

**BREWOD AND COVEN PARISH COUNCIL**  
WITH BISHOP'S WOOD AND COVEN HEATH

**MINUTES FOR THE MEETING OF THE COUNCIL**  
**HELD IN THE COUNCIL OFFICES, STAFFORD STREET, BREWOOD**  
**ON THURSDAY 8 JANUARY 2015 AT 7.30PM**

**PRESENT:**

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

**IN ATTENDANCE:**

Cllr. Mrs W. Sutton.

**APOLOGIES:**

Cllr. B. Cox (prior meeting), Cllr. Mr M. Hampson (prior meeting), Cllr Mrs D.M. Holmes (prior meeting), Mr G.E. Martin (personal), Cllr. M. Sutton (prior 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 of the Council held 11 December 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.

236. **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 R. Jones of Westgate, Brewood advised that he had contacted South Staffordshire Council regarding the footpaths on Engleton Lane and Sandy Lane / The Pavement as after heavy rain they are covered with thick mud. Cllr Mrs W. Sutton reported Cllr M. Sutton was aware and had taken photographs of Sandy Lane / The Pavement and contacted South Staffordshire Council regarding street cleaning and also Highways. Mr Jones asked the Parish Council to reinforce this information to South Staffordshire Council.

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Mr R. Jones also advised that the canal footpath from Brewood towards the Avenue was now unwalkable due to the amount of mud on the footpath. Mr Jones asked the Council to contact the Canal and River Trust to relay this information.

237. **POLICE REPORT:**

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

Mrs L. Tomkins enquired if the 101 service was still unavailable and if the alternative non-emergency number was still in place.

**It was resolved that the Clerk would confirm if the 101 was available.**

Mrs J. Jefferies reported that she was one of the first at the scene of a road traffic accident on the Brewood to Coven Road on New Year's Eve. It had taken 34 minutes for an ambulance to arrive at the scene.

**It was resolved that the Clerk write to the 999 Control Room regarding the emergency services response time.**

Mr J. Pegg informed the Council that whilst out on a Boxing Day walk he had come across some bags which had been dumped down a country lane. The bags contained cannabis plants and was reported to the Police. The Police were not interested and the bags were still there.

**It was resolved the Clerk write to Inspector G. Knight, Staffordshire Police advising him.**

**MATTERS ARISING:**

245\*\* **Brewood Bowling Club.** The bowling club committee had approached Sports England for funding and had confirmed verbally that the lease as it stood, was acceptable.

**Matter of report.**

256\*\* **Brewood Traffic Management.** Members considered the content of the minutes of the Traffic Management Working Party held 24 November, copy circulated prior to the meeting.

**It was resolved that the minutes of the Traffic Management Working Party held 24 November be approved as an accurate record.**

206. **BT junction box Market Place.** Email received from BT Openreach advising that the junction box was not the property of BT. Further investigations were ongoing to ascertain ownership.

**Matter of report.**

**MATTERS ONGOING:**

397\* **Finger Post Coven.** Mrs J. Carr commented that the finger post had been refurbished and looked really smart.

**Matter of report.**

25. **Dog Fouling Signs.** Voicemail message received from Mrs Broom of Stafford Street objecting to the temporary dog fouling sign in Stafford Street and suggesting setting up a scheme. Clerk's Report referred.

**It was resolved that no action be taken.**

193. **M54 and M6 Link Roads Consultation.** Clerk's Report referred. Further email received from Ms L. Stack. The Highways Agency wanted to make a presentation to the Parish Council as soon as possible as the consultation ended on 30 January.

This had previously been arranged for 27 November but was cancelled by Ms Stack at short notice.

**It was resolved that the Clerk advise the Highways Agency that attendance at a meeting was unnecessary as Members had been to the recent presentation and felt that the link road would not impact greatly on the Parish.**

#### **CORRESPONDENCE RECEIVED:**

238. Email received from Lesley Beard of the Canal and River Trust inviting Members to consider joining the North Wales and Borders Partnership in order to give local people a voice in development and management of their waterways. Further details available from the Clerk.

**No resolution was made.**

239. Letter received from NALC advising of changes to Council's Quality Council status. From 6 January 2015 it was necessary to apply for either automatic transition to the Foundation level or for a break in status to give 12 months free accreditation. Deadline for application was 31 January.

**No resolution was made.**

240. Email received from Staffordshire County Council regarding a conference focussing on the condition of Staffordshire War Memorials and ways of maintaining and preserving them, to take place on Saturday 28 February between 10.00am and 4.00pm at County Buildings, Stafford.

**It was resolved that the Clerk ascertain if the conference was open to the public or just Councils and advise Mrs J. Carr accordingly. Interested Members to advise the Clerk if they wished to attend.**

241. Letter received from Mrs J. Edwards, resigning as the Parish Council's representative on the Bishops Wood village hall committee, a copy of the letter was circulated prior to the meeting. Mr J. Pegg to present a copy of the letter at the next meeting of the village hall committee. Mr J. Pegg offered to become the Council's new representative on the committee.

**It was resolved that the Clerk write a letter of thanks to Mrs J. Edwards. It was approved for Mr J. Pegg to become the Parish Council's representative on the village hall committee.**

#### 242. **CORRESPONDENCE CIRCULATED:**

Staffordshire Wildlife Trust autumn/winter edition

Staffordshire PCC notice 'Police in South Staffordshire should not deal with own complaints'

Gavin Williamson December newsletter

Veolia Consultative meeting: postponed

#### 243. **DISTRICT/COUNTY COUNCIL'S REPORT:**

Cllr. Mrs W. Sutton reported that the funeral of Rex Roberts OBE would take place at 1:30pm at St Mary and St Chad, Brewwood, followed by a private ceremony at Stafford.

#### 244. **CHAIRMAN'S REPORT:**

The Chair reported that she had been asked by Mrs Roberts to speak at the funeral of Mr Rex Roberts OBE.

#### 245. **FINANCE REPORT:**

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

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- The accounts payable as at 8 January 2015, **be approved.**
- The Financial Summary – Cashbook for the month of November, **be approved.**
- The salary payments made at the end of December, including 16 additional hours for the Car Scheme Co-ordinator worked during November and Christmas bonuses as previously approved, **be ratified.**
- The council considered the request for repayment of £300 to Mr I Gough who represents AFC Milestone. He had emailed to advise that he had inadvertently paid the money from his personal bank account rather than the football team's account.  
**It was resolved that £300 be repaid to Mr Gough following receipt of the bank statement to confirm this was the case.**
- The Parish Council's proposed budget expenditure of £355,162 and precept of £138,483 for the financial year 2015/16, as recommended at the Special Meeting of the Council held 8 January 2015, **be approved.** Copy circulated prior to the meeting. This matter was resolved following the Parish Council's approval of the recommendations of the Staffing Committee at the end of the meeting (see item 226 below). Clerk to submit the approved precept demand of £138,483 to South Staffordshire Council.
- Consider the quotes for removal of the Trim Trail equipment at The Bront. **It was resolved to defer the matter to the next meeting of the Council.**
- Consider the quotes for resurfacing of the car park at Coven Heath allotments. **It was resolved to defer the matter to the next meeting of the Council.**
- Membership with Staffordshire Wildlife Trust at £42 for the forthcoming year, **be approved.**

#### 246. PLANNING REPORT

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

SS 14/20/636 W. Application to vary conditions 1 and 35 of planning permission SS11/16/636 W to increase the permitted throughput of the Staffordshire Energy recovery facility to 340,000 tonnes per annum and to vary the time period for submission of traffic surveys at The Dell, Enterprise Drive, Four Ashes. **It was resolved that no comment be made.**

14/00421/UNDEV. Confirmation received from South Staffordshire Enforcement Team advising that additional work at Sandy Lane would require planning permission and that further action would be taken by South Staffordshire Council and Highways.

**Matter of report.**

#### 247. 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 substantial amount of water on the field, even after the instalment of land drains. All equipment needed a good clean. The goal crossbar still needed to be replaced and next winter, consider removing the zip wire seat.

- Coven playing field and skateboard park, Mr R. Dakin reported there was a lot of litter collected from the field. The aerial runway seat was still not connected and the hole in the wire fencing around the tennis court needed looking at again.
- The Bront, Mr R. Dakin reported that the pathways were very muddy and the amount of dog fouling was getting worse.

248. **CLERK'S REPORT:**

The Council received the written report of the Clerk.

**ANY OTHER MATTERS OF REPORT:**

Mr R. Taylor requested that the Council write a letter of thanks to Reverend Charmaine Host of St Mary and St Chad for her service to Brewood and Bishops Wood over the last 6 years.

Mrs L. Holmes expressed an interest in attending the Veolia Site visit on 21 January.

**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 2.23(a).**

226. **Staffing Committee.** To receive the confidential minutes of the Staffing Committee meeting held on 17 December and approve the recommendations, a copy of the minutes were circulated prior to the meeting.

**It was resolved that with effect from 1st April 2015 the salary scale for the post of Clerk be paid at LC2 SCP 35 within scale 35 to 38 (points above the substantive range). The salary scale for the post of Assistant Clerk be paid at LC1 SCP 18 within scale 18-22, progression to SCP 25 at the discretion of the Council. These recommendations were in line with the observations made by the Council's internal auditor over two years as outlined by the Society of Local Council Clerks' Job Evaluation Scheme and in conjunction with the Job Description for the post of Assistant Clerk.**

226.1 **It was resolved that the Car Scheme Co-ordinator be asked to work on the Parish Guide from 12.30pm to 1.00pm each day until it was completed (1<sup>st</sup> March at the latest). A maximum of ten additional hours be made available during January 2015 in order to carry out archiving and weeding of files. Tasks included on the Assistant Clerk job description would continue be carried out by the Assistant Clerk i.e. allotment renewals and general filing.**

226.2 **It was resolved that payment for 5.5 additional hours be made. The Car Scheme Co-ordinator would be made fully aware that in future authorisation must be sought from her line manager prior to working any additional hours.**

229. **It was resolved that the Council accepted the 2014-16 National Salary Award. The increase on current spinal column points effective from 1 January 2015. A non-consolidated one-off pro rata payment for employees on SCPs 5-49 be paid in December 2014 and employees on SCPs 26 – 49 in April 2015. If an employee had more than one post, the non-consolidated payments would apply to each post.**

There being no further business, the meeting closed at 8.35pm.

..... Chair

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL  
HELD 8 JANUARY 2015**

**MATTERS ARISING**

183. **Amendment to the Town & Country Planning Order.** Email received on behalf of Jeremy Lefroy MP advising that Mr Lefroy was liaising with Gavin Williamson with regard to this matter.

**Matter of report.**

**MATTERS ONGOING**

269\*\* **Superfast Broadband.** Email received from Mr G. Grundy advising that Coven has full coverage.

**Matter of report.**

397\*\* **Fingerpost, Coven.** The fingerpost at Coven has been fully refurbished.

**Matter of report.**

25. **Dog Fouling Signs.** Voicemail message received from Mrs Broom of Stafford Street objecting to the temporary dog fouling sign in Stafford Street and suggesting setting up a scheme. I have been unable to contact Mrs Broom for further information. Members' views are sought regarding how to respond to the complaint. The sign has since been relocated by the handyman.

**Members' views.**

105. **Wall Rear of Sandy Lane WC.** Miss Simpson visited the office to advise that she has had a builder inspect the wall. He has confirmed that the wall is stable. She has given permission for the Parish Council to remove any loose bricks that may be in danger of falling into the gap between the property and the toilet block. She also advised that the wall was not a retaining wall, it was the outer wall of a building that was demolished some years ago. She agreed to email the Parish Council to give written confirmation of this.

**Matter of report.**

193. **M54 and M6 Link Roads Consultation.** Further email received from Ms L. Stack. The Highways planning team would like to make a presentation to the Parish Council as soon as possible as the consultation ends on 30 January. This was previously arranged for 27 November but was cancelled by Ms Stack at short notice. They are happy to attend the next Council meeting of 29 January. However, Members may wish to arrange a date during the next two weeks.

**Members' views.**

**OTHER MATTERS FOR THE CLERK'S REPORT**

Members are reminded that the funeral of Rex Roberts OBE will take place on 9 January 2015 at St Mary & St Chad's church, Brewood at 1.30pm.