

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 30 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 L. Holmes, Mr G.E. Martin, Mr. G. Sibley, Dr. R.C.H. Taylor, Mrs L. Tomkins, Mr M. Webb MBE.

IN ATTENDANCE:

Cllr. B. Cox.

APOLOGIES:

Mr J. Pegg (personal), Cllr. Mrs W. Sutton, Cllr. M. Sutton, Cllr M. Hampson.

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 Allotment Committee meeting held on 6 October and the minutes of Parish Council meeting held 9 October 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 J. Ashfield of Bishops Drive, Brewood enquired about the progress of the Brewood Bowling Club, as the Council's Solicitor had queried if the land was registered. The Clerk advised that it was unclear if the land was registered or not. However, the Council's solicitor had been instructed to register all of the land owned by the Parish Council that had not been already registered.

134. **POLICE REPORT:**

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

MATTERS ARISING:

397** **Replacement Fingerpost Coven.** A meeting had been arranged for 3 November to inspect the fingerpost at School Lane, Coven.

It was resolved that Mrs J. Carr and M. Alden-Court would attend.

402* **Coven Heath Allotments.** The minutes of the meeting held 6 October were circulated prior to the meeting, together with the amended Garden Rules for approval. With regard to probationary period, see item 167 below.

It was resolved that the recommendations of the Allotment Committee be approved.

151. **Parish Council Website.** The Council had previously agreed for Mr Sibley to investigate the maintenance of the Parish Council's website. He produced a written report giving details of his proposal, copy circulated prior to the meeting. Mrs J. Jefferies offered to draw up a questionnaire for the Council to use to survey the public in order to find out what they expected from the website. This could be distributed with the next Parish Council Newsletter.

It was resolved that Mrs J. Jeffries produce a draft questionnaire in order for the Council to undertake a survey to determine what the public would like from the website.

167. **Chambley Green Allotments, Coven.** Mrs J. Carr, Mr R. Dakin and the Clerk met with Mr G. Kerr on 16 October, copy of the report was circulated prior to the meeting. Recommendations included increasing the permitted size of sheds and greenhouses, renewal notices to be sent out in January with payment retained at 1 April. New tenancies to be offered from January if possible, with rent payable from 1 April and the Clerk to investigate the feasibility of a stand-by pipe.

It was resolved that the recommended action of the Clerk be approved.

170. **Dole Charity Documents (Archives).** The Brewood Dole Charity trustees had met and had agreed that the three old minutes books may be returned to Staffordshire Archives for safe keeping.

Matter of report.

183. **Bridge 11 Port Lane.** Temporary Traffic Regulation Order received with regard to the overhanging trees in Port Lane. Port Lane would be closed from 8.00am until 5.00pm on 11 November to carry out tree felling work. A copy of the Order had been placed on Parish Council notice boards and Facebook page.

Matter of report.

MATTERS ONGOING:

20/91 **Police Telephone.** Clerk to pursue this with Inspector Knight.

391** **School Lane Playing Field.** Clerk to contact Solicitor regarding the covenant.

141** **The Bront Play Equipment.** Quotes sought to include repair/removal.

256** **Traffic Management.** Church House car park. Dr Taylor advised that he had been unable to arrange a meeting of the Church Wardens/Corser Trust.

It was resolved that the matter of Church House car park be removed from matters ongoing.

CORRESPONDENCE RECEIVED:

187. Mr M. Dunning requested permission to erect a greenhouse (8 x 6) on plot 15 at Coven Heath. Mr A. Lawrence (caretaker) had no objections.

It was resolved that permission be granted.

188. Email from South Staffordshire Housing Association in connection with the recent publicity regarding information posted to its website. Apparently a message and contact information the Parish Council had sent was visible to other visitors to the website. Details of the message were not specified but it was likely to be requesting that the Housing Association cut back weeds and overhanging trees at Coneybere Gardens near the park, which was not particularly sensitive.

Matter of report.

189. Letters from Staffordshire County Council advising of the following: diversion of vehicular traffic at Brewood Road, Coven, prohibiting any vehicle from proceeding that length of Brewood Road between its junction with Poplars Farm Way and Lawn Lane on 24 and 25 November and from its junction with A449 for 50m on 4 and 5 December. Details were posted on the Parish Council's notice board.

Matter of report.

190. Email from South Staffordshire Council advertising Small Business Saturday on 6 December. South Staffordshire Council would be providing free support and promotion to those businesses that take part. Information had been included in the Newsletter and on Parish Council notice boards.

Matter of report.

191. Letter from Royal British Legion inviting Members to the Remembrance Day parade and service on Sunday 9 November. The parade would assemble on the car park at the Branch HQ, Shop Lane at 10.00am. There would be a rehearsal held in church on Tuesday 4 November at 6.00pm.

It was resolved that following Members of the Council would lay wreaths on behalf of the Parish Council. M. Alden-Court for Coven, Mr R. Dakin for Coven Heath, Mrs J. Jeffries for St Mary and St Chad Church Brewood, Cllr Mrs D.M. Holmes for St Mary's RC Church Brewood and Mr J. Pegg for Bishops Wood subject to availability or Dr R. Taylor.

192. Email from Mr P. Webster via M. Alden-Court queried the way the Parish Council had calculated the Precept. Copy of the email and the Clerk's response were circulated prior to the meeting. Clerks Report referred.

It was resolved that no further action be taken.

193. Email from Lindsey Stack from the Highways Agency requesting to attend the meeting of the Parish Council on 27 November to provide information on a new road scheme and improved link between the M54, M6 and M6 toll.

It was resolved that Ms Stack be invited to attend at 7pm to address the Parish Council on 27 November.

194. Email from Charlie Riley of South Staffordshire Housing Association regarding the presentation on the proposed Rural Exception Site given on 25 September and asking for the Parish Council's view.

It was resolved that the Parish Council was unable to support the proposed Rural Exception Site at this stage as the survey information was out of date.

195. Staffordshire County Pension Fund, agenda for the Pension Forum to be held on 4 November at 10.00am. The Clerk would attend, subject to availability.

Matter of report.

196. Email from Mr M. Pearce of South Staffordshire Council's licensing team, advising that an application had been received for a new premises licence to be known as Coven Stores and Off License, Unit 2, The Parade, Brewood Rd, Coven. The licence was for the sale of alcohol for consumption off the premises from 0800 to 20.00 every day of the year. Last date for representation is midnight on 22 November 2014.

It was resolved that the Clerk advise Mr M. Pearce that there were no objections.

197. **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

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

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

- Consultation on Gypsy, travellers and travelling show people ended on the 24th November. Mrs L. Tomkins advised that she had scrutinised the documentation and advised the Parish Council to write to South Staffordshire Council with any comments, which would include comments from Coven Heath residents.
- Cllr Mrs D.M. Holmes had attended a tour of the Veolia complex at Four Ashes and if the Parish Council felt it appropriate the Clerk should contact Veolia to organise a visit for Councillors. It was noted that Veolia was happy to consider funding applications from the Parish Council for future projects.

199. **CHAIRMAN'S REPORT:**

The Chair had nothing to report, she thanked Cllr Mrs D. M. Holmes and Cllr M. Hampson and the Parish Council for their generous donations towards the Coven Christmas Lights event.

200. **FINANCE REPORT:**

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

- The accounts payable as at 30 Oct, plus salaries and additional hours: **be approved**
 - Clerk 39.25 hours
 - Car Scheme Co-ordinator (Assistant Clerk) 37.5 hours
- The bank reconciliation at 30 September, **be approved**

- Q2 Budget Review Report, circulated prior to the meeting, **be approved**

Members were advised that the Clerk was working on recommendations for the 2015/2016 budget. Projects to be considered by the Council, should be submitted as soon as possible.

- Three quotes were received for replacing the box for the Chairman's Chain of Office. Copies circulated prior to the meeting. The existing box was badly torn, replacement was deemed urgent in order to protect the asset of value.

It was resolved that the Clerk obtain a quote for repairing the existing box and report back to the Council.

- Renewal notice for Bishops Wood and Coven Heath Christmas lights insurance: £174.86 each, **be approved**
- Letter of thanks received from St John's First School for receipt of £700 from the Roseclaim grant.
- Letter of thanks received from Royal British Legion for the receipt of £150 donation to the National Poppy Appeal.
- Staffing. Clerk's Report referred.

It was resolved that the arrangement for additional hours for the Car Scheme Co-ordinator be extended until the end of November.

201. **PLANNING REPORT:**

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

- Staffordshire County Council planning application number SS 14/15/6006W. Construction of a new sewage pumping station at land at Old Stafford Road, Slade Heath.

202. **PLAYING FIELDS REPORT:**

Reports received for:

- Bishops Wood playing field and skateboard park, Mrs S. Hughes had submitted a written report.
- Brewood playing field and skateboard park, Mr D. Evans reported the cross bar on one of the goal posts was bent, there was damage to the Veolia sign and the skate ramp would need cleaning but on a whole the playing field was looking really good.
- Coven playing field and skateboard park, Mr R. Dakin reported there was a lot of litter on the field and two bags of rubbish had been collected. The playing field sign was missing and there were two broken downpipe brackets. The tennis nets had been taken down and put into storage.
- The Bront, Mr R. Dakin reported the play equipment needed to be replaced. Mrs L. Holmes suggested getting quotes to compare cost for replacing or repairing the equipment. The Clerk was asked to obtain quotes for repairing as well as replacing the existing play equipment.

203. **CLERK'S REPORT:**

The Council received the written report of the Clerk.

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

- Dr R. Taylor reported that the Gardner / Handyman Mr M. Smith had done an excellent job cutting back the overgrown hedge adjacent to the Council's land in the churchyard and stated that Mr Smith was an asset to the Parish Council.

- Mrs L. Tomkins raised the matter of the Seven Trent pumping Station at Coven Heath.
Recommended action: the matter be placed on the agenda for the next meeting of the Council.
- Mrs L. Holmes gave her apologies for the next two meetings of the Council.

There being no further business, the meeting closed at 9.03pm

..... Chair

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL
HELD 30 OCTOBER 2014**

MATTERS ONGOING

245** **Brewood Bowling Club Lease.** There had been no response from the Bowling Club. The Council's solicitor was checking whether or not the playing field was registered but in any case had been asked to register all land belonging to the Parish Council.

Matter of report.

256** **Traffic Management. Bishops Wood.** Mr M. Keeling had advised Mrs Jeffries that the sharks teeth and roundels for Kiddemore Green Rd in Bishop's Wood were to be done.

Matter of report.

397** **Replacement Fingerpost Coven.** A meeting had been arranged with Mr R. Cox of Wheaton Aston to inspect the fingerpost at School Lane, with a view to replacing it. Members were requested to advise the Clerk of any other fingerposts in the parish that require repair or replacement.

Members' views.

202. **Coven Heath Allotment Car Park.** Mr A. Cousins had agreed to give a quote on behalf of South Staffordshire Council for resurfacing the car park. Mr N. Jeavons had also agreed to quote. Mr W. Buckless had submitted a quote but had not been specific enough, he would therefore be asked to give details of the materials to be used and the size of the area to be resurfaced.

Matter of report.

161. **Internal Audit.** Mr A. Toplis had agreed to visit the Parish Council office on 4 November to begin the audit process for the year end.

Matter of report.

CORRESPONDENCE RECEIVED

192. **Precept Enquiry Coven Playing Field Equipment.** Mr Webster had replied with clarification regarding his enquiry. The matter of the adult exercise equipment would be considered at the Precept meeting in December. However, the earmarked reserves Mr Webster refers to were £12,000 and were not just for adult exercise equipment, a jogging path and play equipment would also be considered. The final equipment would be decided by the community.

Matter of report.

FINANCE

Staffing. The new Assistant Clerk (Gemma) started on 29 October. Due to ongoing training in the role, there would be some additional hours required for cover by the Car Scheme co-ordinator. Extra cover was agreed when Mrs T. Postles resigned. It is hoped that this arrangement would cease at the end of November (last payment would be in Dec salary) if approved.

Members' views.

PLANNING

183. **Planning Application 14/00589/LUP Greenfields, Dirty Lane, Brewood.** Dr R. Taylor raised this at the last meeting of the Council. Brewood Civic Society had written to South Staffordshire Council's Planning team and Gavin Williamson MP expressing concern about the possibility of inappropriate planning

applications being permitted under permitted development rules. Copy tabled. Dr Taylor would like the Parish Council to support the Civic Society in its attempt to have the loophole in the law closed.

Members' views.

OTHER MATTERS FOR THE CLERK'S REPORT

Coven Christmas Lights. There had been an objection to the road closure for the Christmas lights switch on event in Coven which had been rescheduled from Saturday 29 November to Sunday 7 December. The Chair had asked me to write to the complainant. Copy of letter tabled.

Rural Transport Masterclass. There were spaces available on the Rural Transport Masterclass to be held on 14 November between 9.30am and 3.00pm at South Staffs Council dealing with local and national rural transport issues and solutions. The Car Scheme Co-ordinator would be attending.

Interested Members to advise the Clerk.

Christmas Trees. Mr J. Griffin had confirmed that Chillington would be able to supply the Christmas trees for the villages this year. They would be delivered on either the Monday or Tuesday before each event. He had been supplied with the dates of each.

Matter of report.

BT Junction Box, Market Place Letter from Brewood Civic Society requesting that the Parish Council arrange to have the steel box painted green to match the new broadband box.

Recommended action: the matter be placed on the agenda for the next meeting of the Council.

Skateboard Park, Bishops Wood. Letter received from Bishops Wood Village Hall committee in response to the Council's decision to retain the skatepark at the village hall.

Recommended action: the matter be placed on the agenda for the next meeting of the Council.