:

Mrs J Carr reported complaints had been received that Veolia wagons were shortcutting through Coven to the Four Ashes recycling site not going along A449 as previously agreed.

Cllr B Cox reported that Cllr .D.M. Holmes would be nominated for Vice Chair at the forthcoming South Staffordshire Council's Annual Meeting.

Mr D Evans reported that the grass had been cut at Jubilee Park on the previous Saturday afternoon.

In view of the confidential nature of the business to be discussed, the Chair requested that members of the public and the press be asked to leave the meeting while the recommendations of the Staffing Committee were considered, in accordance with Standing Order 65.

It was resolved that the recommendations of the Staffing Committee meeting held 17 April be approved.

There being no further business, the meeting closed at 9.40pm.

.....Chair

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL
TO BE HELD 8 MAY 2014**

MATTERS ARISING

245** **Brewood Bowling Club Lease.** The letter and copy of the lease were brought in by hand on 29 April with a deadline of 9 May. Due to the need for the year end process to be completed and the Annual Return to be submitted I will not be in a position to look at the lease until the end of May at the earliest.

Members' views.

402. **Coven Heath Allotments.** The handyman/gardener has repaired the gate and strimmed the car park. He has also strimmed allotments 11 and 8a which can both be allocated. Letters have gone to allotment holders as follows: reminders: 20, 22, 29, 37e and 37f, untidy plots 25, 26, 39 and 45. The allotment holder of No 28 has been urged to clear the plot by end May as the tenancy has not been renewed.

Matter of report.

FINANCE

Fields in Trust Membership. Letter received from Fields in Trust advising that the fees will increase from £25 to £50 from 1 May 2014. However, if the Parish Council wishes to renew before 31 May the fee will remain at £25 for the following year; renewal is not due until 31 Jan 2015. If approved, the cheque can be raised at the next meeting on 29 May.

Members' views.

2013/14 Internal Audit. The auditor attended on 30 April and has reported that there are no concerns to bring to the attention of Members. I will therefore prepare the Annual Return and supporting papers for the approval at the next meeting on 29 May.

OTHER MATTERS OF REPORT

Bus Services 877 and 878. Letter received from Mrs D. Burton of Crestwood Park regarding reinstating the bus route along Crestwood Park. There have been many enquiries from the public regarding this matter but unfortunately the Parish Council's powers only extend to maintaining bus shelters, providing information about transport and making grants for bus services.

Recommended action: the Clerk to write to Mrs Burton advising of the South Staffordshire Connect service.

Rogation Sunday. Email received from Fr M. Lockey of St Paul's Church, Coven inviting the Chairman to attend Rogation Sunday on 25 May 2014. **Members' views.**

Car Scheme Co-ordinator. Mrs Macquarie has accepted the invitation to attend the next meeting of the Council on 29 May.

Office Computer. The replacement computer arrived on 28 April and was fully installed by 1 May. A further session has been booked with South Staffordshire Council's IT team to repair the Assistant Clerk's machine, which was affected by the fault.

Annual leave. I will be taking annual leave next week 12 – 16 May.

