

**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 9 OCTOBER, 2014 AT 7.30PM**

**PRESENT:**

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

**IN ATTENDANCE:**

Cllr. M. Sutton, Cllr M. Hampson.

**APOLOGIES:**

Cllr. Mrs W. Sutton.

**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. Mr D. Evans declared an interest in item 164 Clerk's Report (Civic Sunday Invoice) and planning application 14/00796/FUL.

**MINUTES:**

The minutes of the meeting held 25 September 2014 were approved as being an accurate record and duly signed, with the exception of item 133. Mrs J. Jeffries added 'of the Horsebrook Lane site' for clarification.

**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.

Mrs J. Edwards of Bishops Wood thanked the Parish Council on behalf of the Bishops Wood people, for the lovely food provided at Civic Sunday. She requested that the Parish Council write to Bishops Wood Village Hall Committee as soon as possible to advise them of the decision made regarding the skate park.

Mr P. Mullard of Horsebrook Lane, Brewood enquired about the progress of the Brewood Bowling Club lease and whether any funding had been applied for. He was advised that the lease was forwarded to the Parish Council solicitor on 7<sup>th</sup> October and that until the lease had been agreed the club was unable to apply for any funding.

134. **POLICE REPORT:**

The written report of the Police was tabled at the meeting.

**MATTERS ARISING:**

290\*\*. **New Model Standing Orders.** A meeting was held on 2 October attended by M. Alden-Court, Mrs J. Carr, Mr R. Dakin, Cllr Mrs D.M. Holmes, Mr G. Sibley and Mrs L. Tomkins. Some small amendments had been made to the Standing Orders which did not alter their content. It was noted that the Financial Regulations had been reviewed in August by the Head of Finance, Mrs J. Carr.

**It was resolved that the revised Standing Orders and Financial Regulations be adopted by the Council and published on the Council's website in due course.**

256\*\* **Traffic Management. Bishops Wood.** A letter had been received from Mr M. Keeling of Staffordshire County Council apologising for the delay and advising that the 30 mph 'roundels' would be provided although no date had been given as to when the work would commence. Mrs J. Jeffries reported roundels had been painted on at some entrance to Bishops Wood but were of a poor standard due paint being applied over the non-slip surface. She did not know why no roundels had been painted on the road from Brewood and would continue to pursue the matter.

**Matter of report.**

88. **Parish Guide.** Details were received from Local Authority Publishing regarding their terms and conditions. This was a contract for 5000 free of charge copies to be delivered to the Parish Council offices. The guide would be for one year as opposed to two year as for previous editions, funded by the advertisers at a cost of £400 per page or £180 per quarter page. Copy of the agreement was enclosed. Clerk's Report referred.

**It was resolved that the Clerk signed the agreement on behalf of the Council and return it to Authority Publishing subject to the Members having full editorial control and a guarantee that the guide would be published in the event of the publisher being unable to sell all the advertising space.**

**MATTERS ONGOING:**

397\* **Finger Post Coven.** A number of options had been put forward to either repair or replace the finger post. The Chair and Clerk were awaiting details from various sources. It was noted that the School Lane finger post was in a very poor state and would need to be replaced.

**Matter of report.**

402\* **Allotments Coven Heath.** Clerk's Report referred. Members of the Allotments Committee met on 6 October to discuss the following matters: the size of shed and greenhouse or poly tunnel, the height of fences and the use of hosepipes. All had been incorporated into the Garden Rules which would be available at the next meeting of the Council for approval. It was also suggested that new allotment holders be subject to a probationary period. A report giving further details would be included with the agenda for the next meeting.

**Matter of Report.**

**It was resolved that item No. 298 be removed from Matters Ongoing.**

**CORRESPONDENCE RECEIVED:**

167. Mr G. Kerr of Coven regarding Coven allotments. (Public Participation 25 September). Members had agreed to place the matter on the agenda. Mr Kerr had requested an allotments inspection for Coven.

**It was resolved that the working party meet on Thursday 16<sup>th</sup> October at 10 am. Mrs J. Carr to advise Mr Kerr.**

168. Letter received from Mr T. Abbotts of Brewood Royal British Legion apologising for himself and his wife being unable to attend the Chair's Civic Sunday due to illness and advising that he would shortly be sending invitations to the Remembrance Service on 9 November.

**Matter of report.**

169. Letter received from Mr P. Sanders and his wife thanking the Chair for the excellent Civic Sunday event. Omitted from the previous agenda.

**Matter of report.**

170. Letter received from Staffordshire Archives regarding items not returned to the collection; Brewood Dole Charity Minutes 1895-1914 and other documents. These have recently been returned to the Parish Council and should be returned to Staffordshire Archives for safe keeping.

**It was resolved that the matter be deferred until after 22 October when the meeting of the Dole Charity trustees had taken place.**

171. Email received from Mrs D. Bate regarding a road traffic accident involving her car and a coach which had occurred on 25 September. Mrs Bate had made a number of suggestions and was willing to meet the Council to discuss these.

**It was resolved that Mrs Bate be invited to attend the next meeting of the Traffic Management Working Party which would take place when Mr M. Keeling had completed the Risk Assessment.**

172. Legal Topic Notice received from NALC informing the Council that with effect from 14 August the Openness of Local Government Regulations 2014 allow members of the public, including citizens and professional journalists to use modern technology and communication methods such as filming, audio-recording, blogging and tweeting to report the proceedings of the meetings of English councils and other local government bodies and to see information relating to significant decisions made outside meetings by officers acting under a general or specific delegated power. This had already been incorporated into the revised Standing Orders.

**Matter of report.**

173. Email received from South Staffordshire Council regarding the Review of Polling Districts 2014. Copy circulated prior to the meeting. Cllr Mrs D. M. Holmes had referred to this at the meeting of 25 September. Mrs Tomkins to forward comments from Coven Heath residents. Clerk to copy the letter previously sent to Mr Winterflood regarding the Councils support for a Polling Station to continue to be sited in Coven Heath.

**It was resolved that Members make the Clerk aware of any comments for submission to the Returning Officer. Clerk to then complete a form and send it to South Staffordshire Council on behalf of the Parish Council together with the copy letter previously sent to Mr Winterflood.**

174. Poster received from South Staffordshire Council advising of the Rural Transport Masterclass to be held on Fri 14 November 9.30am to 3.00pm at the Council offices in Codsall.

**It was resolved that interested Members advised the Clerk.**

175. Letter was received from Lorraine Richards of South Staffordshire Council inviting the Chair to a Service of Remembrance on Tuesday 11 November at 10.30am. The Chair reported that she would attend.  
**Matter of report.**

176. Email was received from Cassie Shilton of South Staffordshire Council advising of the Winter Parish Summit on Fri 21<sup>st</sup> November.

**It was resolved that M. Alden-Court, Mr R. Dakin, Mr D. Evans, Cllr Mrs D.M. Holmes, Mr J. Pegg and Mrs L. Tomkins would attend.**

177. Parish Newsletter. The autumn edition was due for publication at the end of October.

**It was resolved that Members advise the Clerk of any items for inclusion.**

178. Legal Topic Note NALC regarding registering of land. NALC had advised that it was a legal requirement that all land be registered. The Council's solicitor had forwarded list of land owned by the Council, some of it appeared to be unregistered.

**It was resolved that the Clerk instruct the Council's solicitor to register any unregistered land currently owned by the Parish Council.**

179. **CORRESPONDENCE CIRCULATED:**

South Staffordshire Council: Rural Transport update, Superfast Broadband update  
W2R Minutes of meeting held 18 June and 24 September (from Mr P. Sanders)  
Leaflet from HM Lord-Lieutenant of Staffordshire requesting nominations for an honour.  
Brewood Civic Society Minutes of the meeting held 15 September and copy letters  
Wolverhampton West Magazine October/November issue  
Village News September issue  
Wolverhampton Magazine October issue  
Gridline magazine

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

Cllr. M. Sutton reported on the following:

- Tuesday 7<sup>th</sup> October was the last day for reports to be submitted regarding proposed library changes. Three thousand reports had been received county-wide and it would be February 2015 before a decision was made. A petition with 1505 signatures was submitted on behalf of residents in and around Brewood.
- Cllr Sutton would be meeting with Mark Keeling on Friday 17<sup>th</sup> October and all ongoing issues would be raised then.
- Following the collision of a school bus with a car Cllr M. Sutton had asked the bus company to look at the routes taken.
- There was no definite date as yet for the work to be started on School Lane.

Dr R. Taylor advised that he had contacted the Police, on at least eight occasions, regarding coaches going the wrong way into the Square and that the Police had not addressed the issue.

- Cllr. M. Sutton agreed that Traffic Management Committee should not meet until Mark Keeling had carried out the risk assessment in Brewood. He would advise the Clerk of his availability thereafter.

Cllr. M. Hampson reported the following:

- the seminar that he had attended, on the change in anti-social behaviour legislation was excellent and very informative. He further reported that the majority of the new laws would take effect on 20<sup>th</sup> October and the remainder in February 2015. It was noted that these laws would be very effective if a repeat of problems at Coven playing field were encountered.

181. **CHAIRMAN'S REPORT:**

The Council received the report of the Chair M. Alden-Court and noted the following:

Moira Alden-Court had attended the Civic Sunday of Perton Parish Council and had enjoyed the service greatly. She had also attended the recent meeting at South Staffordshire Council regarding well-being, which had been very informative.

182. **FINANCE REPORT:**

The Council received the Finance Report Mrs. J. Carr and resolved the following matters:

- The accounts payable as at 9 October, **be approved.**
- The renewal of the photocopier lease with Ricoh for a further 5 years, **be approved.** Two further quotes were received, renewal of the current contract being the most appropriate.
- The annual subscription of £15 to Staffordshire Playing Field Association, **be approved.**

Mr D. Evans gave some information regarding the possibility that the Council may have entered into a written, verbal or implied contract when negotiating the catering for the Civic Sunday.

**Mr Evans then left the room while the following item was discussed:**

164. Members considered the action to be taken in respect of the invoice received for Civic Sunday Catering, Clerk's Report 25 September. Members discussed the invoice which had included an additional £45 charge for washing glasses at the Chair's Civic Sunday.

**It was resolved that Parish Council pay the additional £45.**

Letter received from Rotary Club of Brewwood requesting orders for Christmas trees. Clerk's Report referred. **It was resolved that the Parish Council order two trees, including lights at a cost of £25 each. Cheque to be made available for signature at the next meeting of the Council on 30 October.**

183. **PLANNING REPORT:**

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

The Clerk reported verbally that Cllr Mrs W. Sutton had followed up the matter of the graffiti on Bridge 11 at Port Lane, Brewwood. Special gel was required in order to remove the paint from the brickwork. It had been agreed that necessary tree work would be carried out on the branches over hanging the bridge at the same time.

- Dr. R Taylor reported that the derelict bungalow in Dirty Lane (Back Lane), Brewwood had been purchased, two well established trees had been removed and the site cleared. The new building

appeared to be double the size of the previous bungalow. The Parish Council had not been notified of the planning application as it had been submitted as a LUP and as no objections were received within 2 weeks, planning permission was granted. Dr Taylor advised that he would find out from the South Staffordshire Council how this had happened. The Clerk agreed to find out if it was possible to be notified in advance about any LUP applications and how to object should it be appropriate. Cllr M. Hampson stated that District Councillors had not been informed of the application either. He agreed to make enquiries and report back to the Council in due course.

- Mrs Jeffries reported that documents had been received from South Staffordshire Council planning team regarding consultation on the provision pitches for Gypsy and travellers as part of the Site Allocation Document. A further 33 pitches would be required by 2028. Consultation ran from 13 October until 24 November 2014. Information to be included in the Parish Newsletter and on the website.

184. **CLERK'S REPORT:**

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

- A meeting at Coven Allotments would be held on 16<sup>th</sup> October.

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

Mr J. Pegg advised that a 'Casino Evening' in memory of Sue Groom would be held at Bishops Wood Village Hall on Saturday 11<sup>th</sup> October. Tickets were available at £15 each.

Mrs L. Tomkins advised that she would be unable to lay a wreath on Remembrance Sunday. Mr R. Dakin had kindly agreed to lay the Coven Heath wreath on behalf of the Council.

There being no further business, the meeting closed at 8.45pm

..... Chair

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL  
TO BE HELD 9 OCTOBER 2014**

**MATTERS ONGOING**

245\*\* **Brewood Bowling Club Lease.** The working party met on 30 September 2014 and the final version of the lease has been agreed was forwarded to the Council's solicitor on 7 October for comments.

**Matter of report.**

402\* **Allotments Coven Heath.** Members of the Allotments Committee met on 6 October to discuss the following matters: the size of shed and greenhouse or poly tunnel, the height of fences and the use of hosepipes. All have been incorporated into the Garden Rules which will be available at the next meeting of the Council for approval. It was also suggested that new allotment holders be subject to a probationary period. A report giving full details will also be included with the next agenda.

**OTHER MATTERS**

164. **Civic Sunday Invoice (Finance).** Email received from Jan Morgan-Birtles of Pear Tree Catering regarding the catering invoice. Copy tabled.

Letter received from Rotary Club of Brewood requesting orders for Christmas trees. The Parish Council usually has two trees; the cost this year will be £25 per tree and lights each and the deadline for payment is 31 October. If approved the cheque will be raised at the next meeting.

**Recommended resolution: the Clerk to place the order for two trees and associated lights.**

