

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 25 SEPTEMBER, 2014 AT 7.30PM

PRESENT:

M. Alden-Court, Mr R. Dakin, Mr D. Evans, Mrs J Jeffries, Cllr D.M. Holmes, Mrs K Holmes, Mr G.E. Martin, Mr. G. Sibley, Mrs L. Tomkins, Mr M. Webb MBE.

IN ATTENDANCE:

Cllr Mrs W. Sutton.

APOLOGIES:

Mr A. Ball (illness), Mrs. J. Carr (illness), Mr J. Pegg (personal), Dr R.C.H. Taylor (personal), Cllr M. Hampson (meeting), Cllr B. Cox (Meeting), Cllr M. Sutton (meeting).

DECLARATIONS OF DISCLOSABLE PERCUNARY INTERESTS AND REQUESTS FOR DISPENSATION:

There were no requests for dispensation as required under the Code of Conduct adopted in compliance with the Localism Act 2011.

MINUTES:

The minutes of the meeting held 11 September 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.

133. **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.

Mr P Mullard of 15 Horsebrook Lane asked the Parish Council to put him in the picture about the new site allocation and why the appeal had been refused. He further pointed out the traffic and problem in Dean

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Street, Brewood band asked the Council if there were any plans to make this a one way system or if consideration had been given to making specific parking bays with gaps in that could be used as pull-ins. Cllr Mrs D. M. Holmes explained that the traffic management committee was due to meet again and pointed out that there were still some properties in Dean Street that were being worked on. Mrs J. Jeffries gave details of the reasons for the appeal dismissal for the proposed development in Horsebrook Lane.

Mr G. Kerr from Coven asked why there had been no allotment inspection at Coven even though an inspection had been carried out at Coven Heath on 31st July, 2014. The Council agreed that this matter would be put on the agenda for the next meeting.

The Chair reminded Members of certain points contained in Standing Orders, including the following: Members must not interrupt or speak unless invited to do so by the Chair and that Members had a maximum of 4 minutes to speak. She circulated copies of the points contained in Standing Orders regarding the above, and requested that copies be sent by post to those Members who were absent.

134. POLICE REPORT:

No Police Report was received.

MATTERS ARISING:

290** **New Model Standing Orders.** Members wished to make further comments on the Standing Orders. Clerk's Report referred. M. Alden-Court, Mr D. Evans, Mrs J. Jeffries, Mr G. Sibley and Mrs L. Tomkins wished to attend.

It was resolved that a meeting be scheduled for 2.00pm on 2 October.

351* **Site Allocation Document (Additional Land in Brewood).** Appeal decision received on the Four Petals development in Horsebrook Lane; appeal dismissed, see Planning below. The decision did not affect the ongoing consultation with regard to the additional site. Copy of response from Kelly Harris was circulated prior to the meeting.

Matter of report.

141. **The Bront Play Equipment.** Advice had been sought from the Playground Inspector regarding the recommendations, copy circulated prior to the meeting. Mr G. Sibley had also inspected the site. The inspector had recommended that the Council replaced all of the rotten timbers. It was proposed that the costs of repairing against removing should be investigated. Clerk's Report referred.

It was resolved that the Council take the advice of the inspector as recommended. Consultation would take place with stakeholders including parents and local users of The Bront on whether the equipment be replaced and if so with what. Mrs K. Holmes disagreed with the removal of the equipment.

MATTERS ONGOING:

164*. **Congestion in Dean Street.** It was reported that a coach and a car had collided in Dean Street due to congestion from school traffic during the morning of 25 September.

It was resolved that a meeting of the traffic management working party be held when Dr R. Taylor returned.

245** **Brewood Bowling Club Lease.** Clerk's Report referred. A meeting with Bowling Club representatives was scheduled for 30 September. **Matter of report.**

374*. **Bishops Wood Skate Park.** Clerk's Report referred.

It was resolved that the Clerk write, in conjunction with Mrs J. Jeffries, to the village hall committee advising of the Council's resolution.

88. **Parish Guides.** Clerk's Report referred.

It was resolved that the Clerk pursue the publication of the new Parish Guide.

CORRESPONDENCE RECEIVED:

151. Email received from Mr G. Sibley regarding the maintenance of the Parish Council's website. Mr Sibley had suggested that he maintain the Parish Council website and look at ways to improve it as he considered it to be old fashioned and out of date. The Clerk had taken advice from SPCA regarding the implications of a councillor maintaining the website. Mr Sibley confirmed that there would be no cost implications on his part unless something specific had to be purchased.

It was resolved that Mr. G Sibley investigate updating the website.

152. Condition of the pavement in Lawn Lane, Coven. Mrs L. Holmes reported the poor condition of the footpath from the mobile home parks to the village centre.

It was resolved that Cllr M. Sutton be provided with photographs and the Highways reference number in order for him to pursue the matter further.

153. Canal Bridge, High Green, Brewood. Mrs L. Holmes had reported that the condition of the paintwork on the bridge was poor. Maintenance of the bridge was the responsibility of the Canal and River Trust. The matter had previously been reported to British Waterways. The condition of the Thomas Telford Bridge across the A5 was also reported as poor. It was noted that this bridge was in Stretton Parish, but could be referred to whilst writing to the Canal and River Trust.

It was resolved that the Clerk write to the Canal and River Trust to make them aware of the poor state of repair of both bridges.

154. Email from SSCVA inviting Members to its Community Voice Forum at Bishops Wood Village Hall from 10.00am until 1.00pm on 22 October.

It was resolved that interested Members advised the Clerk.

155. Staffing. The confidential report of the Staffing Committee was tabled at the meeting.

This item was taken at the end of the meeting when the public and press were asked to leave.

156. Letter received from Brewood Scouts inviting Members to Brewood Woggle 10k fun run starting at 9.00am at St. Dominic's School.

Matter of report.

157. Letter received from Community Council of Staffordshire regarding this year's Best Kept Village Competition.

Matter of report.

158. **CORRESPONDENCE CIRCULATED:**

SSCVA Buzz – summer newsletter;
 PCC Bulletin' helping businesses beat crime;
 The Penkridge Advertiser
 SLCC Notice of AGM
 Staffordshire Playing Fields Association Notice of AGM and Annual Report
 Wolverhampton Magazine
 Brewood Civic Society Minutes of meeting held 18 August
 Canal & River Trust Notice of Annual Public Meeting

159. **DISTRICT / COUNTY COUNCIL'S REPORT:**

Cllr Mrs W. Sutton reported on the following:

- Due to the success of the Work Club they now had only two members who were searching for work
- A petition had been started to keep Brewood Library open. Additional consultation booklets were needed in Coven Post Office

The Chair agree that Cllr Mrs W. Sutton could report on behalf of County Cllr M. Sutton. She therefore reported the following:

- School Lane, Coven, resurfacing. Other areas had been top surfaced as this was a lower cost to the County Council. The surface of School Lane was on the Schedule of Works for complete resurfacing which would be more expensive to carry out and Cllr Sutton was endeavouring to have the work brought forward.
- Four Ashes Road. This would be looked at when Dr R. Taylor had returned, in particular the installation of double yellow lines.

Cllr Mrs D.M. Holmes reported on the following:

- Polling Station Review; any problems, possibly Coven Heath, should be forwarded to South Staffordshire Council.
- It was now compulsory for all members within each household to register individually to vote.

160. **CHAIRMAN'S REPORT:**

The Council received the report of the Chair M. Alden-Court. She had thoroughly enjoyed Civic Sunday and hope that all members had too.

It was reported that Joan Walker who had designed the civic badge, had passed away recently at the age of 100. Clerk to send a letter of condolence on behalf of the Council.

161. **FINANCE REPORT:**

The Council received the Finance Report from the Chair, M. Alden-Court in the absence of Mrs. J. Carr and resolved the following matters:

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- The accounts payable as at 25 September, **be approved**, including salary payments
Clerk additional 23.25 hours, Car Scheme Co-ordinator/Assistant Clerk 39.75 hours.
- The bank reconciliation for the month of August 2014 including direct debit payments. Copy circulated prior to the meeting, **be approved**
- The purchase of the SLCC Practitioners' Guide, **be approved**
- The appointment of an Internal Auditor for the forthcoming year, Mr A. Toplis, as recommended by SPCA, **be approved**

The office photocopier lease will expire shortly and quotes have been sought for a new contract.

Matter of report.

Replacement of the box for the Chair's Chain of Office, **be approved**.

162. **PLANNING REPORT:**

The Council received the Planning Report and considered the applications received.

- Land off Horsebrook Lane, Brewood. The Planning Inspectorate's Appeal Decision had been received and the appeal had been dismissed. (See item 351* above).
- Trees at 28 Stafford Street, Brewood. Application to reduce two willow trees by 50% in the Conservation Area.

163. **PLAYING FIELDS REPORT:**

The Council received the reports for:

- Bishops Wood playing field and skateboard park as forwarded by Mrs S. Hughes (nothing to report)
- Brewood playing field and skateboard park from Mr D. Evans, nothing to report
- Coven playing field and skateboard park. Mr R. Dakin reported that there was a burnt traffic cone on the tennis court and air rifle pellet marks on the door of the changing rooms
- The Bront, Mr Dakin reported that the bench had been burnt, the chain links between the suspended tyres were missing and there was a lot of dog fouling

164. **CLERK'S REPORT:**

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

- Police Report. Mrs L. Tomkins gave further details of the incident on 29 August. It was agreed that the Clerk advise Mr Growcott accordingly.
- Chair's Civic Sunday. It was agreed that the Clerk write a 'holding' letter until the Council decided what action to take. Copies of the quote to be forwarded to Members. This matter would be included on the agenda for the next meeting of the Council.

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

None

The Chairman moved that the public and press be asked to leave the meeting whilst the following matter was considered, in view of the confidential nature of the business to be discussed, in accordance with Standing Order 65.

155. Staffing.

It was resolved that the recommendations of the interview panel that Mrs G. Jones be appointed to the post of Assistant Clerk, on 22 hours per week at SCP 15.

There being no further business, the meeting closed at 9.00pm

..... Chair

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL
TO BE HELD 25 SEPTEMBER 2014**

MATTERS ARISING

290 New Standing Orders.** Mr Sibley and M. Alden-Court have some additional comments to make on the revised standing orders. It would be useful to arrange a date to meet to discuss the comments and make any necessary amendments.

Members' views.

MATTERS ONGOING

245 Brewood Bowling Club Lease.** The working party has agreed to meet on 30 September 2014 to clarify the few remaining points prior to lease being forwarded to the Parish Council's Solicitor.

Matter of report.

374* Bishops Wood Skate Park. Do Members wish me to write to the Village Hall committee advising of the Council's decision to leave the skatepark at the village Hall?

88. Parish Guides. This was discussed at the meeting of 10 July. It was agreed in principle to source the new guides from 'Official Guides'. As it will take some months to gather the information and produce the guide, Members are asked to formally approve this as the old guide expires in November.

105. Wall Rear of Sandy Lane WC. A letter has been sent to the owner of the wall.

Matter of report.

CORRESPONDENCE RECEIVED

Email received from Kirsty Thomas at Live and Local, advising that there are still some complimentary tickets available for the launch of the Big Picture Show. 'Philomena' will be shown at Acton Trussell Community Centre on 7 October at 7.30pm. Representatives of rural voluntary community groups are invited to attend.

Interested Members to advise the Clerk.

OTHER MATTERS

34. Police Report 11 September. A call was received from Matthew Growcott of the Express and Staff regarding the incident of tyre slashing at Coven Heath which was reported at the last meeting. Before I contact him, I would like some further information.

Members' views.

147. Chair's Civic Sunday. The invoice for the catering has been received and a charge of £45 had been added for glass washing, which takes the cost over budget. However, as the Parish Council staff will not be paid for additional hours at the Civic Sunday, this could be offset against the salaries budget.

Members' views.

155. Staffing. The Chair of the Staffing Committee may wish to report further on the recent interviews.

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL
TO BE HELD 11 SEPTEMBER 2014**

134. **POLICE REPORT**

Coven Playing Field. The caretaker has been experiencing some trouble with young people at the playing field refusing to leave at closing time. He rang 101 and was on hold for 20 minutes. The Chair has asked if a complaint could be sent to Inspector Knight advising of the delay in responding. See Police Report.

Members' views.

MATTERS ONGOING

290**/ 56 **New Model Standing Orders.** The revised standing orders, financial regulations and policy on relations with the press have been reviewed and drafts are tabled. Members are requested to proof read the documents and advise the Clerk of any amendments before the next meeting of the Council to be held on 9 October when they will be formally approved.

339* **Bridge 11 Giffards Cross. Port Lane.** Reported as urgent Feb 14. Work to repair the bridge is now well under way.

CORRESPONDENCE RECEIVED

135. **Affordable Housing.** I have spoken to Charlie Riley and John Lancaster. They would like to address the Council prior to the meeting of 25 September at 7.00pm. No further details have been given as to which site they wish to discuss but it is possibly the additional site as listed in item 351**.

Members' views.

OTHER MATTERS

New Councillor Mrs L Holmes. Mrs Holmes would like the Council to be made aware that she was available to attend the meeting held on 14 August. However, due to problems with the postage she did not receive the summons.

Matter of report.

Chair's Civic Sunday. The Chair has requested that Members consider in principle paying £50 to Fr Malcolm Lockey for conducting the service to be held 14 September. As RFO I am unable to identify a power under which this payment could be made and historically the clergy have not been paid for undertaking the service, it would be therefore, in my opinion, be imprudent to make such a payment and would set a precedent. If agreed, the matter must be placed on the agenda for the next meeting under Finance. It is estimated that the budgets for the Civic Service £800 and Chairman's Allowance £400 will be fully utilised with the current expenditure.

Member's Views.

Resurfacing School Lane. A number of complaints have been made to Mrs J. Carr regarding the state of repair of the road and pavement surface of School Lane, Coven; including a partially sighted woman and a disabled man. Cllr M. Sutton has previously advised that School Lane was not in this year's programme for resurfacing. Mrs Carr may wish to report further.

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