

**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 30 JULY 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 J. Jeffries, Mr K. Kearney, Mrs M. Sambrook, Mr G. Sibley, Cllr Mrs W. Sutton, Dr R. C. H. Taylor, Mrs L. Tomkins, Mr M. Webb MBE.

**IN ATTENDANCE:**

Cllr B. Cox, Cllr Mrs J. Bolton.

**APOLOGIES:**

Mrs L. Holmes (personal), Cllr M. Sutton.

**DECLARATIONS OF DISCLOSABLE PECUNIARY 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 9 July 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.

Mr D. Evans arrived for the meeting.

96. **PUBLIC PARTICIPATION:**

Mr P. Stack of Newport Street, Brewood thanked the Chair for responding to his phone call. He reported that cars continually blocked his driveway at the rear of the property, in School Road. Articulated lorries servicing the new G.P. surgery were unable to manoeuvre through School Road and had reversed into the house causing damage. There had been similar problems with bin lorries and coaches. Mr D. Evans stated there were planning restrictions on the G.P surgery construction vehicles which were expected to travel through the village centre. Mr Stack asked the Parish Council to consider restricted parking or parking permits in School Rd at peak times. Cllr Mrs D. M. Holmes advised that permits would not be an option as the flow of traffic would be affected. She also advised that the County Council had been asked to review the proposed one-way

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system in Newport Street and provide the Parish Council with the pros and cons of traffic travelling in the opposite direction. White lines outside Mr Stack's property were also discussed.

Mrs M. Sambrook spoke on behalf of Bishop's Wood Village Hall Committee and tabled options regarding the upgrade of the sewage system. The committee was not happy with the recent article in the newsletter and objected to the use of the word 'overwhelming' which they felt was misleading. The Chair advised that as with any democratic process, numbers were taken from the respondents. Mrs Sambrook requested that the cost of the repairs be paid for by the Parish Council in order to reclaim the VAT. The Chair advised that the tabled document would be placed on the agenda for further discussion.

Mrs J. Edwards of Bishop's Wood advised that the neighbourhood highways team had cut back the hedge along Ivetsey Bank Road and requested that they be asked to clear the grass on the pavement during the next scheduled visit.

#### 97. **POLICE REPORT:**

No Police Report was received.

#### **MATTERS ARISING:**

256\*\* **Traffic Management.** The Brewood Traffic Management Working Party met on 13 July, minutes of the meeting were circulated prior to the meeting and the content noted. Mr S. Griffiths had advised that due to the high level of work already passed to the NHT, the visibility fence in Engleton Lane would be painted in November. Cllr Mrs W. Sutton advised Mr Stack to discuss the traffic management problems with Cllr M. Sutton.

#### **Matter of report.**

274\*\* **Bishop's Wood Skate Park Equipment.** Mr Howse of Rampmental had advised that it would cost £50 to inspect the play equipment to ascertain whether or not it would be fit to re-install or re-use elsewhere. Members considered whether or not the £50 could be taken from the Village Hall grant. Letter received from Mr Kelly of Tong Close, in response to the Newsletter article, requesting written confirmation from the Parish Council that the skate board park or MUGA would not be relocating to the playing field. The letter outlined some history of his reasons for this and also some suggestions about improving health and safety at the playing field. Mrs L. Tomkins referred to the advice received from Planning in connection with Coven Playing field. Cllr B. Cox advised that the skateboard park would not be seen as taking away a recreation ground. Email from Tony Sloane regarding the recent article in the Parish Council's newsletter, copies circulated prior to the meeting, Clerk's Report referred.

**It was resolved that the Clerk liaise with Mr Sloane to locate the skate park equipment and advise that the cost for an inspection should be covered by Bishop's Wood Village Hall. The Clerk to write to Mr Kelly advising that the Parish Council had no intention at this stage to relocate the skate park to Bishop's Wood Playing Fields.**

**It was further resolved that the Clerk respond to Mr Sloane regarding the inspection and draft an article for the next addition of the parish Newsletter.**

391\*\* **School Lane Playing Field.** Cllr B. Cox had reported that South Staffordshire Council's Planning Committee did not generally approve applications where council playing fields were involved. Mr S. Winterflood (chief executive) had provided some clarification, copies circulated prior to the meeting.

**It was resolved that the Clerk arrange for the solicitor to send the three letters previously approved by full Council.**

119\* **The Bront, Himalayan Balsam.** Mr A. Cousins had offered an explanation regarding cutting back the Himalayan balsam at the Bront. He had suggested a site visit in order to discuss this further. Mr G. Sibley suggested that a management plan would be appropriate. Clerk's Report referred.

**It was resolved that the Clerk arrange the meeting with Mr Cousins for Wednesday 5<sup>th</sup> August, time to be confirmed.**

135\* **Affordable Housing.** Email received from Charlie Riley of South Staffordshire Housing Association apologising for the inconvenience caused at the meeting with John Lancaster, the Housing Association and South Staffordshire Council as she had advised them of the wrong time.

**Matter of report.**

178\* **Unregistered Parish Council Land.** The Council's solicitor had identified the areas of Parish Council land which were unregistered, copies circulated prior to the meeting.

**It was resolved that the Clerk instruct the solicitor to ensure that the land was registered in line with recent legislation.**

259\* **Best Kept Village Competition 2015.** Invitation to the announcement of the results of the BKV competition was received. Members were advised by email prior to the meeting. The invitation was extended to judges, sponsors and everyone involved with the BKV competition and would take place on Monday 3 August at 7.30pm at Stafford College. Mr K. Kearney would be attending.

**Matter of report.**

70. **Brewood Library.** Email received from Mr A. Bolister of Shop Lane, Brewood regarding a petition supported by Jeremy Lefroy which was put before parliament and suggesting the reason why Penkridge library was re-designated was due to this action, copies circulated prior to the meeting. Dr R. Taylor requested that the Parish Council support attempts to increase the number of hours and facilities available at Brewood library. A small working party would be established. It was noted that the librarian had been given notice of redundancy.

**It was resolved that the Clerk write to Mr Bolister thanking him for the information supplied.**

88. **Queen's Award.** The criteria for submitting a group prohibit nominations from staff or volunteers from their own group and therefore the CLASS Club and Car Scheme are ineligible. M. Alden-Court requested details of the criteria. The nomination must also include two letters of support from individuals who have received a service from the group; the Clerk to endeavour to obtain these for Brewood and District First Responders.

**Matter of report.**

#### **MATTERS ONGOING:**

153\* **Footbridge 14a and Thomas Telford Bridge A5.** Footbridge 14a (High Green). Staffordshire County Council responsible for the maintenance of the railings on the footbridge over the canal at High Green. Repainting had been requested. Thomas Telford bridge across the A5 at Stretton would be inspected in September. The Clerk for Stretton, Lapley and Wheaton Aston had been made aware and will chase the matter with the Canal and River Trust in due course. Mr D. Evans reported that the brick work on bridge 14 needed attention.

**Matter of report.**

273\*\* **Renaming Bishops Wood Park.** Mrs Jeffries was awaiting replies from landowners regarding permission to cross their land.

222a **Parish Council Noticeboard.** It was noted that the noticeboard had still not been delivered. Clerk to pursue.

226/464\*\*.**Coven Playing Field Equpt & Skate Board Park.** M Alden-Court stated she would like to become a member of the Working Party. This had been delayed pending the outcome of SAD.

86. **Overhanging Trees - Hillcrest.** Laurel hedge adjacent to Southgate had been cut back. Work to be carried out in Coven Heath at the end of August (see Finance). Clerk to liaise with Simon Griffiths, Highways regarding NHT work not completed in Coven Heath.

### **CORRESPONDENCE RECEIVED:**

98. Email received from Sally Miles (on behalf of Sparta Fitness) to the SSCVA via M. Alden-Court regarding re-branding marketing and expanding the business and enquiring if there would be an opportunity for Sparta Fitness to work with the Parish Council to obtain a community wellbeing fund to buy and install an outdoor gym at the Bront which could also be used by the general public. Whilst the email was addressed to Ros Burton, M. Alden-Court had brought it to the attention of the Parish Council. Members agreed that they would be unable to promote a business. M. Alden-Court stated that she would arrange for Ms Miles to attend a future meeting to give full details of her request.

#### **Matter of report.**

99. Request received from Mrs S. Phillips, car scheme co-ordinator for permission to approach the 'Do-it' website, the UK's national volunteering database. It was hoped that the car scheme could attract some more volunteers, it was free to join.

**It was resolved that the car scheme co-ordinator approach the 'Do-it' website to advertise for volunteers.**

100. Email received from Mr C. Ryan regarding the proposal to build a Solar Farm in Lawn Lane, Coven. An exhibition was held 21 July at Coven Memorial Hall. Mr Ryan had offered to make a presentation to the Parish Council if required.

**It was resolved that Mr Ryan be invited to make a presentation to the Council 13 August at 7:15pm, prior to the full Council meeting.**

101. Letter received from Staffordshire County Council regarding the challenges facing the Rights of Way team and the Ranger Service due to the warmer weather and longer evenings. They would be prioritising the repair of paths where there were health and safety risks or form part of the promoted routes. When they had extra resources, they would carry out vegetation clearance, waymarking, furniture repairs and work to process public path orders.

#### **Matter of report.**

102. Letter received from Highways England advising of the Traffic Order regarding the speed limit review on the A449 between the M54 J2 and A5 at Gailey. It was proposed to extend the 40 mph speed limit north bound as far as the junction with Shaw Hall Lane increasing to 60 mph as far as Gailey Island. Cllr B. Cox gave further information from South Staffordshire Council.

#### **Matter of report.**

103. Email received from Mr T. Prendergast complaining that Coven bus shelter was left locked on Saturday 20 June. Members considered whether there was a need to lock the bus shelter overnight.

**It was resolved that the bus shelter be kept unlocked for a trial period of three months providing there was no nuisance caused to residents; Mrs J. Carr agreed to ask Mr Kerr of Chambley Green to monitor the situation.**

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104. M. Alden-Court and Mr G. Sibley had been attempting to revive the Friends of the Bront group. Entrust had advised that the Bront was cut on 17<sup>th</sup> July. Clerk's Report referred. Members agreed that the community should decide how the area was managed.

**It was resolved that a separate questionnaire be circulated with the next Parish Council newsletter to obtain feedback from parishioners regarding future management of the Bront.**

**Cllr Mrs W. Sutton left the meeting.**

105. Email received from Mr G. Pretty of RDF Television regarding a new BBC programme to help people make the right choice when it came to choosing a puppy. They were looking for people who were thinking of getting a puppy for the first time to be part of the programme.

**It was resolved to add the contact details to the Council's website, Facebook page and Parish newsletter.**

106. **CORRESPONDENCE CIRCULATED:**

South Staffordshire Review - summer edition.

Letter from University of the Third Age giving information on what the organisation provides; purpose and stimulus to those in retirement.

Brewood Civic Society Minutes of the meeting held 20 July together with copy letter to Staffordshire County Council.

Leaflet advertising the return of SPACE activities scheme. The majority of the activities are not near this parish.

Staffordshire Archives- From History to Today newsletter

Coven Heath Allotments Association Newsletter.

SPCA Bulletin

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

Cllr B. Cox reported at the last meeting of the Parish Council, that delivery drivers for the i54 were allocated a 'just in time' delivery slot and if they arrived early they were waiting in nearby roads. A meeting had taken place to discuss yellow lines at the i54 and the impact this would have on Coven Heath but no decision had been made. Cllr B. Cox met with Mr R. Flynn, Transport Consultant at JLR who would re-examine the design and number of loading bays and how to enter and exit from the loading bays. Mr P Spruce had suggested putting a weight limit on Coven Heath.

Cllr B. Cox stated that funding was available for individuals and groups who lived in South Staffordshire to help make choices about their lives and activities independently.

- Grants for individuals of up to £250 were available to assist with training or equipment in a chosen activity to benefit an individual and assist them to progress further with their activity.
- Small Grants of up to £500 were available for part funding a larger project, or for a small project and were open to applications from community groups or parish councils based in South Staffordshire.
- Large Grants of up to £3,600 were available for larger scale projects which had a sustainable project plan in place. They were open to applications from community groups or parish councils based in South Staffordshire.
- Each District Councillor would have £500 each financial year to spend on projects and activities taking place in their local area.
- Parish Councils, community organisations and not for profit clubs could apply for grants up to £25,000 to build new facilities, e.g. a village hall or sports changing rooms, extend existing facilities, from the

Capital Grants and Loans Scheme operated by the South Staffordshire Council. The scheme worked on a first come first served basis from 1st March each year.

Further information and deadline dates for applications were available at [www.sstaffs.gov.uk](http://www.sstaffs.gov.uk).

108. **CHAIRMAN'S REPORT:**

The Chair had nothing to report.

**The Chairman moved the suspension of Standing Order 2.1(p) to allow the meeting to continue beyond 9.30 p.m.**

109. **FINANCE REPORT:**

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

- Income (£255.66) and Expenditure (£10,895.70) approvals list for accounts payable as at 30 July 2015 inc salary payments, **be approved.**
- Email received from Mr D. Dee, treasurer of Bishop's Wood PCC, acknowledging receipt of the cheque for £1,000 granted to St John's Church from the Roseclaim donation.
- Letter received from Mrs P. Barham acknowledging receipt of the cheque for £250 granted to Bishop's Wood WI.
- Letter received from Mr B. Swift acknowledging receipt of the cheque for £100 granted to Brewood Tennis Club which would be used to promote coaching facilities at Jubilee Park, Brewood.
- Telephone call received from Mrs J. Edwards thanking the Parish Council for organising the cutting back of the overgrown hedge along Ivetsey Bank Road, Bishop's Wood.
- Letter received from Cynthia Heath, treasurer of the Jubilee Hall, requesting payment of the grant of £2,380 and enclosing the 2014 accounts, **be approved.**
- The Council considered engaging a company to investigate obtaining the best price for the Parish Council's utilities. This would be at no cost to the Parish Council as commission is received from the companies supplying the services.  
**It was resolved that the Clerk obtain the terms and conditions with a view to progressing this.**
- The Council considered the quotes received for the replacement of the swings at Bishop's Wood.  
**It was resolved that the quote received from Playdale Playgrounds Ltd at a cost of £4,441.60 excluding VAT be approved.**
- The Council considered the quotes received to reduce the hedge at Coven Heath allotments.  
**It was resolved that the quote received from P&R Jones Tree Services at a cost of £300.00 excluding VAT be approved.**

**34. Public Sector Deposit Fund.** The following had been received from SLCC:

'From 3rd July 2015 the UK Financial Services Compensation Scheme (FSCS) will cover the deposits of small local authorities. The definition of small local authority being one that has an annual budget of less than €500,000 (currently £375,000 as it is based on the exchange rate on 3rd July each year). This will extend cover to over 8,000 parish and community councils.

The UK FSCS will cover the first £75,000 of eligible deposits, a reduction from the previous figure of £85,000. The previous limit will remain in force for individuals and small companies until 31st December 2015, but the new rate will apply immediately for councils.

The FSCS ensure that eligible bank depositors have access to their eligible deposits within fifteen business days of receipt of a request from the depositor which contains sufficient information to enable the FSCS to make a payment.'

Members considered whether or not it was necessary to transfer funds to the above account. Additional guidance from SLCC was circulated prior to the meeting. Cllr B. Cox offered to make enquiries at South Staffordshire Council regarding the availability of financial advice.

**It was resolved that a decision be deferred pending receipt of independent financial advice.**

**M. Alden-Court left the meeting.**

**Due to the confidential nature of the business to be discussed, the Chair deferred the following item to the end of the meeting when the public and press would be asked to leave.**

The Council considered the payment due to the janitor following the resolution that the WC at Coven changing room would be open to the public. Any payment would be to cover the cleaning of the disabled WC on a daily basis.

110. **PLANNING REPORT:**

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

111. **PLAYING FIELDS REPORT:**

- Bishops Wood playing field, no report was received.
- Brewood playing field and skateboard park, Mr D. Evans reported that the playing fields were looking good but the hedges needed to be cut back.
- Coven playing field and skateboard park, Mr R. Dakin reported that the grass looked fantastic and the grass seed had taken in the goal mouths but still needed time to grow. A downpipe on the changing rooms was broken and bark around the play equipment needed replenishing. The tennis court surface was starting to look worn.

**Re-surfacing Coven tennis courts to be considered at the precept meeting.**

- The Bront, Mr R. Dakin reported that the litter bin by the picnic area was over-flowing and the bin at the entrance to The Bront from Poplars Farm Way required repair as the door would not close. There was an ongoing problem with Himalayan balsam.

112. **CLERKS REPORT:**

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

**OTHER MATTERS OF REPORT:**

**The Chairman moved that the public and press be asked to leave the meeting whilst the following matter was considered, in view of the confidential nature of the business to be discussed, in accordance with Standing Order 2.23(a).**

The Council to consider the payment due to the Janitor following the resolution that the WC at Coven changing room would be open to the public. Payment would be to cover the cleaning of the disabled WC on a daily basis.

**It was resolved that the janitor be paid for an additional half an hour per day in order to carry out cleaning of the WC in Coven changing rooms. Payment for opening and closing the WC would be offset against payment for opening and closing the bus shelter at Chambley Green, Coven, which would cease with immediate effect.**

There being no further business, the meeting closed at 9:45pm

.....Chair

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL  
TO BE HELD 30 JULY 2015**

**MATTERS ARISING**

274\*\* **Bishops Wood Skate Park Equipment.** I emailed Mr Sloane to establish the location of the skateboard equipment in order to arrange an inspection if approved by full Council. A copy of his response is tabled. Members are asked to consider whether it is the Council's responsibility or the VHMC's responsibility to contact Mr Dunbar and advise the Clerk accordingly.

Please find tabled are the details of the responses and comments made following the articles in the Bishop's Wood Bugle and Parish newsletter.

**Recommended resolution: Clerk to draft a suitable response to Mr Sloane and an article for the next newsletter if appropriate.**

Also Tabled is an email from Mrs M. Sambrook outlining the options and decision by the VHMC regarding the drainage system at Bishop's Wood village hall.

119\* **Himalayan Balsam.** Mr Cousins can attend a site visit from 3<sup>rd</sup> to 6<sup>th</sup> August to suit the Council.

**CORRESPONDENCE RECEIVED**

104. **Friends of the Bront.** This was originally set up in 2010 with a constitution and bank account. The group has, until approximately 18 months ago, organised working groups to tackle the Himalayan Balsam, the blocked culvert, overseen the installation of a commemorative bench, stepping stones, general clearing and cutting back trees to enhance the work carried out under the grounds Maintenance contract.

Following the statement that no work had been carried out, I met with the contractor from Chartwell's (Entrust) on Monday 27<sup>th</sup> July and walked the site. I could not see any particularly neglected areas and the work that had been completed on 17 July was in accordance with the contract. There was no apparent dog fouling on the day of the visit.

## BREWOOD & COVEN PARISH COUNCIL

### PLANNING APPLICATIONS CONSIDERED AT THE MEETING HELD ON 30 JULY 2015

<b>Application Number</b>	<b>Applicant's Name</b>	<b>Proposal</b>	<b>Comments</b>
15/00578/FUL	Mr S. Wordley	Redevelopment of area to provide a terrace of six modern industrial units with a GIA of approximately 618 sq m (6,652 sq ft). There is no change of use. The unit that was previously on this site was used for car repair and car breakage/parts. Sprint House, Sprint Industrial Estate, Station Road, Four Ashes.	No objection.
15/00611/FUL	Mr D. Dobson	Reinstatement of courtyard gate. 48 Dean Street, Brewood, ST19 9BU.	No objection to gates but feel the proposed gates are inappropriate and out of character. The Parish Council would prefer if the existing brick walls were not rendered.
15/00630/FUL	Mr R. Byrne	Replacement and relocation of current old and unusable junior and senior single lane net facility. New 3 lane facility with energy adsorbing matting, nets and perimeter mesh. Brewood Cricket Club, 33 Four Ashes Road, Brewood ST19 9HX.	No objection.