

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

MINUTES OF THE MEETING OF THE COUNCIL
HELD IN THE COUNCIL OFFICES, STAFFORD STREET, BREWOOD
ON THURSDAY 10 DECEMBER 2015 AT 7.30PM

PRESENT:

M. Alden-Court, Mrs J. Bradshaw, Mrs J. Carr, Mr R. Dakin, 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 Mrs J. Bolton, Cllr B. Cox, Cllr M. Sutton.

APOLOGIES:

Mr D. Evans (personal), Mrs L. Holmes (illness).

DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS AND REQUESTS FOR DISPENSATION:

There was one request for dispensation from Mrs M. Sambrook requesting dispensation in item 224 as required under the Code of Conduct adopted in compliance with the Localism Act 2011, which was approved.

Mrs J. Carr declared an interest in a finance item regarding training on the use of the defibrillator, which had been arranged at the Memorial Hall in Coven.

Dr R. Taylor declared an interest in planning application 15/00973/VAR.

MINUTES:

The Minutes of the Meeting held on 26 November 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 is not considered that the resolutions moved herein would have any adverse impact for the purposes of the Crime and Disorder Act 1998.

222. **PUBLIC PARTICIPATION:**

Mr P. Tomkins, representative of Coven Heath Community Association thanked the Parish Council for organising Coven Heath's Christmas tree delivery and also thanked Staffordshire County Council and Cllr Mark Sutton for the donation which funded new Christmas lights and improved the electrical supply.

10 December 2015

Mrs J. Edwards, Bishop's Wood resident thanked the Chairman for attending Bishop's Wood Christmas Lights switch on which was incorporated with the Christingle service. Mrs Edwards wished to address an article that had been published in the Bugle regarding Roseclaim grants. Mrs Edwards asked the Parish Council to clarify if the report was correct. Mrs J. Jeffries agreed the report was correct but it did not include money set aside for future events or accruals such as money for a memory tree and plaque to be placed in the grounds of Bishop's Wood village hall, three entrance gateway markers and telephone kiosk upgrade. Approximately £900 was unallocated. Mrs Jeffries also stated that Mrs Pegg had not asked for a summary of the information under the Freedom of Information Act. Mrs Edwards felt the Roseclaim trustees did a good job and stated the implied criticism was unfair.

Dr R. Taylor spoke regarding planning application 15/00973/VAR, stating that the planning application had been changed 24 hours before the plan was put to the committee and was misleading. Dr Taylor was meeting with Mr Pattison to discuss the matter. The property would be 150% of the original bungalow size. The site was bordered by two Conservations Areas. The original property had two bedrooms and the new development would have six bedrooms. There had been complete destruction of the original footprint and the current building was too big, too high and had no screening.

223. **POLICE REPORT:**

No Police Report was received.

Mr M. Webb MBE reported he had received information regarding an incident at Jacob's Ladder, Brewood, which he had passed on to the Police.

Cllr M. Sutton arrived at the meeting.

MATTERS ARISING:

256.4** **School Time Congestion/one-way System in Newport Street.** Members met on 2 December to discuss the Council's response to the amended plan. Copy of the letter to the County Council was circulated prior to the meeting. A copy of the letter objecting to the scheme from Mr & Mrs Bailey of Newport Street was received.

Matter of report.

313** **Burial Ground Coven.** Minutes of the meeting held on 24 November was circulated prior to the meeting. Mr D. Evans had asked that the matter be deferred until the next meeting when he would be able to attend.

It was resolved that the matter be placed on the agenda for the next meeting of the Council.

151*. **Parish Council Website.** Questionnaire included in the Oct 15 Parish Newsletter. Only one comment had been received requesting more links from the Facebook page. However, the Facebook page 'likes' had exceeded 500 since the article was published.

It was resolved that the website remain unchanged.

220. **Boot Brush Coven Changing Rooms.** The cost of providing a permanent and robust boot brush and stand at Coven changing rooms was in excess of £200 therefore the caretaker had erected laminated signs to request that teams did not use the wall to knock mud off their boots.

It was resolved that the Clerk should seek cheaper alternatives.

173. **Roseclaim Donations.** Following the Freedom of Information request from Mrs J. Pegg of Bishop's Wood, an article had been published in the Bishop's Wood Bugle, copy circulated prior to the meeting. It was stated that the Parish Council had total confidence in the probity and honesty of those who administered the 10 December 2015

grant on behalf of the community. The Parish Council was happy with the explanation given by Mrs J. Jeffries in Public Participation.

Matter of report.

MATTERS ONGOING

The Council received the Matters Ongoing report, circulated prior to the meeting.

No Matters Ongoing were raised by Members. Clerks Report referred.

CORRESPONDENCE RECEIVED:

The following matter was taken at the end of the meeting due to the confidential nature of the business to be discussed.

224. Confidential report received from Professor J. Ritson, copy tabled at the meeting.

225. Letter received from Karen Brookes of South Staffordshire Council regarding the draft Street Trading Consent Policy consultation which ends on 24 December. Details could be found at:
www.sstaffs.gov.uk/your_services/legal__p_h_protection/licensing/street_trading.aspx.
It was resolved that Members would respond individually.

226. Two separate letters received from allotment holders at Coven Heath giving notice on their plots. Reasons given were that the surrounding allotments were in a mess, people were lighting fires without consideration for others, chippings from the trees were left piled up next to the shed and damage caused to a fence.

It was resolved that a meeting of the allotments committee be arranged to discuss how to proceed.

227. Email received from Mr R. Dakin regarding speeding along Vicarage Road, Brewood. Mr Dakin reported that vehicles were travelling as fast as 60mph along Four Ashes Road / Vicarage Road. Local residents had also expressed their concerns to Mr Dakin.

It was resolved that a Speed Indication Display (SID) be requested.

228. Schedule of dates of Parish Council meetings for 2016, circulated prior to the meeting. Dates should be approved at the annual meeting of the Council held in May therefore they would be issued again at that meeting with dates for a further 12 months from 12 May.

Matter of report.

229. Email from Mr J. Littleton regarding South Staffordshire Council's attempts to reduce dog fouling. Parish Councils in the district would be issued with paint and stencils to spray reminders onto pavements. The handyman/gardener was happy to carry this duty out around the villages. Also enclosed were copies of winning posters drawn by school children in the district, copies tabled at the meeting. A suggestion was made where dog walkers found not to have a bag be fined £100, as in Daventry.

It was resolved that:

- **The handyman be trained in the use of the stencils.**
- **Posters supplied would be displayed around the villages.**
- **A competition for local schools to design their own posters be launched.**
- **The Clerk write to Staffordshire County Council to suggest introducing £100 fine.**

230. Coven Christmas Lights. M. Alden-Court thanked the Parish Council for organising Coven's Christmas tree delivery. M Alden-Court would circulate a report prior to the next Council meeting with regard to this year's lights.

231. The janitor/caretaker had requested to take annual leave from 26-29 Dec. Members were requested to consider providing cover or closing the WCs at Brewood. Mrs Millward would possibly be willing to open and close Coven playing field gate.

It was resolved that Dr R Taylor would manage Sandy Lane W.C and the Clerk confirmed Mrs Millward would open and close Coven playing field.

232. **CORRESPONDENCE CIRCULATED:**

SPCA bulletins 12 & 19 Nov and 3 Dec
 Staffordshire PCC Information on the Victims Code
 Rt. Hon. Gavin Williamson MP Newsletter 19 November
 Harlequin Pantomime Productions- flier advertising Cinderella at Perton Civic Centre 19-23 January
 Brewood Civic Society minutes of meeting held 16 November and planning responses
 Wolgarston SNU Dec 2015 – Contains data on the school's excellent performance
 Bishop's Wood Bugle November and December
 Superfast Staffordshire Newsletter Nov

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

Cllr Mrs D.M. Holmes reported that South Staffordshire Council was giving serious consideration to allow Parish Council's to manage car parks within their parish but a final decision had not been taken.

Cllr M. Sutton apologised for arriving late to the meeting. Cllr Sutton advised that Gravelly Way, Coven would receive a road and other upgrades by February 2016, using government funding.

Cllr Sutton reported the Countryside Estate Management Consultation was now live and had a closing date of 24 January 2016. Staffordshire County Council wanted to make sure that the countryside sites were looked after in ways that most benefit people and wildlife and give local people an opportunity to play a key role. All sites would continue to remain in their ownership but were looking for new ways to manage them which could involve other organisations or local groups of interested people. Further information could be found at: <http://www.staffordshire.gov.uk/environment/eLand/Countryside/Countryside-Review/Countryside-Estate-Consultation.aspx>. It was noted that only Chillington picnic area was in the parish.

Cllr M. Sutton stated it was the government's intention to extend free childcare for working parents from 15 to 30 hours per week. From autumn 2017, the government planned to offer 30 hours free childcare per week to eligible parents of 3 and 4 year olds. It was likely that at least half of Staffordshire parents would be able to take up the offer as long as both parents were working a minimum of eight hours per week. Parents currently using childcare in the county and those planning to have a family in the future were invited to complete the survey at www.staffordshire.gov.uk/30hourschildcare

It was brought to the Council's attention that there was a short article called 'Story of Staffordshire' available on Staffordshire County Councils website which highlighted how the county had developed over the years.

The proportion of jobseeker applicants were down in the Parish, Brewood and Coven by 2.8% and Bishop's Wood (including Wheaton Aston) down by 2.3% which compared with 1% average in South Staffordshire.

Cllr Sutton reported that Newport Street, Brewood consultation period had now ended and the proposed one-way response slips would be analysed and decided upon.

234. **CHAIRMAN'S REPORT:**

Mrs J. Jeffries thanked Cllr D. M. Holmes and Cllr M. Sutton for their reports.

Mrs Jeffries said what a delightful evening she had had at Bishop's Wood Christmas lights switch on and Christingle Service. It had been a novel way to incorporate the two events. Mrs Jeffries also noted how excellent Coven Heath's Christmas lights were.

Mrs Jeffries drew the Council's attention to correspondence circulated which included Wolgarston's SNU. The school was second in the county for A Level results and in the top 25% for GCSE results in the country.

Cllr B. Cox reported that five exhibitions across the district were due to be held to discuss the preferred sites for new housing, employment land and Gypsy and traveller pitches. Exhibitions were being held between 2pm and 7pm on 7th January 2016 Haling Dene Centre Penkridge, Thursday 14th January 2016 Wombourne Civic Centre, Wednesday 20th January 2016 Council Offices Codsall, Thursday 28th January 2016 Cheslyn Hay Village Hall and Tuesday 2nd February 2016 Jubilee Hall Brewood. Residents were encouraged to visit any of the exhibitions as they were not specific to any one village. The consultation would run for more than 8 weeks, from Tuesday 15th December 2015 until 12 noon, Friday 12th February, 2016. Clerk's Report referred.

235. **FINANCE REPORT:**

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

- The Income (£11,190.17) and Expenditure (£3,341.34) list for accounts payable as at 10 December, **be approved.**
- Payment of salaries for December, including Christmas bonuses, **be approved.** There being no second meeting in December.
- Payment of £30 to St. John's School as a prize for taking part in the BKV poster competition.
It was resolved that the matter be placed on the agenda for the next meeting of the Council.
- The Council considered the quote of £550 to provide two additional side panels to the Chairman's Honours Board, for inclusion at the precept meeting to be held on 7 January.
It was resolved that £550 be set aside for an extension to the Honours Board.
- The Council considered the quote for tree works following the survey report received Nov 2014. Despite extending the deadline by two weeks only one quote was received which was from P&R Tree Services (£1,300 to attend all sites over term of the contract, until 2019). This company had been used by the Parish Council over the past 12 months and had always provided the most competitive quotes. The Council's internal auditor had advised that this was acceptable practice. The Clerk would draw up a contract and staged payment plan.
It was resolved that P&R Tree Services be appointed as the Council's preferred contractor for tree works. It was further resolved that the quote of £1,300 to attend all sites to carry out tree works until 2019. Subject to an official contract being drawn up and agreed, be accepted.

The Parish Council was holding £1,151 which was donated some years ago by people in Coven towards the defibrillator. Training on the use of the defibrillator had been arranged at the Memorial Hall in Coven and it was

10 December 2015

expected that a donation would be given. Although the money did not belong to the Parish Council it would seem appropriate that a donation be given towards this training, as it could not be spent on anything else.

It was resolved that the Parish Council continue to hold the money and organisers request money when it was needed for upkeep and insurance.

Email received from Ms L. Fowkes of South Staffordshire Council's legal services team. The Parish Council had received legal advice regarding Coven playing field. Ms Fowkes had asked if the Council wished to enter into another contract or to buy advice on an 'as and when required' basis.

It was resolved that the Council purchase advice on an 'as and when required' basis.

Letter received from Roseclaim, organisers of the V Festival enclosing a cheque for £6,500. Posters had been erected in Bishop's Wood requesting applications for funding from Bishop's Wood organisations. Deadline was 28 February 2016.

Matter of report.

236. PLANNING REPORT:

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

Email received in connection with the listing of The Retreat at Old Hall Watling Street, Ivetsey Bank, from Catherine Gutteridge of South Staffordshire Council 15/00299/LBLDGH advising that the Parish Council would have to apply to Historic England in order to have it listed. As it was out of the Parish, the Clerk would forward the information to Stretton, Lapley and Wheaton Aston Parish Council for them to pursue.

Email received from Mr S. Dores, Senior Arboricultural Officer regarding consultation on a notification to carry out tree works at Meadow View, Beacon Park, Bishop's Wood.

237. CLERK'S REPORT:

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

Coven Changing Rooms.

It was resolved that photographs of the vandalism be posted on the Parish Council Facebook page. It was further resolved to continue to open the toilet to the public on a trial basis for a further two months.

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

Mr M. Webb MBE thanked Cllr M. Sutton for his donation to Brewood Junior Football Club which had been used for dual purpose youth goals.

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 2.1(c).

224. Confidential report received from Professor J. Ritson, copy tabled at the meeting.

It was resolved that the Chairman Mrs J. Jeffries and the Clerk would seek legal advice from Mr D. Pattison of South Staffordshire Council and take the appropriate action.

There being no further business the meeting closed at 9.25pm

..... Chairman

10 December 2015

REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL

TO BE HELD 10 DECEMBER 2015

MATTERS ONGOING

295* **CPI Bid, Footpath 3 Brewood.** Response received from the Environment Agency advising that the stream is the landowner's responsibility and that Staffordshire County Council is the Local Lead Flood Authority. All the information, including the Parish Council's correspondence to the land owner will be forwarded to the County Council.

PLANNING

351** **Site Allocation Update.** Official consultation to begin on 15 December and will run until 12 noon on Friday 12 February 2016. The Planning team have booked the Jubilee Hall on 2nd February from 2.00pm until 7.00pm (nothing booked in Coven) when officers will be available to discuss the preferred options. Documents are confidential at this time.

OTHER MATTERS

Coven Changing Rooms. There has been some vandalism of the toilet for disabled people at Coven changing rooms which had been left open for the public to use on a trial basis. The caretaker and handyman have cleaned it up and repaired what could be repaired. The storage heater will need to be replaced at a cost of around £190; this will be pursued through the insurance policy. Members to consider whether to have the photographs posted to the facebook page and also agree whether or not to continue to open the toilet to the public.

Christmas Closure. South Staffordshire Council will be closed from 25 December until 1 January inclusive and it is usual for the Parish Council to reflect this with its office closure. Members are asked to approve this; as ever, the Clerk will be available in the event of an emergency.

BREWOD & COVEN PARISH COUNCIL

PLANNING APPLICATIONS CONSIDERED AT THE MEETING HELD ON 10 DECEMBER 2015

Application Number	Applicant's Name	Proposal	Comment
15/00973/VAR Original application: 15/00850/FUL	Mr T. Loftus	Improve design and appearance. The development shall be carried out in accordance with plans numbered as 940/A/500 Revision A. Greenfields, Dirty Lane, Brewood, ST19 9BX	Objection. Over development of site. Destroying openness of the Green Belt and property is contiguous to two Conservation Areas.
15/01003/COU	Mr W. Parkes	Incorporation of land into the residential curtilage of 4 Club Cottages, WV10 7EY and use of land as garden land serving 4 Club Cottages. Land off Club Lane, Coven Heath WV10 7EW	Objection. Over development in the Green Belt. Potential change of use from Green Belt to residential.
15/01032/FUL	Mr N. Morris	First floor rear extension. 11 Royal Oak Drive, Bishop's Wood ST19 9AN	No objection.