

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 29 JANUARY 2015 AT 7.30PM

PRESENT:

Mr A. Ball, Mr R. Dakin, Mr D. Evans, Cllr Mrs D.M. Holmes, Mrs J. Jeffries, Mrs L. 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. B. Cox.

APOLOGIES:

M. Alden-Court (official council business), Mrs. J. Carr (prior engagement), Cllr. M. Hampson (prior meeting), Cllr. M. Sutton (personal), Cllr. Mrs W. Sutton (personal).

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 8 January 2015 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.

249. **PUBLIC PARTICIPATION**

The Chair moved that the meeting be adjourned for a period of no more than fifteen minutes to allow any elector of the parish or his/her representative to raise or question any issue appertaining to proper Parish Council business.

Mr R. Hancox of Brewood Bowling Club reported on the progress of the Bowling Club and asked each Member to complete a survey form which would support the application for grant funding. Mr J. Ashfield showed a copy of the draft plan that would be submitted to the planning authority. Mr B. Hemingway advised that there were two amendments to the previous plan: the situation of the club house had moved in order to screen it by trees and the installation of a rain water collection tank. It was noted that the green had been incorrectly recorded as extending to the boundary; this would be reconciled prior to submission.

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Mr P. Mullard of Horsebrook Lane, Brewood expressed his concern regarding the Police coverage in Brewood and the other villages within South Staffordshire. He was not happy that the public was being asked to report incidents on-line rather than via 999 and asked that Parish Councils state that they were not happy with the Police coverage.

250. **POLICE REPORT:**

No Police Report was received.

Mrs J. Jefferies reported that she, Cllr. D.M. Holmes and Mr M. Webb MBE attended the Locality 2 Police Forum held 28 January 2015. Mrs J. Jefferies stated that £23m cuts were to be made, hoping not to be from the frontline. There would be a reduction in Police Constables but an increase in PCSOs.

Maggie Quinn from South Staffordshire Council Crime Reduction team, said improvements had been made to the 101 number. She vociferously enforced that if a crime was in progress people must dial 999.

In early February, Staffordshire Police and Crime Commissioner Matthew Ellis would be putting together a Safer Neighbourhood Panel which would consist of one elected District Council member, one magistrate, five members of the public, one being from the business community. The panel would decide its own remit. Helen Marshall of South Staffordshire Council had been asked to provide guidance on the use of 101 and 999 to be included in the Parish Council newsletter.

Mr J. Pegg reported that the bags of cannabis discovered over Christmas had been since dealt with by the Police.

MATTERS ARISING:

70. **Library Restructuring.** Letter received from Mr M. Lawrence Cabinet Member for Children and Community Safety Staffordshire County Council regarding amendments to the proposed model for Staffordshire Libraries. A final decision about the revised model would take place on 18 February. Information about the new model would be available on www.staffordshire.gov.uk/connectedlibraries

Matter of report.

105. **Wall Rear of Sandy Lane WC.** Email received from Miss A. Simpson advising that she had had the wall inspected by a local builder who had advised that there was no immediate problem. Miss Simpson had given permission for the Parish Council to remove any loose debris from the top of the wall. She was concerned that there was an electricity cable running along the top of the embankment behind the toilet building which was not on her property. It was noted that this was not Parish Council property.

Matter of report.

143. **Speed Restrictions, New Road, Featherstone.** Confirmation received advising that Staffordshire County Council proposed to make a Traffic Order to impose a 40 mph speed limit on New Road, Featherstone.

Matter of report.

183. **Permitted Development Legislation.** Copy of a letter received from Brandon Lewis MP, Minister of State for Housing and Planning to Gavin Williamson MP advising that a local planning authority could consult with the community about whether there were circumstances that merit withdrawal of permitted development rights on a particular area using Article 4 direction. No details included as to how Gavin Williamson intended to proceed. The Civic Society would be taking the matter up with South Staffordshire Council.

Matter of report.

194. **Affordable Housing.** South Staffordshire Housing Association had forwarded a letter and survey they intended to send out, copy of the letter was circulated prior to the meeting.

It was resolved that the content of the letter be approved. Mrs J. Jeffries to proof read the letter prior to it being forwarded to SSHA.

198b. **Visits to Veolia.** Visits to the Veolia Plant at Four Ashes took place on 21 and 27 January.

Mr W. Webb MBE reported how informative and well presented the visits had been and requested the Clerk write a letter of thanks to Veolia. Mr R. Dakin was concerned that the netting over the lorries was too loose, allowing rubbish to escape and cause litter.

It was resolved that the Clerk write a letter of thanks to Veolia.

222a.13 **Instant Access Bank Interest (5500).** Email received from Mr M. Davies of CCLA offering to make a presentation to the Parish Council regarding investments specific to local councils.

It was resolved that the Clerk arrange a suitable time on a Thursday evening prior to the full Council meeting for Mr Davies to address the Parish Council.

246. **Planning Applications.** (Considered at the meeting held 8 January). Cllr Mrs W. Sutton had forwarded details of the legislation surrounding clay pigeon shooting; a copy was circulated prior to the meeting. Also received was a supplementary report from Veolia which had been forwarded to Mrs L. Holmes for information and confirmation that listed building approval had been sought from South Staffordshire Council regarding alterations to Blackladies, Brewood. Dr R. Taylor stated that the documentation regarding clay pigeon shooting was not relevant to this site.

It was resolved that the Clerk contact South Staffordshire Council for clarification on clay pigeon shooting and report back to the Parish Council if necessary.

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.

It was resolved that Mrs J. Jeffries liaises with the Clerk to write a letter to express the Parish Council's disappointment at the lack of community involvement with regard to its recent dealings with the Canal and River Trust over the sandstone blocks at Bridge 11, which were of local interest to Brewood and should be retained in the village.

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.

It was resolved that the Clerk apply for reaccreditation and obtain further information regarding the benefits of retaining Quality Status.

MATTERS ONGOING:

The Canal and River Trust had acknowledged the Council's request to recover the sandstone from the canal at Bridge 11. Confirmation received from the Canal and River Trust advising that the sandstone had been removed to the operation yard as it would be required for future repairs.

See item 238 above.

391*. **School Lane Playing Field.** Solicitor to pursue and advise the Council accordingly. It had been noted that the address should be School Lane, Coven not Brewood.

It was resolved that the Clerk contact the developer to ascertain measurements of the land that was under discussion.

It was resolved that item 198b be removed from Matters Ongoing.

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CORRESPONDENCE RECEIVED:

251. Emails received from Liz Sanderson and Mr A. Halden of the Community Council of Staffordshire asking the Parish Council to sign an e-petition against cutting funding from the Department for Environmental Food and Rural Affairs, which impact on the Community Council of Staffordshire. The e-petition could be accessed at <http://epetitions.direct.gov.uk/petitions/73418>. Clerks Report referred. Further email received from Mr A. Halden of the Community Council of Staffordshire advising that DEFRA had agreed to maintain its investment of £2.3m for 2015/16, therefore there was no need to complete the e-petition.

Matter of report.

252. Email received from Karen Roper of SPCA requesting that the Parish Council join with Shropshire Association of Local Councils concerning proposals of Shropshire Council not to remit the Council Tax Support Grant to local councils. The Parish Council had been requested to complete details of its Council Tax Support Grant and % reduction in budget in order to get a nationwide picture. South Staffordshire Council had also taken the decision not to pass on the grant next financial year.

It was resolved that no comment be made.

253. An Emergency Temporary Traffic Regulation Order had been received advising that Newport Street, Brewood would be closed from 14 January for 21 days. A copy had been placed on the Parish Council notice board and Facebook page.

Matter of report.

254. Letter received from the Community Council of Staffordshire requesting details of village festivals and events for 2015.

It was resolved that Members advise the Clerk of any forthcoming events for inclusion in the diary of events.

255. Letter received from Entrust Governor Services, advising that the term of office for the Local Authority Governor, Brewood and Wheaton Aston Federation, Mr Richard Taylor would end on 25 April 2015 and asking for nominations.

It was resolved that the vacancy for Local Authority Governor be advertised on Parish Council notice boards.

256. Letter received from Staffordshire Police advising that due to operational and welfare needs it had been necessary to replace PCSO Mark Griffiths with PCSO Adam McAree with immediate effect. Mrs J. Jefferies reported that this was for PCSO Mark Griffiths' own personal development.

Matter of report.

257. The Council's handyman had reported that the bus shelter on the A449 had been demolished.

It was resolved that the Clerk obtain quotes to replace the shelter and investigate whether the cost of replacement could be claimed through the Parish Council's insurance cover.

258. Email received from Maggie Quinn of South Staffordshire Council advising the Locality 2 Forum would take place on 28 January 2015.

Police Report referred.

259. Letter received from Community Council of Staffordshire regarding the Best Kept Village competition 2015. Three entry forms had been included. The sum of £100 had been set aside in the 2015-16 budget to cover administration costs. Dr R. Taylor expressed it was the 60th anniversary of the Best Kept Village and encouraged all villages to enter. Mrs L. Holmes reported that Coven would not be entering.

It was resolved that Members advise the Clerk which villages intend to enter the competition.

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260. Email received from SPCA regarding the change to legislation to enable the use of electronic communications in the sending of summonses to Members which comes into effect on 30 January 2015. Members may only receive summonses electronically where they consent to it being transmitted by this method and they may at any time withdraw their consent. Members were asked to consider receiving documents via email. Hard copies would be available from the Clerk.

It was resolved that the Parish Council would not adopt the electronic method of receiving communication. Members wishing to receive correspondence via e-mail to advise the Clerk.

261. Email received via the Council's website enquiring as to whether or not the Parish Council was proposing to develop a Neighbourhood Plan under the Localism Act and if not, what was the reason for declining to develop such a plan. It had previously been resolved not to develop a Neighbourhood Plan due to high cost and limited resource.

Matter of report.

262. Email received from Mr P. Robinson advising that he had recently published a book called Coven in Times Past and had asked if it would be possible to display a leaflet on Parish Council notice boards. It was noted that Parish Council notice boards were for official notices and Parish Council business only.

It was resolved that the Clerk advise Mr Robinson that leaflets may be placed on village hall notice boards with consent of village hall committees.

263. Correspondence received from Coven Heath Residents Association regarding possible contravention of planning regulations at Middle Lane, Coven Heath. Mrs L. Tomkins reported that Middle Lane was being over used by huge vehicles and there were several animals being kept on the land. There is no power or water to the sight and the gate is broken. Cllr. B. Cox would speak to legal and advice.

It was resolved that the Parish Council wait until information was received from Cllr. B. Cox before considering what action, if any, to take.

264. Email received on behalf of the Chair of South Staffordshire Council inviting the Chair of the Parish Council to a civic dinner on 14 March at the Moat House, Acton Trussell. Tickets were £36 each in aid of Brain Tumour Research.

Matter of report.

265. Email received from South Staffordshire Council advising of an election candidates and agents briefing session to be held at the council offices in Codsall on Thursday 12 February between 2.00pm and 5.00pm.

It was resolved that interested Members advise the Clerk.

266. Email received from South Staffordshire Partnership advising of a series of training modules arranged for 11 Feb 9.15am – 1.00pm at South Staffordshire Council offices, to increase awareness of the potential risks and problems people in South Staffordshire may be facing. The event would look at deafness, autism and managing medicines.

It was resolved that interested Members advise the Clerk.

267. Email received from Angus Parker requesting that two fundraising events be placed on the Parish Council website: an 80s music spectacular and an evening of jazz.

It was resolved that the Clerk advise Mr Parker that the fundraising events would be placed on the Parish Council's Facebook page.

268. Cover for Sandy Lane WC. The janitor would be on annual leave from the afternoon of 16 Feb until the evening of 20 Feb.

It was resolved that Mr M. Webb and Mr R. Dakin would open and close Sandy Lane WC whilst the Janitor was on annual leave.

269. Email received from South Staffordshire Council giving details of a grant scheme to fund activities for young people in South Staffordshire and asking for details to be distributed to the appropriate groups. Closing date for applications was 24 February. Clerk to ascertain whether or not Parish Councils may apply for a grant under the scheme.

It was resolved that details be posted on the Parish Council notice boards and Facebook page and the Clerk to advise Brewood Bowling Club, Scouts and Brewood Junior Football Club.

270. The Chair, M. Alden-Court had requested to be copied in to all correspondence received at the Parish Council offices, including emails. Members agree that the Clerk would prioritise the workload and bring relevant matters to the attention of the Chair. It was noted that any correspondence was readily available by appointment in the office to any Member wishing to see it.

It was resolved that the Clerk would not forward all the correspondence received in the office to the Chair.

271. **CORRESPONDENCE CIRCULATED:**

Gridline Magazine

Staffordshire Police launch of a new service offering free advice to businesses who are victims of crime
SPCA Bulletin 15 January and 22 January

Codsall Community Arts Festival Piano Recital 8 March

Staffordshire PCC: Independent Panels welcomes new members; People Power Fund awarded £2000 to
Bilbrook Parish Council Allotment site to upgrade fencing and prevent theft

Email advertising Telford Jobs Fair 13 March 10.00am until 2.00pm at the Park Inn Radisson

Brewood Civic Society Minutes of the meeting held on 19 January and copy letters

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

Cllr. B Cox reported that the District Council was within budget for this year. The budget had been frozen this year and would be frozen for the next two years at 2%. The Council continued to be prudent, and would benefit from a £76,000 government reward for not increasing the Council Tax and even if it increased the Council Tax by 50% it would still be the lowest in Staffordshire. If it increased by as little as 2p the reward would be lost; any greater increase would result in a referendum which would cost £74,000. Members should be aware that there may be capping of Parish Councils in the future.

South Staffordshire Council were re-writing its Constitution which had remained unchanged since 1974. The new Constitution would be much simpler and the duties of committee would be looked at. Planning would have a separate committee which would consider planning matters from beginning to end.

273. **CHAIRMAN'S REPORT:**

The Vice-Chair Mrs J. Jeffries had nothing to report other than the information given under the Police Report.

274. **FINANCE REPORT:**

The Council received the Finance Report from the Clerk in the absence of the Head of Finance, Mrs J. Carr and resolved the following matters:

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- Accounts payable as at 29 January 2015, **be approved** including salary payments for January including non-consolidated one-off payments and additional hours 16.25 for the car scheme co-ordinator as approved at the meeting of the full Council on 8 January 2015.
- Financial Summary – Cashbook reconciliation for the month of December including the Direct Debits/Standing Orders arising from the December reconciliation, **be approved**.
- Budget Comparison Report for Q3 2014/2015, copy circulated prior to the meeting, **be approved**.
- Quotes received for removal of the Trim Trail equipment at The Bront, details of the quotes were circulated prior to the meeting.
It was resolved to accept the quote received from South Staffordshire Council.
- Quotes received for re-surfacing of the car park at Coven Heath allotments, details of the quotes were circulated prior to the meeting.
It was resolved to accept the quote received from Senwod Contracting Ltd.
- Renewal of membership with Fields in Trust at £50 for the forthcoming year, **be approved**.
- The Purchase of 20 Good Councillor Guides at £2.50 each including postage in advance of the May 2015 elections, **be approved**.
- Consider the request from the Chair for the Parish Council to make a donation of £25 - £50 to Diabetes Research as requested by the family of Cllr. R. Roberts OBE.
It was resolved that a donation of £50 be made under s137 to Diabetes Research as requested by the family of Cllr. R. Roberts OBE.

The Council received a letter from Brewood & District First Responders thanking the Parish Council for approving a grant from the 2015-16 budget.

222. **Precept Demand.** The loan repayment for 2015-16 was less than anticipated and had been restated as £11,953 resulting in a small saving of £308. Clerk's Report referred.
It was resolved that the amendment be approved.

Mrs L. Holmes left the meeting.

275. PLANNING REPORT

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

Planning Application Ref SS. 14/18/655 W. Change of use of existing industrial units to accommodate a facility for the thermal recycling of asbestos wastes at Units 5a and 5b Sprint Industrial Estate, Station Road, Four Ashes. **The Parish Council resolved to make no comment.**

Notification to carry out tree works within a Conservation Area at Brewood Fire Station, Bargate Lane, Brewood.

276. **CLERK'S REPORT:**

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

Letter received from Mr F. Barrett asking that the Parish Council give consideration to increasing the number of Parish Councillors for Coven Heath.

It was recommended that this be placed on the agenda for the next meeting of the Council when further information would be available.

Office Health & Safety. Mrs J. Jeffries had recommended that the wooden panel in the door to the Clerk's office be replaced with safety glass.

It was recommended that this be placed on the agenda for the next meeting of the Council.

Noticeboard Brewood. The doors of the noticeboard outside the Parish Council office blew off in the wind on 28 January.

It was recommended that the Clerk seek quotes for a replacement in-keeping with the Conservation Area.

Bus Service. Dr Taylor had received a number of complaints about the bus service. On Wednesday 28 January three buses did not leave Wolverhampton. The buses had also been breaking down and members of the public had to pay to use the West Midland bus service. Although this was not really a matter for the Parish Council, Members were asked to consider if any action may be taken.

It was recommended that the Clerk write to the County Council expressing dissatisfaction with the 878 service.

There being no further business, the meeting closed at 9.35pm.

..... Chair

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL
HELD 29 JANUARY 2015**

MATTERS ONGOING

391*. **School Lane Playing Field.** Draft letter received from the solicitor to be sent to Mr A. Monckton. Copy tabled for approval. It has been noted that the address should be School Lane, Coven not Brewood.

153. **Sandstone Block Bridge 11.** Further confirmation received from the Canal and River Trust advising that the stones have been removed to the operation yard as they will be required for future repairs.

CORRESPONDENCE RECEIVED:

251. **Community Council of Staffordshire.** Email received from Mr A. Halden of the Community Council of Staffordshire advising that DEFRA had agreed to maintain its investment of £2.3m for 2015/16. There is therefore no need to complete the e-petition.

Matter of Report.

FINANCE

222. **Precept Demand.** The loan repayment for next year is less than anticipated and has been restated as £11,953 resulting in a small saving of £308. As this has been vired to contingency there is no overall change to the precept demand.

Members are requested to approve the amendment.

PLANNING

Brewood Bowling Club. The draft planning application has been received from the Bowling Club form information. Mr Hemingway has assured me that the formal plan will be amended as the draft one shows the Bowling Club boundary directly adjacent to the properties to the rear of Micklegate rather than level with the left hand boundary fence of 28 Crestwood Park.

Matter of report.

OTHER MATTERS FOR THE CLERK'S REPORT:

Blocked Drain-The Pavement. This has been reported on more than one occasion to both South Staffordshire Council and Stafford County Council. Mr S. Griffiths has reported that he has arranged to unblock the pipes further up the system using a machine. No date was given as to when this might be.

Letter received from Mr F. Barrett asking that the Parish Council give consideration to increasing the number of Parish Councillors for Coven Heath.

This will be placed on the agenda for the next meeting of the Council when further information will be available.

Office Health & Safety. Mrs J. Jeffries has recommended that the wooden panel in the door to the Clerk's office be replaced with safety glass. This is probably something that the Handyman can do.

Members' views.

Noticeboard Brewood. The doors of the noticeboard outside the Parish Council office blew off in the wind on 28 January. As the board is too old to repair, Members are asked to approve replacing it. The Clerk will seek quotes for a replacement which is befitting the Conservation Area.

Members' views.

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Bus Service. Dr Taylor has received a number of complaints about the bus service. On Wednesday 29 Jan the 3.05, 4.05 and probably the 5.05 did not leave Wolverhampton. It has also been breaking down and members of the public have to pay to use West Midland buses. Although this is not really a matter for the Parish Council, Members are asked to consider if any action may be taken.

Members' views.