

**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 28 MAY 2015 AT 7.30PM**

**PRESENT:**

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

**IN ATTENDANCE:**

Cllr Mrs J. Bolton, Cllr B Cox, Cllr M. Sutton.

Cllr Mrs J. Bolton (new member for Brewood) at South Staffordshire Council introduced herself to the Parish Council. She advise that she had worked as a physiotherapist in Brewood and had been involved with South Staffordshire Work Club. She also visited elderly and lonely people.

**APOLOGIES:**

Mr D. Evans (personal), Cllr Mrs D.M. Holmes (prior engagement).

**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 14 May 2015 were approved as being an accurate record and duly signed, with the exception of item 5. Mrs J Bradshaw had served one term as Chair of Governors, not two.

**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.

353. **PUBLIC PARTICIPATION:**

Mrs M. Sambrook who expressed an interest in the casual vacancy for Bishops Wood advised that she had not considered standing for election as she had presumed the two incumbent Councillors would be standing.

Mrs J. Edwards who expressed an interest in the casual vacancy for Bishops Wood had not considered the position sooner as she had also presumed that the existing Councillors would be standing.

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354. **POLICE REPORT:**

No Police Report was received.

**MATTERS ARISING:**

5. **Co-option - Bishops Wood Vacancy.** Deferred from previous meeting, no further applications had been received. Members considered the two applications received from Mrs J. Edwards and Mrs M. Sambrook. Mrs M. Sambrook was elected as Parish Councillor for Bishops Wood. Mrs M. Sambrook signed her Declaration of Acceptance of Office and took her seat.

374\*\* **Bishops Wood Skate Park.** Response received from Mr T. Sloane, copies circulated prior to the meeting.

**It was resolved that Mrs J Carr, Mrs J. Jeffries, Dr R. Taylor, Cllr Mrs W. Sutton and the Clerk attend the meeting on 17 June 2015 at 7pm at Bishops Wood Village Hall. Clerk to invite also Mrs K Westwood.**

70\* **Brewood Library.** Letter received from Mr P. Atkins in response to the Council's letter of 20 April, copies circulated prior to the meeting. Ms J. Cox had emailed, Clerk's Report referred. Copy of Mr Atkins' letter to Mr I. Carless had also been received. Correspondence from Mr M Lawrence received regarding consultation on the future of mobile libraries, copies circulated prior to the meeting, Clerk's Report referred.

**It was resolved that the Working Party meet with Ms J. Cox and Ms C. Mann on 11 June 2015 at 6:30pm, prior to the meeting of full Council. Mrs S. Deegan and Mr I Carless to be invited to attend.**

135\* **Affordable Housing.** Email received from Ms C. Riley of South Staffordshire Housing Association advising that the Parish Housing Needs Survey was available and asked if representatives could attend the meeting of 25 June to discuss the results, Clerk's Report referred.

**It was resolved that Ms Riley be invited to attend the meeting to be held 9 July at 7:00pm, prior to the meeting of full Council.**

341\* **Transparency Code 2015.** This came into effect from April 2015. Some of the requirements had already been implemented. Parish Councils were required to publish a staffing structure and a constitution, copies circulated prior to the meeting. Some amendments were recommended by Members.

**It was resolved that the structure chart and constitution be approved and adopted subject to the amendments being made.**

**MATTERS ONGOING:**

256\*\*. **Traffic Management.** Meeting to be arranged.

153\*. **Canal Bridge 14, Wharf Lane** (Repointing and painting to be pursued 2017). **Footbridge 14a and Thomas Telford Bridge A5.** Clerk to enquire about the works to Thomas Telford bridge.

206\*. **BT Junction Box Market Place.** Western Power Distribution had advised that the cabinet would be removed within the next 12 months.

263\*. **Middle Lane, Coven Heath.** Mrs L. Tomkins thanked Cllr B. Cox for his assistance with this matter. Mrs L. Tomkins confirmed a planning application had been submitted relating to the land.

368\* **Grounds Maintenance Contract.** The contract had been signed and forwarded to Entrust. Grass cutting would begin Friday 29 May at Coven playing field.

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Brewood and Bishops Wood would be completed the following week. Clerk's Report referred.

**Matter of report.**

**CORRESPONDENCE RECEIVED:**

40. The Business Risk Assessment was reviewed and updated on 22 May 2015, copies circulated prior to the meeting.

**It was resolved that the Business Risk Assessment be approved and adopted.**

41. Email from Cllr M. Sutton which was received too late for the Clerk's Report at the last meeting. The County Council's Local Members' Fund was now open for the current financial year. Members were requested to look out for any community events and organisations within the Parish that may benefit from a grant. The criteria and application form could be accessed at: [www.staffordshire.gov.uk/yourcouncil/slcf/home.aspx](http://www.staffordshire.gov.uk/yourcouncil/slcf/home.aspx).

**Matter of report.**

42. Email received from South Staffordshire Council regarding a 'Prevent' masterclass to be held on 26 June between 9.00am and 1.30pm at South Staffordshire Council offices. The morning would deal with matters of national security. Cllr Mrs W. Sutton gave further details of the event.

**It was resolved that M Alden-Court, Mr R. Dakin, Mrs J. Jeffries, Mr K. Kearney, Mrs M. Sambrook, Mr G. Sibley and Mr M. Webb MBE attend.**

43. Letter received from the Chair of Codsall Parish Council inviting the Chair to his Civic Sunday and Songs of Praise on 7 June at 4.30pm at Codsall Village Hall (afternoon tea) and 6.30pm (songs of praise). Mrs J. Jeffries confirmed that she would be attending.

**Matter of report.**

44. Email and form from South Staffordshire Council requesting details of any upcoming events to be publicised by them.

**It was resolved that the forms be forwarded to the village halls for them to complete.**

45. Email from Anna Johnson of Staffordshire County Council regarding consultation on parking restrictions at Innovation Drive (i54). It was proposed to introduce double yellow lines to prevent parking on Innovation Drive.

**It was resolved that the Parish Council support the proposal.**

46. Members considered including photographs of them on the website. Mrs L. Holmes did not want her photograph taken.

**It was resolved that photographs be taken of Parish Council members for inclusion on the website.**

47. **CORRESPONDENCE CIRCULATED:**

NALC Legal Topic Note LTN 81 regarding Predetermination.

Staffordshire Police Open Day Sunday 28 June 11.00am to 4.00pm at Police Headquarters, Weston Road, Stafford.

Brewood Civic Society: Minutes of the 46<sup>th</sup> Annual General Meeting, Minutes of the committee meeting held 13 May, various comments on planning applications, letter regarding the position of the Conservation Officer.

Fields in Trust Spring Newsletter. Annual Report and AGM notice.

SPCA Bulletin 14 May, 22 May.

Village News May edition

Coven Heath Community Association: Newsletter April/May, Letter to residents.

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#### 48. DISTRICT/COUNTY COUNCIL'S REPORT:

Cllr M. Sutton informed the Parish Council that the Ironman triathlon competition would take place over the weekend of 13 and 14 June. The swim would start off at Chasewater and the run finish at Shugborough. Ironman was an internationally renowned event and would be great for Staffordshire. It would help promote tourism and encourage people to stay for longer periods when visiting the county. Further information could be found at: <http://www.ironman.com/triathlon/events/emea/ironman-70.3/staffordshire.aspx#axzz3boMpRk8l>

Cllr M. Sutton advised that the competition was also open to woman and children could take part in their own competition.

Cllr M. Sutton also announced the 'My Staffs App' was available to download to mobile phones and tablets. This would give people instant access to a range of local services, including reporting matters such as road faults. Further information was available at: <http://www.staffordshire.gov.uk/mystaffs-app/mystaffs-app.aspx>

Cllr Mrs W. Sutton reported on the continuing success of the Work Club. She provided some information on the Safer Neighbourhood forum including the agreement for every parish council to receive a Police Report. Information to follow from Maggie Quinn for inclusion in the Parish Newsletter and the proposal that there be a standing item on the agenda.

Cllr B. Cox reported that following a recent 'stop and search' campaign, many vehicles had been found to be running on red diesel.

#### 49. CHAIRMAN'S REPORT:

The Chair Mrs J. Jeffries recommended that the Parish Council should have a 5 year strategic plan. Members were asked to submit ideas to the Clerk by the end of June. A strategy meeting could then be arranged to decide how to develop plans and move forward. It would be essential to include members of the public and to consider information collated following the 'drop in' events in 2012. Cllr B. Cox provided a copy of South Staffordshire Council's three year plan and suggested that the Parish Council co-ordinated with the district and county councils.

#### 50. FINANCE REPORT:

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

- Accounts payable as at 28 May 2015, income £69,482.80 and expenditure £10,243.39 **be approved**, including basic salary payments plus 42 additional hours to cover the Car Scheme Co-ordinator duties.
- The 2014/2015 end of year accounts: Income and Expenditure Account Sheet, Consolidated Balance Sheet and Supporting Notes for the 2014/2015 Statement of Accounts, **be approved**. The Chairman and Responsible Financial Officer signed the Consolidated Balance Sheet and Supporting Notes. The Independent Internal Auditor Mr A.Toplis had completed the Internal Audit and had completed 'Section 4 – Annual Internal Audit Report' of the Annual Return.
- The Annual Return and the Explanation of Significant Variances and the Breakdown of Variances, **be approved**. Members completed Sections 1 and 2 of the Annual Return and the Chair and RFO signed Sections 1 and 2 at the meeting. The Annual Return and supporting papers would be returned to the External Auditor before the deadline of 16 June.

The Business Risk Assessment (see Item 40) and Internal Control Checklist had been reviewed by the RFO and updated accordingly with minor amendments.

**Matter of report.**

The Council considered the quotes received for Brewood Tennis Club changing room roof repairs, copies circulated prior to the meeting. A budget of £2,000 was included in the precept. Works could not commence until after October when there were no tennis fixtures.

**It was resolved that the quote received from Weathertight Roofing Ltd at a cost of £2,200 excluding VAT be accepted.**

The Council considered the request from Brewood Old Boys FC to reduce the fee payable from £50 to £25 for the cancelled match which should have taken place on 8 March as there were not enough players to field a team.

**It was resolved that the pitch hire fee of £50 be waived on this occasion. It was further resolved that Members consider increasing pitch hire fees in 2016/2017 precept.**

The Council received the Annual Report of the Trustees of Brewood Parochial Charities (Brewood Dole Charity), copies circulated prior to the meeting.

The Council received the Annual Report of Brewood and District Voluntary Car Scheme, copies were circulated prior to the meeting.

Head of Finance, Mrs J. Carr thanked Mrs V. Turner for her work on the Annual Reports for Brewood Dole Charity and Brewood and District Voluntary Car Scheme, and for completing the accounts for the Voluntary Car Scheme at the end of the financial year.

It was agreed that Dr R. Taylor become a member of the Finance Committee, Clerk to arrange a meeting.

Letter received from Brewood and District First Responders thanking the Parish Council for its donation of £2,000.

**Matter of report.**

Dr R. Taylor thanked the Clerk and Assistant Clerk for all their hard work completing the year end accounts.

51. **PLANNING REPORT:**

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

Proposed planning development to the rear of 94 and 95 Coven Road, Brewood, circulated prior to the meeting.

**It was resolved that the Clerk write to Mr Chislett advising that the Parish Council could not comment at this stage as the future of affordable housing had not yet been determined due to the recently received Housing Needs Survey.**

52. **PLAYING FIELDS REPORT:**

- Bishops Wood playing field and skateboard park, report was received from Mrs S. Hughes.
- Brewood playing field and skateboard park, no report received.

- Coven playing field and skateboard park, Mr R. Dakin reported that the grass needed to be cut and the football match to be held 31 May should be cancelled. Both goal mouths needed attention. There was a lot of litter and further damage had been caused to the changing rooms. Mrs L. Tomkins recommended that funding be sought from Matthew Ellis under the People Power Fund scheme.
- The Bront, Mr R. Dakin reported that the grass needed cutting and there was a lot of dog fouling. There was a lot of litter, some had blow into the grass verges and trees. Mr Dakin had visited the resident of 19 Riverside Way who no longer had any concerns about the rear of their property.

53. **CLERKS REPORT:**

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

Members were reminded to advise the Clerk of any work suitable for the Neighbourhood Highways Team to undertake. They would be working in the Parish at the beginning of July.

Members were asked to forward any information for inclusion in the next addition of the Parish Newsletter by mid-June.

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

There being no further business, the meeting closed at 9:30pm.

.....Chair

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL  
TO BE HELD 28 MAY 2015**

**MATTERS ARISING**

70\* **Library Consultation.** Response received from Janene Cox advising that they are able to meet between either 8-12 June or 24-26 June in the evening. Mr I Carless has forwarded a list of questions, Members are asked to provide any matters to be included on the agenda for the meeting. Email also received from Mr Lawrence suggesting that the public has already had a chance to comment and recommending a closed meeting.

**Members' views.**

135\* **Affordable Housing.** Copies of the survey have been received. It has recommended that 57 additional units of affordable housing be provided and that the Parish Council considers advancing the process to achieve an additional small scheme or schemes of affordable housing by: accepting the report, engaging with South Staffordshire Council and South Staffordshire Housing Association to explore the potential for programming such a scheme and funding by the Homes and Communities Agency and exploring potential locations and availability of any sites which the Parish Council may think appropriate.

**Members' views.**

368\* **Grounds Maintenance Contract.** The contract has been signed and forwarded to Entrust. Grass cutting will begin tomorrow (29 May) at Coven playing field. Brewood and Bishops Wood will be completed early next week.

**Matter of report.**

**OTHER MATTERS**

**Neighbourhood Highways Team.** Please advise of any work required to be carried out by the NHT due at the beginning of July.

**Parish Newsletter.** Please forward any items for inclusion in the next newsletter.

## **BREWOD & COVEN PARISH COUNCIL**

### **PLANNING APPLICATIONS CONSIDERED AT THE MEETING** **HELD ON 28 MAY 2015**

<b>Application Number</b>	<b>Applicant's Name</b>	<b>Proposal</b>	<b>Comments</b>
15/00319/FUL	Mr J. Vernava	Proposed single storey extension to side of house and extension to existing detached garage. New Park Cottage Farm, Coven Road, Brewood, ST19 9DF	Objection
15/00321/FUL	Mr I. Calder	Two storey rear extension, garage alterations, single storey utility and extension to detached garden building with extension of driveway. 20 Sandy Lane, Brewood, ST19 9ET	Objection
15/00367/FUL	Mr C. Brown	Extension to rear of garage / workshop, replacement of ground floor front extension to front entrance and two-storey side and rear extensions. 4 Weston Close, Bishop's Wood, ST19 9AW	Deferred until next meeting
15/00396/FUL	Mrs J. Goodwin	Construction of new ménage / training facility. Upper Hattons Farm, Pendeford Hall Lane, Coven, WV9 5BD	No objection
15/00446/FUL	Mr & Mrs A Smith	Two storey extension to the side of the property comprising of dining room to ground floor, spiral staircase to landing and single bedroom. Adapt part of existing conservatory to accommodate cloakroom at Riverdale, Ivyhouse Lane, Brewood.	Deferred until next meeting