

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

MINUTES FOR THE ANNUAL MEETING OF THE COUNCIL
HELD IN THE COUNCIL OFFICES, STAFFORD STREET, BREWOOD
ON THURSDAY 14 MAY 2015 AT 7.30PM

PRESENT:

M. Alden-Court, Mrs J. Bradshaw, Mrs J. Carr, Mr R. Dakin, Mr D. Evans, Cllr Mrs D.M. Holmes, Mrs L. Holmes, Mrs J. Jeffries, Mr K. Kearney, Mr G. Sibley, Cllr Mrs W. Sutton, Mrs L. Tomkins, Dr R.C.H. Taylor, Mr M. Webb MBE.

1. **ELECTION OF THE CHAIRMAN**

Nominations were requested for the Office of Chairman for the following year. Mrs J. Jeffries was nominated, seconded and duly elected. Mrs J. Jeffries signed the Declaration of Acceptance of Office as Chair of the Parish Council.

2. **ELECTION OF THE VICE CHAIRMAN**

The Chair called for nominations for Vice Chairman for the ensuing year. Mrs L. Tomkins was nominated, seconded and duly elected.

3. **APOLOGIES**

Cllr Mrs J. Bolton (illness), Cllr B. Cox (prior meeting), Cllr M. Sutton (prior meeting).

4. **DECLARATIONS OF 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.

Mr. M. Webb declared a disclosable personal interest in planning application 15/0032/LBC.

5. **PUBLIC PARTICIPATION:**

Mrs J Bradshaw, a new member of the Parish Council for Coven ward introduced herself to the Council. She advised that she had lived in Coven for 32 years. She was a retired school teacher and had served eight years as a school Governor, two terms as Chairman. She had also been involved with Mother and Toddler groups, Brownies and Scouts.

Mr Kevin Kearney, a new member of the Parish Council for Brewood ward also introduced himself to the Council. He had lived in Brewood since he was a child and had moved away for a brief time. He had recently retired after 33 years at Banks's Brewery and was a member of Brewood Village Community Council.

Mrs Mary Sambrook expressed an interest in the casual vacancy for Bishop's Wood. She had grown-up in Bishop's Wood and moved back around 18 months ago. She was on the Bishop's Wood Village Hall committee and held an allotment at Ball Lane, Coven Heath.

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Mrs Jeanette Edwards also expressed an interest in the casual vacancy for Bishop's Wood. Mrs Edwards had enjoyed doing work in the community and wanted to contribute further through the Parish Council.

6. **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.

7. **MINUTES**

The Minutes of the Meeting held on 30 April 2015 were approved as being an accurate record and duly signed, with the exception of item 391. M Alden-Court had also attended the meeting with the Solicitor regarding School Lane Playing Field.

8. **STANDING ORDERS**

Members reviewed the Parish Council's Standing Orders, copy circulated prior to the meeting.
It was resolved to approve and adopt the Standing Orders.

9. **FINANCIAL REGULATIONS**

Members reviewed the Parish Council's Financial Regulations, copy circulated prior to the meeting.
It was resolved to approve and adopt the Financial Orders.

10. **INTERNAL AUDITOR**

Members considered the appointment of an Internal Auditor. Mr A. Toplis had verbally agreed to audit the Council's accounts for the forthcoming year.
It was resolved to appoint Mr A. Toplis as the Parish Council's Internal Auditor for the forthcoming year.

11. **APPOINTMENT OF PERSONS WITH SPECIAL RESPONSIBILITY FOR:**

	Appointed:
- Responsible Financial Officer	Clerk, Mrs M. O'Brien
- Finance	Mrs J. Carr
- Planning	M Alden-Court
- Playing Fields & Skateboard Parks	
Bishop's Wood	Mrs S. Hughes
Brewood	Mr D. Evans
Coven	Mr R. Dakin
- The Bront	Mr R. Dakin
- Barnfield Sandbeds	Mr G. Sibley

12. **APPOINTMENT OF STAFFING COMMITTEE**

The Council considered the appointment of the members of the Staffing Committee.

It was resolved that M. Alden-Court, Mrs J. Carr, Cllr Mrs D.M. Holmes, Mrs J. Jefferies (ex-officio), Dr R. Taylor and Mrs L. Tomkins be appointed.

13. **APPOINTMENT OF FINANCE COMMITTEE**

The Council considered the appointment of the members of the Finance Committee.

It was resolved that M. Alden-Court, Mrs J. Carr, Mr D. Evans and Mrs J. Jefferies (ex-officio) be appointed.

14. **APPOINTMENT OF COVEN FOOTBALL MANAGEMENT TEAM**

The Council considered the appointment of the members of the Coven Football Management Team.

It was resolved that M. Alden-Court, Mr R. Dakin and Mr M. Webb MBE be appointed.

It was further resolved that Mr M. Orgill would undertake responsibility for managing bookings at Coven Changing Rooms and Football Facilities for 2015/2016.

15. **APPOINTMENT OF BREWOOD TRAFFIC MANAGEMENT WORKING PARTY**

The Council considered the appointment of the members of the Traffic Management Working Party.

It was resolved that Mr R. Dakin, Mr D. Evans, Cllr Mrs D.M. Holmes, Mrs J. Jefferies (ex-officio), Mr K. Kearney, Cllr Mrs W. Sutton, Dr R. Taylor and Mr M. Webb MBE be appointed.

16. **APPOINTMENT OF COVEN / COVEN HEATH TRAFFIC MANAGEMENT WORKING PARTY**

The Council considered the appointment of the members of the Traffic Management Working Party.

It was resolved that M. Alden-Court, Mrs J. Bradshaw, Mrs J. Carr, Mr R. Dakin, Mrs J. Jefferies (ex-officio), Mr G. Sibley and Mrs L. Tomkins be appointed.

17. **APPOINTMENT OF ALLOTMENTS WORKING PARTY**

The Council considered the appointment of the members of the Allotments Working Party.

It was resolved that Mrs J. Bradshaw, Cllr Mrs D.M. Holmes, Mrs J. Jeffries (ex-officio), Dr R. Taylor and Mrs L. Tomkins be appointed.

18. **APPOINTMENT OF YOUTH CHAMPIONS**

The Council considered the appointment of the Youth Champions. The working party had not met in the previous twelve months.

It was resolved that this item be deleted.

19. **APPOINTMENT OF BREWOOD DOLE TRUSTEES**

The existing Trustees were appointed in 2011 and comprised of: Mr A. S. Bourne, Rev M. Coulter (appointed April 2015), Mrs J. Gibbins, Mrs L. E. Jones, Mr A. F. Prendergast, Dr R. Taylor and Mr I. F. Westwood. The Vicar to St Mary & Chad would be an ex officio member of the Trustees.

The Council's representative on the Bushbury Charities was Mr A. F. Prendergast.

The Trustees were appointed for a four yearly term of office which would expire in 2019.

20. APPOINTMENT OF SCHOOL GOVERNORS

The Council from time to time might be called upon to make nominations for Local Authority Governors (LA) for the Schools shown below. Mrs J. Jefferies would confirm if Local Authority Governors was the correct phrase to use.

Brewood C.E. (C) Middle School	Mr R. Taylor – appointed April 2015
St John's C.E. (VC) First School, Bishop's Wood	Mr J. Machin – appointed April 2011
	Mr A. Shepherd – appointed Nov 2011
St Mary's R.C. School, Brewood	Mr P. Woodward – appointed Nov 2011
St Mary & St Chad C.E. School, Brewood	Mrs K. Youlden - appointed Dec 2014
St Paul's C.E. School, Coven	Mrs J. Picken – appointed Sept 2014

It was resolved that this item be reviewed once details of the status of Community Governors had been clarified.

21. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

The Council considered the appointment of the Council's representatives on the following:

Bishop's Wood Village Hall Management	Vacancy
Brewood Village Community Council	Cllr Mrs D. M. Holmes
Coven Memorial Hall Management Committee	Mr R. Dakin
Brewood Parish Sports Association	Mr R. Dakin, Mr K. Kearney, Cllr Mrs W. Sutton and Mr M. Webb MBE
Brewood Bowling Club	Mr D. Evans
Youth & Community Stakeholders	Appoint if need arose
Staffordshire Parish Council's Area Committee	Appoint if need arose

Clerk to investigate whether or not South Staffordshire Tourism Association required a Parish Council representative.

22. REVIEW THE ASSET REGISTER

The Council re-evaluated the Asset Register, including the decommissioning of Bishops Wood skate-park by Bishops Wood Village Hall Committee without permission and the removal of the trim trail at the Bront. The Clerk/RFO had reviewed the asset register and amended it accordingly.

It was resolved that Members approve the Asset Register including the above amendments.

23. REVIEW THE INSURANCE POLICY

The Council reviewed the insurance policy cover, currently provided by Zurich Insurance which was renewable in June 2015. Cover to be extended to include all Parish Council notice boards, including that at the Jubilee Hall. The trim trail at the Bront had been removed from cover. The Clerk/RFO had reviewed the insurance policy and made the necessary adjustments.

It was resolved that the insurance policy with Zurich be renewed for a further 12 months, with effect from 1 June. See Finance.

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24. **REVIEW THE POLICIES:**

The Council reviewed the following policies, copies circulated prior to the meeting:

- Complaints/compliments procedure, **be approved.**
- Freedom of Information, **be approved.**
- Press and Media policy, **be approved.**

25. **DATES OF ORDINARY MEETINGS OF THE COUNCIL**

The Council agreed the dates and times of ordinary meetings of the Council for the ensuing year, copies were circulated prior to the meeting.

26. **MATTERS ARISING:**

318**. **Coven Changing Room Roof.** The insurance company had agreed to pay for the repairs arising from vandalism, work was to commence imminently.

Matter of report.

374** **Bishops Wood Skate Park.** Mr T. Sloane to confirm dates for availability of the Village Hall Committee. Article from the Bugle had been received, copies circulated prior to the meeting. The date of when the skate park was first taken away were to be included in the article.

It was resolved that the Parish Council's response be submitted for the next edition of the Bishops Wood Bugle. Cllr Mrs W. Sutton abstained from voting.

391**. **School Lane Playing Field.** Meeting held 5 May 2015 with the solicitor and working party. It was recommended that a meeting be arranged between some members of the working party, the Council's solicitor and Mr Monckton and his solicitor. It was confirmed that the working party comprised of: M. Alden-Court, Mrs J. Carr, Mr R. Dakin, Cllr D. M. Holmes, Mrs J. Jefferies, Mr G. Sibley and Mr M. Webb MBE.

It was resolved that Members approve the recommendations of the working party and Clerk to instruct the solicitor, accordingly.

70*. **Library Consultation.** No further contact from Mr Atkins. Acknowledgement received from Gavin Williamson MP advising that he had asked to be copied in to Mr Atkins response. Letter from Mr I Carless to Mr Atkins received, copies were circulated prior to the meeting. Clerk's Report referred.

It was resolved to place this matter on the agenda for the next meeting.

313* **Burial Ground Coven.** Cllr B. Cox had very kindly forwarded information regarding burial grounds which confirmed that a parishioner had a right to be buried in the parish but not in a specific burial ground. The information also confirmed that a council (district or parish) had a power but not a duty to provide and maintain burial grounds, copies of the information was circulated prior to the meeting.

Matter of report.

325* **Grass Verge Deansfield Road.** Further letter received from Mrs Leek of Deansfield Road advising that the road was not wide enough for two large vehicles to pass without mounting the grass verge and asked the Parish Council to look further into solving the problem.

It was resolved that the Clerk request that Highways consider narrowing the verge/widening the road.

27. **MATTERS ONGOING:**

The Police Report was tabled at the meeting.

No further Matters Ongoing were raised.

CORRESPONDENCE RECEIVED:

28. Formal notification from Staffordshire County Council's Highways Department that High Green, Brewood would be closed to vehicular traffic from 26 May to 31 May. (Reported at the meeting of 30 April by Cllr Mrs D. M. Holmes). Details had been placed on the Council's noticeboards and Facebook page.

Matter of report.

29. Letter received from the Samaritans expressing gratitude for the recent donation by the Parish Council.

Matter of report.

30. Letter received from Matthew Ellis requesting that the Parish Council:

- promoted the PCC People Power Fund, (posters were included)
- expressed an interest in becoming an advocate in helping to expand community involvement in Neighbourhood Watch and
- Became involved in promoting and developing a new version SPACE, a scheme for young people.

It was resolved that the Clerk invite Mr Ellis to a future Parish Council meeting.

31. **CORRESPONDENCE CIRCULATED:**

Penkridge Advertiser

Clerk & Councils Direct

Copy letters from Brewood Civic Society regarding planning applications.

SPCA Bulletins 7th and 8th May

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

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

33. **CHAIRMAN'S REPORT:**

The Chair Mrs J. Jefferies welcomed the new Parish Council and congratulated those appointed to the District Council.

Mrs Jefferies reported that Mrs S. Phillips, Car Scheme Co-ordinator, had commenced employment and was settling in well. She thanked Mrs Postles for her help with the Car Scheme. It was noted that Mrs Phillips and the Assistant Clerk had swapped desks.

34. **FINANCE REPORT:**

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

- The accounts payable as at 14 May 2015, income £19.40 and expenditure £2,940.11, **be approved.**

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- The Council considered the viability of investing in CCLA following the presentation on 30 April 2015.
It was resolved to complete the form for CCLA in order to begin the process.
It was further resolved that the Finance Committee meet to consider investing the ring-fenced money long term.
- Payment of the Council's insurance premium of £2124.61 effective from 1 June 2015, see item number 23 above, **be approved.**
- The contract for Grounds Maintenance with Entrust, **be approved.**
- Internal Audit, Clerk's Report referred. Members congratulated the Clerk and Assistant Clerk on the standard of paperwork.

35. **PLANNING REPORT:**

The Council received the Planning Report from the Head of Planning, M. Alden-Court and considered the planning applications received.

Email received from Rowan Chislett regarding proposed residential development on land to the rear of 94 and 95 Coven Road, Brewood to be circulated prior to the next meeting of the full Council.

It was noted that Barnfield Sandbeds was littered with rubbish, several fires had been lit and bottles thrown in the pond. Mr G. Sibley reported that Friends of Barnfield Sandbeds were aware of the problems, had spoken to the Police regarding the matter and had been advised to get an incident number.

36. **PLAYING FIELDS REPORT:**

Playing fields to be reported at the last meeting of the month.

37. **CLERK'S REPORT:**

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

Holiday Coven for Janitor/Caretaker. Mr Orgill had provisionally booked 23-26 May as annual leave. Cover required for Sandy Lane WC and Coven playing field.

It was resolved Dr R. Taylor manage Sandy Lane WC and M. Alden-Court be available to open/close Coven playing field whilst Mr Orgill was on annual leave.

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

Dr R. Taylor suggested that the Parish Council look at undertaking a five year plan.

M Alden-Court reminded the Parish Council to set aside some time to invite back retired members to celebrate the work they had put into the community.

Mr M. Webb suggested members had name plates for Parish Council meetings.

There being no further business, the meeting closed at 9:10pm.

.....Chair

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL
TO BE HELD 14 MAY 2015**

CO-OPTION TO THE VACANCY AT BISHOP'S WOOD

Two letters received (from Mrs Jeanette Edwards and Mrs Sambrook) expressing interest in the casual vacancy for Bishop's Wood. Copies tabled.

Members' views.

MATTERS ARISING

374** **Bishop's Wood Skate Park.** Article for insertion in the Bugle drafted. Copy tabled.

Members' views.

391** **School Lane Playing Field.** Draft copy of the letter to Mr Monckton received. Copy tabled.

Members' views.

70* **Library Consultation.** Response received from Mr P. Atkins which is quite detailed and includes the statistics for Brewood library.

Recommended action: the matter to be placed on the agenda for the next meeting of the Council and copies circulated to Members prior to the meeting.

FINANCE

368* **Grounds Maintenance Contract.** The contract has been received for grounds maintenance of the Parish Council's three playing fields, open space at the Bront and allotments hedge at Poplars Farm Way, Coven as approved at the meeting of 30 April.

Recommended action: Clerk to sign the contract on behalf of the Council and return it to Entrust.

Internal Audit. The internal auditor was at the office yesterday (13 May) and has signed off the Annual Return. There will be a formal letter in due course with some observations. Mr Toplis has commented that the standard of our documentation/paperwork is exceptional. The Annual Return and supporting information will be placed on the agenda for the next meeting for approval by full Council.

Matter of report.

OTHER MATTERS

Holiday Coven for Janitor/Caretaker. Mr Orgill has provisionally booked 23-26 or 26-29 May as annual leave. Cover required for Sandy Lane WC and Coven playing field.

Members' views.

Councillor Training Courses. These have been arranged for Wed 27 May and Wed 17 June from 7.00pm – 9.00pm (both dates form the course) at the Trentham Suite, Staffordshire Place One, Tipping Street, Stafford. All members who have not attended in the previous two years are expected to attend this course as a minimum requirement, (internal auditor recommendation).

Recommended action: Members to advise the Clerk of their intention to attend.

Chairmanship Training Course. This will be held on Tues 23 June 7.00pm to 9.00pm at the above address.

Recommended action: Chairman to advise the Clerk of his/her intention to attend.

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Clerk's Office. The lock to the Clerk's office door has been changed as one set of spare keys has not been returned.

Matter of report.