

**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 9 APRIL 2015 AT 7.30PM**

**PRESENT:**

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

**IN ATTENDANCE:**

Cllr B Cox, Cllr M. Hampson.

**APOLOGIES:**

Mr G.E. Martin (illness), Mrs L. Tomkins (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 held on 26 March 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.

339. **PUBLIC PARTICIPATION:**

David Hunt of 18 Oakleys, Brewood spoke regarding the future of Brewood library and asked for the Parish Council's support in trying to retain at least one paid member of staff and also for ideas as to how the library could be run in future.

Ian Carless of 3 Newport Street, Brewood pointed out that the most recent Parish Council newsletter had stated that no feedback had been received from Staffordshire County Council following the public meeting held on 18 February.

9 April 2015

Cllr M. Hampson announced that he would not be standing for re-election and wished the Parish Council all the best for the future. Mrs L. Holmes thanked Cllr Hampson and said he was spoken of very highly.

340. **POLICE REPORT:**

No Police Report was received.

**MATTERS ARISING:**

374\*. **Bishops Wood Skate Park.** Letter received from Mrs K. Westwood of Royal Oak Drive, Bishops Wood, expressing her surprise and alarm that the skate park at Bishops Wood had been dismantled without reference to any residents, a copy was circulated prior to the meeting. Clerk's Report referred.

**It was resolved that Bishops Wood Village Hall Committee be given two weeks in which to respond to the letter of 2 April and provide the information requested at which time the Parish Council would reconsider its position.**

**It was further resolved that the Clerk reply to Mrs Westwood's letter and invite her to attend the meeting to be held between the Parish Council and Village Hall Committee, once arranged.**

70. **Library Consultation.** Copies of correspondence received between Gavin Williamson, Mr Philip Atkins (leader of Staffordshire County Council) and Mr I. Carless and an overview of the 'Save Brewood Library Campaign' received, circulated prior to the meeting. Members were unanimous in supporting the campaign.

**It was resolved the Clerk write a letter to Mr Atkins supporting local views and expressing that the Parish Council had no confidence in the County Council Members and officers with regard to the consultation process and requesting information as to exactly what the proposals were. Copies to be sent to Gavin Williamson and Cllr M. Sutton.**

287. **Winter/Spring Newsletter.** Email from Mr P Smith complimenting the Council on the format of the newsletter which was easier to read with improved layout.

**Matter of report.**

304. **Notice Board.** The insurance company had confirmed that the Parish Council Noticeboard was not covered by the policy, also see Finance.

**It was resolved that from the renewal date in June, the insurance policy be extended to cover all Parish Council noticeboards, including the one donated to Jubilee Hall by the Parish Council.**

311. **Local Pensions Board.** Further letter from the Local Government Pension Scheme requesting nominations onto the Local Pensions Board. The closing date for this had been extended to 17 April due to expressions of interest being low. Members were asked to consider becoming members on the board to oversee compliance with pension scheme regulations.

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

313. **Extension to Burial Ground, Coven.** Mr D. Evans requested that the Parish Council considered providing a central burial site, in conjunction with South Staffordshire Council. It was unclear what the Parish Council's responsibility was. A survey was carried out 12 years ago. Details would be held in the archives.

**It was resolved the Clerk ascertain the Parish Council's responsibilities with regard to the provision of burial grounds and report back to the Council in due course.**

**MATTERS ONGOING:**

295. **CPI Bid.** Dr Taylor, and the Clerk met with Mr Downes of Senwod Construction regarding a quote for upgrading footpath 3 in Brewood where it crossed the stream. Mr Downes to submit a quote in advance of the deadline of 31 May. The Clerk to approach further contractors for competitive quotes.

**Matter of report.**

391\* **School Lane Playing Field.** Email sent to the solicitor requesting available dates to meet, no response received. The Clerk to follow this up as a matter of urgency.

**Matter of report.**

269\*\* **Superfast Broadband/Internet Connection.** BT unable to process the order for fibre broadband. Transfer to the new contract would be organised as soon as is possible. The office had been without telephone or internet since Tuesday as the line was not reconnected when the new telegraph pole was erected on Monday evening. The Clerk and Assistant Clerk were forced to carry out some work from home. Clerk to investigate whether or not compensation from BT was payable.

**Matter of report.**

135. **Affordable Housing.** SSHA undertook a new housing needs survey which was distributed to residents March 2015. Information was also included in the newsletter. The date for returned forms was extended to 7 April and this reminder put on the Parish Council's Facebook page.

**It was agreed that items 237, 296 and 298 be removed from Matters Ongoing.**

**CORRESPONDENCE RECEIVED:**

341. The Local Government Transparency Code 2015. Parish Council now obliged to publish expenditure over £500 on a quarterly basis, together with other information including tenders over £5,000. Information regarding land, grants and assets and its constitution must be published on an annual basis. The website has been developed in order to make this information accessible for the general public.

**Matter of report.**

342. Staffordshire Fire and Rescue Service - Community Safety Options consultation. Events and activities were organised across the County to discuss options with local stakeholders. Further information was available at [www.staffordshirefire.gov.uk](http://www.staffordshirefire.gov.uk).

**It was resolved that Members complete the on-line questionnaire.**

343. Email from Mr L. Jamieson of South Staffordshire Council inviting interested parties to the V Festival briefing, held on 11 June from 10.30am to 12 noon.

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

344. Email from Age UK advising a number of volunteering roles in the community.

**It was resolved that details be placed on the Parish Council's noticeboard, Facebook page and website.**

345. Letter from Mr W. Hanford, Assistant to Gavin Williamson, advising that following the dissolution of Parliament there were no MPs until after the election on 7 May. All posters advertising Mr Williamson's surgeries and contact details had therefore been removed from Parish Council noticeboards.

346. Email from Ms H. Marshall of South Staffordshire Council regarding the review of CCTV cameras in the district, including a questionnaire, copies were circulated prior to the meeting. Copies would also be available for any members of the public to complete at the meeting.

**It was resolved that Members complete the questionnaire and return to the Clerk.**

347. **CORRESPONDENCE CIRCULATED:**

Village News

Fields in Trust Newsletter

Staffordshire County Council advising of the Dementia Centre of Excellence Project

Staffordshire Police-cyber crime unit raise awareness of criminals.

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

Cllr B. Cox reported the following:

- He had been returned unopposed as District Councillor
- Collection of Domestic Rates was better than ever at 98-99%
- Government funding would reduce to nil in 2017 so South Staffordshire Council was looking at ways to increase revenue.

Cllr M. Hampson reported that the Joint Staffordshire Parking (Advisory) Board had been disbanded, which he considered to be a retrograde step.

349. **CHAIRMAN'S REPORT:**

The Chair M. Alden-Court had nothing to report.

350. **FINANCE REPORT:**

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

- The income and expenditure accounts payable as at 9 April 2015, income £449.20 and expenditure £ 3,872.85, **be approved.**
- The Council considered quotes received to replace the Parish Council's noticeboard at the Council offices, copy circulated prior to the meeting. **It was resolved to accept the quote received to supply and fit a new noticeboard at a cost of £1,100.**
- The Council considered quotes received to carry out the PAT testing of the electrical equipment at the Parish Council offices, copy circulated prior to the meeting. **It was resolved to accept the quote received from MidPat Services at a cost of £35.**
- Approve replacement of the water heater at Sandy Lane WC, copy circulated prior to the meeting. **It was resolved to purchase a water heater directly from the distributor and PC Plumb would install it at a cost of £170.**

351. **PLANNING REPORT:**

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

352. **CLERKS REPORT:**

The Council received the written report of the Clerk and noted its content.

**ANY OTHER MATTERS OF REPORT (for inclusion on the agenda for the next meeting if appropriate)**

Dr R. Taylor asked the Parish Council to consider celebrating either VE Day's 70<sup>th</sup> Anniversary, 8 May 2015 or VJ Day in August. The matter to be placed on the agenda for the next meeting.

Dr Taylor was also concerned that signs had been erected without consultation or any written evidence of the school crossing patrol officer being put in danger. Clerk to obtain details of the statistics.

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 APRIL 2015**

**MATTERS ARISING**

374\*. **Bishops Wood Skate Park.** Copy of response sent to Mr T Soane tabled. Members may wish to consider forwarding a copy to Mrs Westwood for information.

**Members' views.**

295. **CPI Bid.** Dr Taylor, and I met with Mr Downes regarding a quote for upgrading footpath 3 in Brewwood where it crosses the stream. Mr Downes to submit a quote within the next few weeks as he will be on holiday. Further contractors to be approached.

**Matter of report.**

391\* **School Lane Playing Field.** Email sent to the solicitor requesting available dates to meet, no response received. I will follow this up as a matter of urgency.

**Matter of report.**

**MATTERS ONGOING**

269\*\* **Superfast Broadband/Internet Connection.** BT have still been unable to process the order so we do not have fibre broadband installed yet. We will continue to endeavour to transfer to the new contract as soon as is possible. The office has been without telephone or internet since Tuesday as the line was not reconnected when the new telegraph pole was erected on Tuesday evening. Apologies to Gemma for the inconvenience of having to work from my house this morning!

**Matter of report.**

**OTHER MATTERS**

119. **Grounds Maintenance, The Bront.** Further letter received from Mrs Allsopp regarding Japanese knotweed/Himalayan balsam at the Bront. A copy has been forwarded to Mr A Cousins for him to action as necessary.

**Matter of report.**

320. **Grass Verge Engleton Lane.** Further email received from Mr G. Gould of 42 Engleton Lane regarding damage to the grass verge opposite his house. He states that the damage previously reported as being caused by vehicles to his address was caused by someone else but in the spirit of BKV will try to make good the ground.

**Matter of report.**

Letter received from Mr J. Pegg advising that he would not be seeking re-election in May and advising that he would speak during Public Participation on matters relating to Bishops Wood and Bishops Wood Village Hall.

**Matter of report.**

Hedges at Bishops Wood Village Hall. At the last meeting Mr J Pegg enquired about responsibility for hedge cutting at the village hall. The hedges belong to either Staffordshire Highways or Mr B Cambridge. As Mr Cambridge has cut all his hedges, it would appear that anything uncut is the responsibility of Highways.

**Matter of report.**

Car Scheme End of Year Accounts. As Claire Macquarie has resigned, I met with her to discuss what would be outstanding when she finishes on 16 April. She has assured me that the accounts will be up to date, and she will do as much as she can towards completing the annual report. She has recommended that the Car Scheme sets up a petty cash imprest account as currently there is no accountability for the purchase of stamps and small items through the car scheme accounts.

**Matter of report.**