

BREWOOD 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 11 JUNE 2015 AT 7.30PM

PRESENT:

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

IN ATTENDANCE:

Cllr B. Cox.

APOLOGIES:

M. Alden-Court (illness), 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.

Mrs M. Sambrook declared an interest in planning application 15/00367/LBC.

Cllr D. M. Holmes declared that she was a member of the congregation of St Mary's Roman Catholic Church, Brewood.

MINUTES:

The Minutes of the Meeting held on 28 May 2015 were approved as being an accurate record and duly signed, with the exception of item 42. Mrs L. Tomkins would also attend the 'Prevent' masterclass, 26 June.

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.

54. **PUBLIC PARTICIPATION:**

Mr P. Mullard of Horsebrook Lane, Brewood stated he had been unsuccessful with becoming a member of Staffordshire's Police and Crime Commissioner, Matthew Ellis' Locality 2 Scrutiny Panel. He raised the matter of tractor drivers using mobile phones and advised he would report it to the new Police Inspector.

Cllr B. Cox arrived for the meeting.

11 June 2015

55. **POLICE REPORT:**

No Police Report was received.

Members discussed Neighbourhood Watch and the lack of effectiveness of the current reporting system used by the Police which required improvement.

MATTERS ARISING:

374** **Bishops Wood Skate Park.** The date of 17 June had been agreed by the Village Hall Management Committee. Mrs K. Westwood would attend. A letter had been received from Mrs S. Hughes in response to the articles in the Bishops Wood Bugle, copy of Mrs Hughes' letter circulated prior to the meeting. Clerk's Report referred.

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.

70* **Brewood Library.** The meeting took place on 11 June at 6.30pm and had been attended by Ms Cox, Ms Mann, Mr Carless and Mrs Deegan. Members were disappointed with the lack of flexibility and 'one size fits all' approach as nothing appeared to have been achieved by the meeting.

Matter of report.

135* **Affordable Housing.** No confirmation received regarding proposed date of 9 July to meet with Ms C. Riley of South Staffordshire Housing Association and Mr J. Lancaster to discuss the findings of the Parish Housing Needs Survey.

Matter of report.

250* **PCC Independent Scrutiny Panel.** Email received from Staffordshire PCC advising that new members were required to join the Ethics, Transparency and Audit Panel recently established by Matthew Ellis, copies circulated prior to the meeting. Closing date for applications was 30 June, interviews would take place 13 July.

Matter of report.

325* **Grass Verge Deansfield Road. Brewood.** With regard to the possibility of reducing the width of the grass verge. Highways to bring this matter to Cllr M. Sutton's attention for potential consideration for future DHP funding. Clerk's Report referred. Clerk to investigate the previous request to create a 'pull in' on Deansfield Road.

Matter of report.

MATTERS ONGOING:

21. **South Staffordshire Tourism.** Parish Council membership expired in January, no renewal notice was sent. A Parish Council representative was not required but would be welcome on the Executive Committee, who meets four times per year.

It was resolved that the Parish Council re-join South Staffordshire Tourism. It was further resolved that Mr D. Evans represent the Parish Council on the Executive Committee.

53. **Neighbourhood Highways Team.** The list of jobs required had been forwarded to the team. Clerk's Report referred

Matter of report.

11 June 2015

391**. **School Lane Playing Field.** Email received from Mr Parsons asking for Members' availability to meet at Savills office in Telford on either Monday 22nd June or Mon 6th July. It was proposed to meet at South Staffordshire Council offices. A pre-meeting would take place.

It was resolved that Mrs J. Carr, Mr R. Dakin, Cllr Mrs D. M. Holmes, Mrs J. Jeffries, Dr R. Taylor, and the Clerk attend the meeting 6th July at South Staffordshire Council.

256** **Traffic Management, Brewood.** Mr M. Keeling had confirmed that Staffordshire County Council was currently working on a scheme to implement a one-way system in Newport Street. The consultation would be based on a permanent scheme and should come to the Parish Council in the next few weeks. He had no further instructions regarding Dean Street but would be discussing both matters with Cllr M. Sutton shortly. The Clerk met with Simon Griffiths regarding the barrier at Vicarage Road and Sandy Lane. He advised that this would be considered but would have to be funded by Cllr Sutton. Clerk's Report referred.

Matter of report.

312*. **Swings at Bishops Wood Playing Field.** The Assistant Clerk to meet play equipment supplier on Monday 15 June to discuss replacing the swings. A set of goal posts had been installed by the handyman. Clerk's Report referred.

Matter of report.

CORRESPONDENCE RECEIVED:

56. Pensions Policy Statement. In accordance with the Pension Regulations 2013 (LGPS 2014), the Parish Council was obliged to publish certain written policy statements regarding its discretionary powers when considering employee pensions.

It was resolved that Members approve and adopt the Pension Policy Statement for publication.

57. Good Councillor Guide Update. The guide was issued to all existing Councillors at the meeting of 14 May and Mrs M. Sambrook on 28 May. An addendum to the 4th edition was subsequently received from SPCA, copies circulated prior to the meeting. Members were advised to include the update in their packs.

Matter of report.

58. Email from South Staffordshire Council's Armed Forces Day. The Chair had been invited to this event to take place on 22 June at 10.30am. Mrs J. Jeffries confirmed her attendance.

Matter of report.

59. Email received from Sally Miles requesting the Parish Council's permission to erect an advertising board on the traffic island on the A449 at Coven. She had approached Staffordshire County Council's Highways who had advised that they have no objections as long as it does not obstruct traffic or raise complaints.

It was resolved that the Parish Council object to advertising on the island for reasons of safety and visibility.

60. Email received from Sally Miles (as above) requesting permission to run 'boot camps' at Coven playing field and Bront. She questioned whether or not there would be any cost involved and advised that she had adequate insurance and qualifications.

It was resolved that the Parish Council invite Ms Miles to attend the next council meeting to obtain further information with regard to how many people would attend a boot camp and what equipment would be used.

61. Email received from Inspector G. Knight advising that he had been promoted to the rank of Chief Inspector. Caroline Higgins would be the Acting Commander for the time being.

It was resolved that the Clerk write to Chief Inspector Knight to congratulate him on his promotion.

62. Mr Orgill the Janitor would be taking 12 to 14 June as annual leave. Cover would be required for opening and closing Sandy Lane WCs. The Clerk would arrange with Mrs Millward regarding opening and closing Coven playing field.

It was resolved that Dr R. Taylor and/or Mr M. Webb MBE would manage Sandy Lane WC whilst Mr Orgill was on annual leave.

63. Letter received from the Chair of Governors at St Dominic's School advising that the head teacher Mr Trump would be leaving at the end of the summer term and would be replaced by the current deputy head Mr P. McNabb. Mrs J. Jeffries had been invited to Prize Giving and had confirmed her attendance.

Matter of report.

64. Email received from Helen Astley of South Staffordshire Council advising that the Chair of the Council Cllr Mrs D. M. Holmes would be holding her Civic Sunday on 12 July at 1.00pm at St Mary's RC Church followed by a buffet at the Jubilee Hall, Brewood and inviting the Chair to attend. Mrs J. Jeffries confirmed her attendance.

Matter of report.

65. **CORRESPONDENCE CIRCULATED:**

South Staffordshire Council's Local Plan Engage May newsletter.

Village News June edition

SPCA Bulletin 4 June

Bishops Wood Bugle June edition

Staffordshire Police Press Campaign – Keep drink and drugs off Staffordshire roads this summer

Brewood Civic Society comment on planning application 15/00248/FUL

Wolverhampton West magazine June edition

Penkridge Advertiser

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

Cllr B. Cox and Cllr Mrs D. M. Holmes had nothing to report.

67. **CHAIRMAN'S REPORT:**

The Chair Mrs J. Jeffries reported that she had attended Codsall Parish Council's Civic Sunday on 7 June.

Mrs J. Jeffries had received correspondence from Gavin Williamson MP regarding Community First Responders (CFRs) and changes to legislation, which came into force 27 May 2015. Jeremy Lefroy MP advised the new legislation made a number of changes to the Road Traffic Regulation Act 1984 in relation to categories of vehicles that may have been exempt from certain regulations. There had also been changes to associated vehicle lighting regulations and the use of reflective markings on vehicles responding to emergencies on behalf of West Midlands Ambulance Service NHS Foundation Trust (WMAS FT).

Further correspondence had been received from Chief Constable Jayne Sawyers recognising the value of the service provided by CFRs. Chief Constable Sawyers gave assurance that Staffordshire Police would not prosecute CFRs who were responding to or returning from calls as CFRs, for any offence relating to reflective marking on the vehicles, during the transitional period.

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Correspondence received from Craig Cooke, Emergency Service Director of WMAS FT explained that changes made in respect of reflective markings did not apply if the vehicle was owned by the NHS Ambulance Service or held by it under a lease or hire agreement. CFR vehicles not owned, leased or hired by WMAS FT were not covered by the new category of vehicles permitted from 27 May 2015 to be marked up with side reflectors of a colour other than amber or rear reflector of red. As they were not ambulances, they would not be covered by the existing rules and must comply with the relevant new legislation.

Mrs J. Jeffries had attended a V Festival briefing and no complaints had been received from the previous year. Numbers were down last year and tickets sales were down this year. The size of the arena would be reduced. Health and Safety, Infection Control and Food Safety were all in hand. South Staffordshire Council were working hand in hand with the organisers. Cllr B. Cox reported that it may be possible for other groups outside Bishops Wood to benefit from the Roseclaim grant.

68. FINANCE REPORT:

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

- Income £610.52 and Expenditure £4,013.32 approval lists for accounts payable as at 11 June 2015, **be approved.**
- Financial Summary - Cash Book Reconciliation for April 2015, copies circulated prior to the meeting, **be approved.**
- Payment for up to 12 additional hours at SCP 18 during June to cover the annual leave of the Clerk and Assistant Clerk from 24-26 June. Clerk's Report referred, **be approved.**
- Request from Mrs Y. Millward for payment of the newsletter delivery monies reserved for Coven village sign £2,933. All future payments for newsletter delivery would be paid directly to the group i.e. not held in reserves, **be approved.**
- The Council considered the quote to upgrade the keypad for the intruder alarm at the Parish Council office at a cost of £395 excluding VAT.
It was resolved that the quote received from Kings Security to upgrade the Parish Council's intruder alarm at a cost of £395 excluding VAT be approved.
- The Council considered the quote for cutting back the Himalayan balsam at the Bront, copies of report circulated prior to the meeting.
It was resolved that the quote received from South Staffordshire Council to cut back the Himalayan balsam at the Bront at a cost of £531.00 excluding VAT be approved.
- The Council considered the quote received from BG Grounds Maintenance to refurbish Coven football pitch over the summer in order for it to be usable next season as required by the contract for pitch hire, copies circulated prior to the meeting.
It was resolved that the quote received from BG Grounds Maintenance to restore Coven football pitch at a cost of £580.00 excluding VAT be approved.
- The Council considered the quote from PC Plumb to replace the pipe work at Sandy Lane WC, copies of the report circulated prior to the meeting.
It was resolved that the quote received from PC Plumb at a cost of £700.00 excluding VAT be approved.

- Payment of £250 for the Clerk to undertake the CiLCA qualification in order for the Parish Council to be accredited with the Quality Award (previously Quality Council Status), **be approved.**

69. **PLANNING REPORT:**

M. Alden-Court had advised that she no longer wished to be responsible for planning matters.

It was resolved that Dr R. Taylor be responsible for planning matters.

The Council received the Planning Report from the Head of Planning Dr R. Taylor and considered the planning applications received.

Cllr B. Cox reported that the results of the SAD Consultation would be delayed to an undetermined date. He gave the Chair a copy of a viability test received from CAMRA.

70. **CLERKS REPORT:**

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

The Pavement Brewood Bus Shelter. The bus shelter at the Pavement Brewood had been vandalised. Quotes were pending for replacement panes.

Matter of report.

Penkridge Civic Service. The Chair had been invited to the Chairman of Penkridge Parish Council's Civic Sunday at 5.45pm on 5 July. Mrs J. Jeffries confirmed her attendance.

Matter of report.

Brewood Junior FC Tournament. The Chair had been invited to the Brewood Tournament on 21 June at 12.30 pm at the BPSA ground. Mrs J. Jeffries confirmed her attendance.

Matter of report.

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

Mrs J. Carr stated she had attended a meeting with Kelly Harris South Staffordshire Council regarding additional burial ground. The brewery owned a plot of land adjacent to St Paul's Church Coven and would be approaching them with a view to acquiring it.

Mrs L. Tomkins noted that the grass at Coven Heath had been cut by Highways England and would be maintained throughout the year. She was extremely impressed by the service she had received.

It was noted the grass cutting at Bishops Wood and Brewood Playing fields were looking remarkable.

Mr M. Webb would like Members to have individual name plates and requested that the matter be placed on the agenda for the next meeting of the Council.

There being no further business, the meeting closed at 8:55pm.

.....Chair

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL
TO BE HELD 11 JUNE 2015**

MATTERS ARISING

374 ** **Bishops Wood Skate Park.** Mrs K Westwood has confirmed her attendance at the meeting to be held on 17 June.

Matter of Report.

391**. **School Lane Playing Field.** Email received from Mr Parsons asking for Members' availability to meet at Savills office in Telford on either Monday 22nd June or Mon 6th July. I will be on annual leave on 22 June.

Members' views.

325* **Grass Verge Deansfield Road.** Mr S. Griffiths has advised that funding for widening Deansfield Road where heavy vehicles continue to mount the grass verge would only be funded from Cllr Sutton's budget.

Members' views.

21. **South Staffordshire Tourism.** (ref the meeting held on 14 May). Membership expired in January, no renewal notice was sent. However, they will renew membership on a pro rata basis if required. A Parish Council representative is not required but would be welcome on the Executive Committee which meets four times per year as there are some vacancies.

Confirmation as to whether the Council wishes to re-join is requested. If appropriate, Members wishing to join the committee to advise the Clerk.

53. **Neighbourhood Highways Team.** The list of jobs required has been forwarded to the team.

CORRESPONDENCE RECEIVED

62. **Annual Leave.** Mrs Y. Millward has very kindly agreed to open and close Coven playing field from Friday 12 June (evening) until Sunday 14 June (evening).

Matter of report.

MATTERS ONGOING

256** **Traffic Management, Brewood.** Mr M. Keeling has confirmed that Staffordshire County Council is currently working on a scheme to implement the one-way system in Newport Street. The consultation will be based on a permanent scheme and should come to the Parish Council in the next few weeks. He has no further instructions regarding Dean Street but will be discussing both matters with Cllr M. Sutton shortly. I met with Simon Griffiths regarding the NHT and asked advice on the barrier at Vicarage Road and Sandy Lane. He advised that this was still being considered but would have to be funded by Cllr Sutton.

Matter of report.

312*. **Swings at Bishops Wood Playing Field.** The Assistant Clerk will be meeting a play equipment supplier on Monday 15 June to discuss replacing the swings. A set of goal posts have been installed by the handyman.

Matter of report.

CHAIR'S REPORT

Community First Responders. The First Responders are currently decommission following a Government Directive. Mrs Jeffries has further information.

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V Festival. Mrs Jeffries attended a briefing on the forthcoming V Festival and may wish to report.

FINANCE

34. **CCLA Investment.** The application form is in the process of being completed. Members are asked to decide whom will be counter signatories on the account; the Clerk and up to three further signatories. Their details will need to be inserted into the document.

Members' views.

68. **Additional Hours.** Due to unforeseen circumstances the Clerk and Assistant Clerk's annual leave overlaps by 3 days from 24-26 June. I have arranged office cover with Mrs T. Postles and Mrs V. Turner will take the minutes of the meeting to be held on 25 June. The cost of cover will be in the region of £112. A sufficient allowance was made in the budget to cover for additional hours and annual leave cover.

Matter of report.

Fallen Tree, the Bront. A large willow tree has fallen and blocked the footpath at the entrance to the Bront. Two quotes have been received for £330 and £75. In conjunction with the Head of Finance and using delegated powers, the quote for £75 has been accepted and a request to carry out the work as a matter of urgency has been sent to the tree surgeon.

Matter of report.

OTHER MATTERS

The Pavement Brewood Bus Shelter. The bus shelter at the Pavement Brewood has been vandalised. Quotes are pending for replacement panes.

Matter of report.

52. **Coven Changing Rooms Repairs.** The handyman and caretaker have agreed to replace the soffit and guttering following further damage by vandals which has been reported to the Police.

Matter of report.

Veolia Grant Funding. Email received from Veolia requesting the Parish Council write to HMRC in support of retaining the Landfill Communities Fund. The deadline was 10 June. A letter has been sent outlining the benefits received by this community following the grant of £19,000 towards Jubilee Park refurbishment. Copy tabled.

Matter of report.

Penkrigde Civic Service. The Chair has been invited to the Chairman of Penkrigde Parish Council's Civic Sunday at 5.45pm on 5 July.

Matter of report.

Brewood Junior FC Tournament. The Chair has been invited to Brewood Tournament on 21 June at 12.30 pm at the BPSA ground.

Matter of report.

Tourist Information Points. Market Place, and canalside, at Bridge 14 Brewood. These are being updated by SSC. Local businesses are being approached for inclusion.

Matter of report.

BREWOOD & COVEN PARISH COUNCIL

PLANNING APPLICATIONS CONSIDERED AT THE MEETING **HELD ON 11 JUNE 2015**

Application Number	Applicant's Name	Proposal	Comments
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.
15/00433/LBC	The School Governors	Car park alterations. St Mary's RC Primary School, Wharf Lane, Brewood, ST19 9BG	No objection
15/00437/FUL	Mr S. Brady	Front extension. 28 Horsebrook Lane, Brewood, ST19 9EF	Objection, bad design
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.	No objection
15/00504/FUL	Mr & Mrs R Frost	Retrospective application for brick roof. 1B Brewood Road, Cross Green, Coven WV10 7PW	No objection