

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 31 JULY 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, Mr J. Pegg, Dr R.C.H. Taylor, Mrs L. Tomkins, Mr M. Webb MBE.

IN ATTENDANCE:

Cllr B. Cox, Cllr M. Hampson, PC Peter Clarke, PCSO Mark Griffiths.

APOLOGIES:

Mr A. Ball (prior engagement), Mrs L. Holmes (personal), Cllr Mrs W. Sutton (personal).

DECLARATIONS OF DISCLOSABLE PERCUNARY INTERESTS AND REQUESTS FOR DISPENSATION:

Dr R. Taylor declared a personal interest in planning application 14/00226/FUL.

MINUTES:

The Minutes of the meeting of the Council held on 10 July 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 1998.

99. **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. Wright, village agent, addressed the Council with regard to the provision of a bus service to Telford which would run once per month from Wheaton Aston via Bishops Wood and asked the Council to consider approving bookings being taken by the car scheme co-ordinator. The Chair advised Mrs Wright that the matter was on the agenda for consideration later in the evening.

The Chair suspended Standing Order 5(a)(vi) to enable the Police to provide their report and leave the meeting early.

PCSO Griffiths gave further information on the items contained in the report. He also provided details of a new initiative funded by South Staffordshire Council where more officers were available at weekends to deal with specific areas of concern.

MATTERS ARISING:

251** **Site Allocation Document.** Email from Mr A. Halden of the Community Council of Staffordshire asked for feedback on community facilities as a result of the recent SAD consultation. The survey was available at www.surveymonkey.com/s/JGYNRJ7.

It was resolved that details of the survey be placed on the Council's website and Facebook page.

256** **Traffic Management.** A meeting of the Traffic Management Working Party took place on 22 July; there were no recommendations to full Council. A copy of the minutes of the meeting were tabled at the meeting.

Matter of report.

347** **Wall – Rear of Amenity Area, Sandy Lane.** Mr K. Twigger had advised that work would commence on the reconstruction of the wall and the planting of a replacement hedge during week commencing 28 July 2014. Clerk's Report referred.

It was resolved that the Clerk advise Mr Ritson in writing that the Council was in agreement with the proposal to reinstate the wall and to plant a hedge, using native species.

317* **Commemoration of World War One.** Fr Lockey had been able to organise a Candlelit Vigil at St Paul's Church, Coven on 4 August, there would be a procession to the War Memorial at 10.50pm.

Matter of report.

391* **Coven Playing Field Development.** Letter received from the Council's solicitor regarding correspondence from Mr P. Maddox in relation to proposals regarding land at School Lane. Further information was received, Clerk's Report referred.

It was resolved that a meeting be arranged by Members wishing to form a working party.

402* **Allotments Inspection, Coven Heath.** The allotment inspection took place on 22 July. The committee had made a number of recommendations, copy of report circulated prior to the meeting. Clerk's Report referred.

It was resolved that the recommendations of the Allotments Association be accepted.

70. **Restructuring of Libraries.** Members were reminded that the presentation on the restructuring of Staffordshire Libraries had been arranged for Wednesday 6 August at 6.00pm in the Council Chamber.

Matter of report.

85. **Casual Vacancy.** Mrs L. Holmes was co-opted onto the Parish Council for the Coven ward at the meeting held on 10 July but had not signed her Declaration of Acceptance of Office and had sent her apologies for the meeting.

It was resolved that Mrs Homes be asked to sign the Declaration of Acceptance of Office at the next meeting of the Council that she attended.

MATTERS ONGOING:

290**/ 56 **New Model Standing Orders.** M. Alden-Court, Mrs J. Carr, Mrs J. Jeffries and Dr R. Taylor to review the documents before the end of August.

339* **Bridge 11 Giffard's Cross. Port Lane.** Clerk to ascertain when the work was likely to start.

It was resolved that item numbers 185* and 317* be removed from Matters Ongoing.

CORRESPONDENCE RECEIVED:

100. New Councillor Training. A course had been scheduled for 17 September at Staffordshire Place, Tipping Street, Stafford between 7.00pm and 9.00pm. The course would include details of Standing Orders and Financial Regulations.

It was resolved that Mr R. Dakin and Mrs L. Tomkins be enrolled on the training course.

101. Email received from Mrs M. Griffiths requesting permission to cut back two trees that overhung her garden from the Council's playing field in Bishops Wood. As far as can be established there were no Tree Preservation Orders on the trees.

It was resolved that the Council had no objection to Mrs Griffiths cutting back the two trees overhanging her garden. Clerk to advise accordingly.

102. Email from Lisa Jones of Bishops Wood regarding the poor state of the football pitch and goal posts. B. G. Grounds Maintenance had advised that there was very little that could be done as the access was limited for their machines. He recommended that the goal posts be removed as they were a health and safety risk. Clerk's Report referred. Goal posts removed. Mrs J. Jeffries reported that she had contacted Mrs Jones and had advised her that money had been set aside from play park committee funds for the playing field and the Council would consider what could be done to improve the field. Cllr B. Cox updated the Council on the latest developments with regard to flooding of the surrounding fields and gardens.

Matter of report.

103. Request from Mr D. Evans to present a scroll to any school children in the Parish who had attained 100% attendance. Mr Evans also requested that the Council acknowledged the achievement of St Mary's RC School as being the 'best school in Staffordshire'. Dr R. Taylor agreed to investigate this further and report back to the Council in due course.

It was resolved that the Clerk email all the schools in the Parish to find out if there were any children with 100% attendance throughout their time at the school and report back to the Council in due course.

104. Janitor's Annual Leave. Mr Orgill would be on leave from 10 to 16 August. Cover was required for Sandy Lane WC.

It was resolved that Dr R. Taylor and Mr M. Webb M.B.E. would provide cover.

105. The Janitor reported that trees at the rear of the toilets in Sandy Lane had dislodged two course of bricks on the retaining wall. Mr Does, arbouriculturalist at South Staffordshire Council was asked to inspect as a matter of urgency. Clerk's Report referred.

Matter or report.

106. Invitation received from Perton Parish Council for the Chair to attend the Chairman's Civic Sunday on 28 September at 3.00pm to be held at the Church at Perton. **Matter of report.**

107. Applications for grant funding. Although the policy for awarding grants was put on the Council's website and in the latest version of the Newsletter, some organisations may not be aware that they should apply for a grant each year using the approved form. Clerk's Report referred.

It was resolved that organisations that receive grants automatically each year would not be required to complete an annual application form for grant funding.

108. **CORRESPONDENCE CIRCULATED:**

Wolgarston SNU

MGMT Media – advising of Birmingham's first Jobs Fair on 16 September at the Council House, Birmingham between 10.00am and 3.00pm

Staffordshire Wildlife Trust Magazine Summer 14

Brewood Civic Society Minutes 21 July 14

Staffordshire Police News Releases- New Gift Tractor to Aid Rural Crime Efforts, 660 arrests nationwide by the National Crime Agency, Chief Constable Receives an Honorary Degree.

South Staffordshire Council –introducing the Casserole Club, Housing & Homeless Strategy 2014-17

Wolverhampton Magazine August 14

Gavin Williamson MP Newsletter 14 July

109. **POLICE REPORT:**

This was taken at the start of the meeting. Copy of the written report was circulated prior to the meeting.

Cllr M. Hampson left the meeting.

110. **DISTRICT COUNCIL'S REPORT:**

Cllr B. Cox advised that following discussions between Highways and Veolia, it had been agreed that Veolia vehicles would no longer be taken along School Lane, Coven.

111. **CHAIRMAN'S REPORT:**

The Chair M. Alden-Court read out the email received from Mr P. Element regarding the Bucket Collection for the Music Festival and thanked him for his comments regarding her performance on stage.

112. **FINANCE REPORT:**

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

- The accounts payable as at 31 July, including salary payments, **be approved.**
- The bank reconciliation for the month of June, including direct debit payments, copy circulated prior to the meeting, **be approved.**
- The renewal of the Clerk's membership of the Society of Local Council Clerks at a cost of £184, **be approved.**
- The award of £500 match funding of the Bucket Collection at Brewood Music Festival, **be approved.** The organisers had confirmed in writing that the collection totalled £664.94.

- The Council considered the two quotes received to reduce the height of the trees at Coven Heath Allotments and one quote to remove the trees completely, copies circulated prior to the meeting. Clerk's Report referred.
It was resolved that it was sufficient to reduce the tree height by 50%. The Clerk to seek one further quote for reducing the height of the trees and refer back to the Council.
- Banking Arrangements, Clerk's Report referred. The letter advising Lloyd's Bank that Mrs C. Maquarie was authorised to collect and bank monies on behalf of the Parish Council was approved and duly signed by two approved signatories.

113. PLANNING REPORT:

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

114. CLERK'S REPORT:

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

- Vandalism at Coven Changing Rooms. Clerk to ascertain the cost of material to reinforce/protect the guttering and report back to the Council in due course.
- Speedwatch in Bishops Wood. It was agreed that the Clerk write to Staffordshire County Highways and request that '30' be painted on the road at the entrances to the village.
- Hanging Basket Competition Results. M. Alden-Court read out the results of the Hanging Basket competition. It was noted that the Parish Council Offices display was awarded second place in the commercial category.
- Bus to Telford. Members considered the request from Mrs J. Wright for the car scheme co-ordinator to take bookings and payment for a monthly bus trip to Telford. Members agreed to reconsider the request in September when staffing matters would be clearer. Mrs Wright agreed to find out if the route could include Brewood and Coven. Cllr B. Cox offered to raise the matter at the next meeting of the Staffordshire Rural Transport Group.
- Ticket Sales at the Jubilee Hall. Members considered the request from Mr A. Parker for tickets for two events to be sold at the Council Office. It was agreed that due to current staff shortages, the request could not be accommodated.

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

Fingerpost at Coven. M. Alden-Court had received further details regarding payment by Highways for the upkeep of existing fingerposts and would be investigating further.

BPSA. Mr M. Webb MBE requested that the BPSA grounds maintenance and extension to the lease be placed on the agenda for the next meeting of the Council, this had been overlooked from the last meeting.

There being no further business, the meeting closed at 9.20pm.

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL
TO BE HELD 31 JULY 2014**

MATTERS ARISING

347** **Wall Amenity Area, Sandy Lane.** As advised, the work to replace the wall commenced on 28 July. The solicitor (Mr Ritson in this case) has asked for written confirmation that the Council is in agreement with the reinstatement.

Recommended resolution: Clerk to advise Mr Ritson in writing that the Council is in agreement with the proposal to reinstate the wall and plant a native hedge.

317*. **Commemoration of World War One.** The Royal British Legion has started a nationwide campaign to plant a tree, a copse, an orchard, a rose or rose garden in memory of those men who served in the First World War. It is an opportunity to raise money for the RBL. Further details can be found at www.centenarygardens.co.uk. Members are requested to view the website and the matter will be placed on the agenda for the next meeting of the Council to consider whether the Council wishes to plant something in remembrance and where a suitable site would be.

Matter of Report.

103. **Grant Awards.** Clarification has been requested from the Committee of Coven Memorial Hall regarding the policy for applying for grants. A number of years ago it was resolved by the Council that village hall grants would be paid out automatically upon receipt of their most recent audited accounts. The committee would like know if this is still the case or whether they should complete the application form annually as defined by the policy adopted on 13 March 2014.

Members' views.

391* **Coven Playing Field Development.** A bundle of documents have been received from the Council's solicitor today. Members are asked to arrange a suitable date to review these and make a recommendation to full Council in due course.

Members' availability.

402. **Allotment Report.** Since the meeting of the committee, plots 8b (previously unusable due to conifers) and 9b have been let. Members are requested to arrange to meet to discuss the proposals for fence height and use of hosepipes.

Members' availability.

85. **Casual Vacancy.** As Mrs Holmes has given her apologies this will be placed on the agenda for the next meeting.

Matter of report.

MATTERS ONGOING

290**/56. **New Model Standing Orders.** There does not appear to be a date that everyone can make to review the Standing Orders and Financial Regulations. Can interested Members advise of the most convenient date that the majority could do. Those Members not attending are asked to provide any feedback on the documents emailed out on 22 July.

Members' views.

245** **Bowling Club Lease.** Another version of the lease has been forwarded to the secretary of the bowling club. Further comments awaited.

Matter of report.

226*/464** **Coven Playing Field and Skate Board Park.** The village agent Mrs J. Wright will shortly be contacting Mrs J. Carr (leader of the working party) with regard to assisting with grant funding and consultation for the replacement equipment at Coven.

Matter of report.

CORRESPONDENCE RECEIVED

102. **Bishops Wood Playing Field.** The goal posts have now been taken down by the handyman. No further information has been received with regard to resurfacing the pitch.

Matter of report.

105. **Trees Behind the Public Conveniences, Sandy Lane.** No response has been received from Mr Does. I will follow this up.

Matter of report.

FINANCE

Coven Heath Allotments. A second quote of £3,300 has been received verbally from Birches Tree Surgery to remove the trees completely, compared with £1,280 received from Penkridge Arboriculture. The original requested quotes was to reduce the trees by 50. Members to consider whether it would be more cost effective in the long term to remove the trees completely. I will endeavour to obtain a third quote and place this on the agenda for the next meeting.

Members' views.

Banking Arrangements. Authorisation is requested for Mrs C. Macquarie to collect and bank money at Lloyds Bank, Brewood, on behalf of the Parish Council, following the resignation of Mrs T. Postles.

Recommended action: two signatories to sign the letter of authorisation.

Coven Changing Rooms. The guttering has again been vandalised. This has been reported to PCSO Griffiths who has asked PC Clarke to patrol. The caretaker has suggested erecting brackets and mesh to protect the guttering once it has been replaced.

Recommended action: the cost of materials to be investigated.

OTHER MATTERS FOR THE CLERK'S REPORT

Email received from Mrs J. Jeffries regarding the new speed limit of 30mph in Bishops Wood. Residents are pleased with the measures but feel that drivers are not fully aware of it at the entrances to the village. Mrs Jeffries and the chairman of Speedwatch have contacted Highways to request the painting of '30' on the road. Highways have advised that the request must come from the Parish Council.

Members' views.

Letter received from Mr B. Swift of Brewood Tennis Club apologising for bad behaviour and language at the championship finals on Sunday 20 July.

Matter of report.

Letter received advising that the Parish Council came second in the commercial hanging basket competition.

Matter of report.

Request from Mrs J. Wright, village agent re a planned bus service. £2,000 has been secured from South Staffordshire Council which will fund the service from Wheaton Aston to Telford operating once a month at £2 per journey. It is not planned for the bus to run through Brewood, Coven or Coven Heath but it may stop in Bishops Wood. Mrs Wright has asked if the car scheme co-ordinator could take the bookings and fares.

Members' views.

Request from Mr A. Parker asking if the Parish Council office could be an outlet to sell tickets for two forthcoming Jubilee Hall events to raise money for the Jubilee Hall.

Members' views.