

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 13 NOVEMBER, 2014 AT 7.30PM

PRESENT:

M. Alden-Court, Mrs. J. Carr, Mr R. Dakin, Mr D. Evans, Mrs J. Jeffries, Cllr Mrs D.M. 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:

PC Peter Clarke, PCSO Mark Griffiths.

APOLOGIES:

Mrs L. Holmes (personal), Cllr. B. Cox, 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.

Mrs L. Tomkins declared a personal interest in planning application 14/00877/FUL.

MINUTES:

The minutes of the meeting of the Council held 30 October 2014 were approved as being an accurate record and duly signed, with the exception of item 199. The Chair had also thanked Cllr. Mrs W. Sutton for her donation towards the Coven Christmas Lights event.

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.

204. **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.

205. **POLICE REPORT:**

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

MATTERS ARISING:

245** **Brewood Bowling Club.** Members of the Bowling Club had asked permission to dig a 'pilot hole' in order to inspect the drainage prior to resubmitting the planning application. The hole would be approximately 1' x 1' x 3' deep, covered with a slab and cordoned off with tape. The investigation would take 48 hours, it would not be necessary to close the playing field. Clerk's Report referred.

It was resolved that permission be granted for Brewood Bowling Club go ahead with the investigation.

245**(1) **Brewood Bowling Club.** Members of the Bowling Club had indicated that they would like to investigate the possibility of using the Community Right to Build under the Localism Act 2011 and had requested information from the Parish Council. Clerk's Report referred.

Matter of report.

397* **Finger Post Coven.** M. Alden-Court, Mrs J. Carr and the Clerk met with Mr R. Cox on 4 November at the fingerpost in Coven. A quote for £500 had subsequently been received from Mr Cox to replace the fingers and repaint the post, a copy of the letter sample was circulated prior to the meeting. Further quotes had been sought. Mr M. Keeling had given details as to why Staffordshire County Council no longer paid for the upkeep of fingerposts. Mr Cox had suggested a form of lettering as it was the most legible but other alternatives were available. Clerk's Report referred.

See Finance Report.

143. **Traffic Regulation Order - New Road, Featherstone.** This matter was raised by Cllr M. Sutton in his report of 11 September. An email was received from Mr J. Hibbs asking whether the Parish Council would support or oppose the order. Copy of letter and map (received 6 November) was circulated prior to the meeting.

It was resolved that the Parish Council support the proposal for implementing a traffic regulation order, reducing the speed limit from 60mph to 40mph on New Road Featherstone.

MATTERS ONGOING:

198a. **Gypsy, Travellers and Travelling Show People Site Allocation Consultation.** Copy of response received from Mrs L. Tomkins. The Parish Council considered the possibility of responding separately. Consultation ended on 24 November 2014. Clerks Report referred.

It was resolved that Mrs. J. Carr, Mr R. Dakin, Mrs J. Jeffries, Cllr Mrs D.M. Holmes, Dr. R.C.H. Taylor and Mrs L. Tomkins attend a meeting on Monday 17 November to discuss a suitable response to South Staffordshire Council.

198b. **Visit to Veolia Site at Four Ashes.** Cllr Mrs D.M. Holmes brought this matter up at the meeting held 30 October. Mr G.E. Martin has expressed an interest in visiting the site. Clerks Report referred.

It was resolved that the Clerk report back with a selection of dates from Veolia and interested Members would advise the Clerk of their availability.

376*. **Legislative Reform Order 2014.** This document contained information concerning alternative methods of payment when cheques were to be abolished. As cheques would be retained, it may not be necessary to change to another method such as online banking. The Parish already made some payments by Direct Debit and had a debit card for purchases up to £500. Standing Orders and Financial Regulations ensured procedures were in place to control the use of the debit card.

It was resolved that the Parish Council would continue using cheques as the principle method of payment until such time as cheques were abolished.

387** **Flooding, Ball Lane, Coven Heath.** Mrs L. Tomkins reported at the meeting of 30 October that the issues previously raised with Severn Trent Water had not been attended to.

It was resolved that Mrs L. Tomkins liaise with the Clerk to arrange a meeting with Severn Trent as soon as possible.

63. **Local Government Transparency Code.** All parish councils were now expected to publish expenditure of over £500 in a single transaction, under the Local Government Transparency Code. The auditor had advised that approval of full Council should be sought to enable details to be published regularly on the Parish Council's website.

It was resolved that details of expenditure over £500 in a single transaction be published on the Parish Council's website.

141. **The Bront Play Equipment.** Email received from Mr A. Badger of Coven in response to the article in the autumn Newsletter regarding the future of the play equipment, copy of the email was circulated prior to the meeting.

It was resolved that the Clerk respond to Mr Badger advising that his comments would be considered along with any others received, in due course.

CORRESPONDENCE RECEIVED:

206. Letter received from Brewwood Civic Society requesting that the Parish Council take on responsibility for painting the steel junction box in Market Place, Brewwood, green in keeping with the other boxes. The Civic Society had stated that they understood that BT had no objections to this proposal.

It was resolved that the Clerk approach BT and enquire if they would paint the steel junction box. The matter would be placed on the agenda again once a response had been received from BT.

207. Letter received from Mr A. Sloane of Bishops Wood village hall in response to the Council's decision to retain the skateboard park at the village hall. Mr Sloane also enclosed a copy of a letter first received at the Parish Council in February 2014 and a copy of a letter sent on behalf of the village hall management committee on 12 November 2002, copies were circulated prior to the meeting.

It was resolved that no further action be taken for six months unless 8 signatures were received, as the Parish Council had previously made a resolution and it would be put on the agenda at a later date. Mrs J. Jefferies to respond to Mr A. Sloane, Clerk to confirm in writing.

208. Email received from Melanie Baines in response to a request from the Chair, to present a Dementia Friends information session lasting 40 minutes to the Parish Council, giving people more of an understanding of what it was like to live with dementia. Mrs J. Jefferies suggested Ms M. Baines may wish to hold a session at the library for the community to attend.

It was resolved that the Chair meet with Ms M. Baines and report back to the Parish Council.

209. **CORRESPONDENCE CIRCULATED:**

Staffordshire Archives Newsletter September 2014

Staffordshire Parish Councils Association Gazette autumn edition and Annual Report

Staffordshire County Council information leaflet regarding Staffordshire Scientific Services

Gavin Williamson Newsletter 28 October

Brewwood Civic Society Minutes of meeting 20 October 2014

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

Cllr Mrs D.M. Holmes had nothing to report.

211. CHAIRMAN'S REPORT:

The Chair, M. Alden-Court reported she had laid a wreath at St Paul's Church, Coven and Malcolm Lockey had given a lovely service. She had also attended the Remembrance service at South Staffordshire Council on 11 November.

212. 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 13 November 2014 income and expenditure, **be approved**. Income Nil Expenditure £1947.87 nett.
- The Direct Debit/Standing Orders from the October reconciliation, **be approved**.
- Mr A. Toplis, internal auditor, had undertaken an assessment of the Parish Council's financial procedures (free of charge) and had quoted £130 plus travelling expenses in order to undertake the internal audit for the year ending 31 March 2015. Mr Toplis had forwarded a letter setting out the terms of engagement based on the Council's requirements.

It was resolved Mr Toplis' quote be accepted and he be appointed formally as the Council's internal auditor.

- The Council considered the three quotes received for replacing the box for the Chairman's Chain of Office at the meeting of 30 October. A quote for repair of the existing box had been received at £50, as requested. Members were asked to approve either repairing the current box, or replacing it at a cost of £250, photographs were circulated during the meeting.

It was resolved that a new box be purchased for the Chairman's Chain of Office.

- Letter from Campaign to Protect Rural England requesting a generous contribution this year from the Parish Council.

It was resolved that a donation of £20 would be made to Campaign to Protect Rural England.

- Christmas bonuses to staff, £35 for those paying tax and NIC contributions and £30 to non-tax payers, **be approved**.
- The payment of telephone allowances to Members (£20 each) and the Clerk (£50), **be approved**. **It was resolved that the matter be discussed at the meeting as the precept be held in December.**
- Replacement of the bulbs for Christmas lights at Parish Council Offices, **be approved**
- Finger Post Coven, **it was resolved that the Council pay for the replacement at a cost of no more than £500.**

213. PLANNING REPORT

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

214. CLERK'S REPORT:

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

- **Cover For Sandy Lane WC.** It was agreed that either Dr. R.C.H. Taylor or Mr M. Webb MBE would open and close the toilets. The Clerk advised that the janitor had agreed to close the toilets later on 30 November when the Christmas lights were switched on in Brewood.

- **Coven Allotments.** The Council had no objections to Mr Vaughan erecting scaffolding on the allotments.

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

Arrangements for the Christmas party were discussed. It was agreed that the party would take place at Dr R. Taylor's house immediately after the meeting of the Council to be held 11 December. Clerk to send out invitations to include Parish Council staff. Members to liaise with the Clerk and Chair regarding food.

There being no further business, the meeting closed at 8:40pm

..... Chair

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL
HELD 13 NOVEMBER 2014**

MATTERS ARISING

245** **Brewood Bowling Club Lease.** Documents received from the Council's solicitor confirm that the land on which the Bowling Club is to be built does belong to the Parish Council. I am now waiting for the club to respond regarding their acceptance of the lease. Details regarding the Community Right to Build have been forwarded to the club secretary for them to pursue.

Matter of report.

198a. **Gypsy, Traveller and Travelling showpeople Site Allocation Consultation.** Copy of response received from Mrs L. Tomkins. The Parish Council may wish to respond separately. Consultation ends on 24 November 2014.

Recommended action: Interested Members to arrange to meet early next week to decide on a suitable response to South Staffordshire Council.

198b. **Visit to Veoila Site at Four Ashes.** Cllr Mrs D.M. Holmes brought this matter up at the meeting held 30 October. Mr G.E. Martin has expressed an interest in visiting the site.

Recommended action: Members interested in visiting the site to advise the Clerk.

MATTERS ONGOING

209** **Vice Chairman's Badge of Office.** The Vice Chair used the badge for the first time at the Remembrance Day Service and noticed that the clasp was bent. The badge had been returned to the manufacturers with covering letter for their comments.

Matter of report.

269** **Superfast Broadband.** Email received from Mr G. Grundy of Staffordshire County Council asking if he may meet with representatives of the Council in order to publicise awareness of the installation of superfast broadband, initially in Coven and Four Ashes and later in Brewood. (Coven Heath and Bishops Wood were not mentioned in the email).

Members' views.

370* **Grit Box, Bishops Wood.** Simon Griffiths of Staffordshire County Council had confirmed that the Ice Busters' grit box would be installed in Bishops Wood this year.

Matter of report.

402* **Coven Heath Allotments.** Mr Sissons had advised that he would be cutting back the trees at Coven Heath Allotments starting on 5 December. He had been asked to leave the wood chippings on site at the far end, away from the plots.

Matter of report.

153. **Canal Bridge – High Green.** Further to this Council's letter to the Canal and River Trust, work commenced on the bridge on 7 November.

Matter of report.

391. **School Lane Playing Field.** Solicitors' charges had been received from South Staffordshire Council. No response had been received from Hedley's Solicitor regarding the legality of the covenant. Instruction as to how to progress the matter is required.

Members' views.

FINANCE

397** **Replacement Fingerpost Coven.** Mr Keeling Staffordshire County Council has replied giving a sample of the Lengthsman's Agreement and details of how the scheme works and outlining why the County Council no longer replaces fingerposts; this appears to be due to the cost and also the difficulty in finding specialist to carry out the work. I have sought further quotes to compare with the one already received. Members are requested to consider whether to agree in principle to pay for the replacement fingers and renovation of the existing post, which should not exceed £500.

Members' views.

371** **Parish Council Maintenance.** The smell of drains in the office which was investigated last year had returned. The contractor at the time suggested that it may be fumes from the central heating boiler. The gas engineer will be contacted with a view to extending the pipe to ensure that the fumes are unable to blow back into the building.

Matter of report.

Office equipment. The laminator had been replaced, the old one (broken) being in excess of five years old. The kettle had also been replaced as it was failing to switch off. The Clock in the Council Chamber had also been replaced. Cllr Mrs D. M. Holmes had been able to source a cabinet for the Dole Charity documents from South Staffordshire Council, free of charge. The replacement photocopier would be delivered on 17 November and installed on 18 November.

Matter of report.

Molehills at Coven Playing Field. The caretaker had reported more moles at the playing field. Traps were put underground on Tuesday.

Matter of report.

OTHER MATTERS FOR THE CLERK'S REPORT

Cover For Sandy Lane WC. The janitor will be on annual leave on 13 and 14 December.

Recommended action: any Members willing to open and close the toilets to advise the Clerk.

Coven Allotments. Mr A. Vaughan had requested permission to erect scaffolding on the allotments at Coven in order to complete the work on his new dwelling which is next door to the allotments. Both affected allotments are rented by Mr Vaughan.

Members' views.