

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 14 JANUARY 2016 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, 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 M. Sutton.

APOLOGIES:

Mrs M. Sambrook (illness), Cllr B. Cox (prior meeting).

The Chairman Mrs J. Jeffries wished everyone a happy new year and directed the Councils attention to item 247. Mrs L. Holmes had submitted her resignation as Parish Councillor for Coven ward with immediate effect. The Casual Vacancy would be advertised immediately. Mrs J Jeffries wished Mrs Holmes well and would arrange a date to say farewell properly.

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 10 December 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.

238. **PUBLIC PARTICIPATION:**

Mr B. Rogers and Mr J. Ashcroft, representatives of Brewood Bowling Club stated they had now received quotes for drainage work that needed to be completed and confirmed they had applied to BIFFA and Veolia for funding. Sport England had also been in touch. Mr Ashcroft thanked the Clerk for her help and Mr Rogers confirmed the new trench would cost roughly £3,400.

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239. **POLICE REPORT:**

The Police Report was tabled at the meeting. It was noted that the dates on the Police Report were incorrect and did not coincide with incidents that had taken place.

Cllr Mrs W. Sutton, representative of the Safety Neighbourhood panel reported there had been a rise in criminal activity throughout Staffordshire over a twelve month period, particularly an increase in arson. The degree of arson was being investigated. There had been an increase in drug offences and antisocial behaviour over the Christmas and New Year period.

MATTERS ARISING:

164/256** **Traffic Management.** Surface dressing Crestwood Park. Response received from Mr M. Keeling, copy circulated prior to the meeting. Mr D. Evans expressed his disapproval at the tone of the e-mail sent to Staffordshire County Council.

It was resolved that the Parish Council await the outcome of the site visit.

251** **Site Allocation Document.** Documents had been received. Brewood's selected site was land off Engleton Lane (054) with the sites off Four Ashes Road (055 & 068) held as safeguarded land and Coven's selected site was land off School Lane (086) with further land off School Lane (082) held as safeguarded. Mr D. Evans advised that there was a Roman ditch off Engleton Lane near the proposed site and he was concerned that the development would destroy a Roman relic. Members attention was drawn to the preferred sites for new housing seminars at various locations in the parish and they were encouraged to attend.

Matter of report.

391** **School Lane Playing Field.** This site had been listed as safeguarded by South Staffordshire Council, which would not be considered until 2028. Mr Maddox has consulted with SSHA and the site may be brought into use sooner as a Rural Exception Site. Members were asked to consider whether or not to upgrade Coven Play Park regardless of the offer by Mr Maddox to contribute to the cost should the plans go ahead.

It was resolved that the committee proceeds with plans to improve Coven playing field, regardless of the outcome of the development.

313** **Burial Ground Coven.** This matter was deferred from the previous meeting. Clerks Report referred.

It was resolved that the allocated £1,000 would be ring fenced to fund admin costs towards Coven extending the burial ground, should it be required.

The following matter was taken at the end of the meeting due to the confidential nature of the business to be discussed in accordance with Standing Order 2.1(c).

224. **Bishops Wood Village Hall.** Advice received from Mr D. Pattison of South Staffordshire Council. Copy of the letter sent was tabled at the meeting.

Matter of report.

235. **Roseclaim Grant Applications.** Mr T. Sloane of Bishop's Wood had asked if the Parish Council had considered using the grant application form for Roseclaim applications. The form could be adapted specifically for Roseclaim.

It was resolved that the Roseclaim Committee continue with the existing application process.

MATTERS ONGOING

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

162. **Fires Adjacent to A449.** Members had witnessed smoke crossing the A449 and the Pollution Control Officer had been contacted. Mr P. Edge would use the photographic evidence to consider what further action to take next time he visited the sites.

227. **Speeding Vicarage Road, Brewood.** SID to also be requested for Four Ashes Road, Brewood.

CORRESPONDENCE RECEIVED:

240. Letter received from Mr J. Ashfield of Brewood Bowling Club, enclosing plans and asking for the Council's support in constructing a trench of approximately 20m long which would complement the existing water trench, copies circulated prior to the meeting.

It was resolved that the Parish Council give permission to Brewood Bowling Club to install a new trench.

241. Email from South Staffordshire Council regarding an event to be held on 15 January at the Council offices in Codsall entitled New Year, New You. It will operate on a drop-in basis between 10.00am and 3.00pm. Members were invited to attend. Posters had been circulated to Parish Council noticeboards and Facebook page.

Matter of report.

242. Email received from Mr P. Bate of Staffordshire PNN advising that South Staffordshire residents were being invited to join a new panel to shape the work of local policing in their community. Posters had been circulated to Parish Council noticeboards and Facebook page. Mrs L Tomkins advised that this was now full.

Matter of report.

243. SPCA Bulletin regarding a petition to allow Parish Councils the right to appeal planning decisions, copies circulated prior to the meeting. Members were asked to consider supporting the petition.

It was resolved that the Parish Council and individual members support the petition.

244. SPCA Bulletin regarding 'Clean for the Queen' an initiative to clean up Britain in time for the Queen's 90th Birthday. To take part it was necessary to register on www.cleanforthequeen.co.uk

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

245. Email received from Helen Astley of South Staffordshire Council enquiring as to what this Parish Council's protocol was regarding the death of a senior national figure/senior royal.

It was resolved that the Clerk contact Buckingham Palace to establish what the protocol was.

246. Email received from Mrs D. Bate of Lapley, Stretton & Wheaton Aston Parish Council in connection with a request by them to have the speed limit reduced to 40mph along the A5 from the Bell at Stretton to Ivy House Lane and asking for this Council's support.

It was resolved that the Parish Council would not support the speed reduction based on the evidence received.

247. Email received from Mrs L. Holmes tendering her resignation as Parish Councillor for Coven ward with immediate effect. The Casual Vacancy would be advertised immediately.

Matter of report.

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248. Email received from Helen Marshall advising that the next Police Accountability Forum would take place on Wed 9 March from 5.00pm to 6.30pm at Watling Street Police station. Two Parish Councillors could attend.

It was resolved that Mrs J. Jeffries and Dr R. Taylor would attend the forum and the Clerk contact Ms Marshall nearer the time to find out if additional Councillors could attend.

249. Enquiry from Mr D. Evans as to whether or not the Parish Council had any plans to celebrate the Queen's 90th Birthday. Members discussed the possibility of sending a birthday card.

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

250. Letter received from the Canal & River Trust advising that there was a new website: www.staffswaterways.org.uk. Members were asked to consider contacting the local CRT Engagement Officer to discuss ways to work together for the improvement of local waterways.

It was resolved that the Clerk contact the Engagement Officer to establish how the Canal & River Trust intended to work with the community and Council.

251. **CORRESPONDENCE CIRCULATED:**

Card received from Mrs Y. Millward thanking the Council for the flowers sent in appreciation of Mrs Millward opening and closing Coven playing field during the year.

Brewood Civic Society, copy letter to Mrs S. Gray regarding signage.

Coven Heath Community Association Newsletter

SPCA Annual Report and Accounts

Rt Hon. Gavin Williamson MP Newsletter

Staffordshire Wildlife Trust Newsletters etc

Clerks & Councils Direct January issue

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

Cllr M. Sutton informed the Parish Council that the 'Ice Busters' scheme was now available in the Parish. It was an initiative to support self-help groups, such as Parish Councils, by providing them with grit and advice to treat footways and paths. Simon Griffiths could provide a list of where grit bins had already been delivered.

Cllr M. Sutton asked the Parish Council to priorities traffic management requirements to be considered as funds would be limited. Safety issues would be looked at as a main concern.

Staffordshire County Council budget and tax had not yet been finalised. Cllr Sutton would give a presentation to the Council in the near future to show where money had been spent.

Cllr Sutton reported that Newport Street, Brewood consultation period had now ended and Highways were still to reach a final decision.

253. **CHAIRMAN'S REPORT:**

Mrs J. Jeffries thanked Members who attended the precept meeting 7 January and wished everyone a Happy New Year.

254. **FINANCE REPORT:**

Cllr Mrs J. Bolton and Cllr Mrs W. Sutton left the meeting.

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

- The Income (£544.26) and Expenditure (£12,734.37) list for accounts payable as at 14 January, **be approved.**
- The payment of salaries, including Christmas bonuses, there being no meeting of the Parish Council at the end of December, **be ratified.**
- The Financial Summary – Cash Book Reconciliation for December and the Direct Debit/Standing Orders arising from the December reconciliation, copies circulated prior to the meeting, **be approved.**
- Members re-considered approving payment of £30 to St. John's School as a prize for taking part in the BKV poster competition. £30 each had been allocated in the budget to Brewood and Bishop's Wood as in previous years. (The 2012 BKV payment for Brewood schools was returned by Mr I Tipper via Dr Taylor in 2013 and this year's allowance had not yet been claimed).
It was resolved that £30 prize money be awarded to be used to purchase books for the library or similar to St John's First School for taking part in the BKV 2015 poster competition.
- The budget expenditure of £335,588 and precept demand of £139,880 for 2016/2017 as recommended at the Special Meeting of the Council held on 7 January 2016 (see Finance Report, circulated prior to the meeting), **be approved.** South Staffordshire Council confirmed the Council Taxbase Calculation 2016/17 £2954.10 and requested notification of the precept requirement as soon as possible.
- The payment of additional hours to the Assistant Clerk in respect of submitting the grant applications for funding towards Coven park equipment, **be approved in principle.**
- A large branch had broken off a conifer tree at Coven playing field. A quote had been received for £150 to remove the overhanging branch and £350 to remove the entire tree. Clerk's Report referred.
It was resolved that the Clerk instruct the tree surgeon to remove the overhanging branch at a cost of £150.

The following matter was taken at the end of the meeting due to the confidential nature of the business to be discussed in accordance with Standing Order 2.1(c).

- Request received from Mr B. Cooper, treasurer of Bishops Wood Village Hall Management Committee, to have the accrued grant of £6,938 transferred to their bank account.
It was resolved that the Clerk write to Mr B Cooper advising that the Parish Council would consider its position with regard to the accrued grant in view of the unlawful removal of the skateboard park.

Letter received from Mrs J. Cornes of Brewood Methodist Church thanking the Chair for the donation of £15.50 raised at the Civic Sunday and advising that the retiring collection amounted to £153.80.

255. PLANNING REPORT:

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

It was noted that Members of the Council had been approached by an Express and Star reporter regarding the Retreat on the A5.

256. **CLERK'S REPORT:**

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

Brewood Library. Dr R. Taylor advised that he would keep the Parish Council informed.

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

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).

254. **Bishops Wood Village Hall Grant.**

Members considered the request received from Mr B. Cooper, treasurer of Bishops Wood Village Hall Management Committee, to have the accrued grant of £6,938 transferred to their bank account.

There being no further business the meeting closed at 9.45pm

..... Chairman

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL
TO BE HELD 14 JANUARY 2016**

MATTERS ARISING

313** **Burial Ground Coven.** Parish Councils have no **duty** to provide burial grounds but do have a **power** to provide, acquire and maintain burial grounds, a power to agree to maintain monuments and memorials and the power to contribute towards the expenses of cemeteries. (Closed burial grounds are the responsibility of the district council); details can be found in the Open Spaces Act 1906, the Local Government Act 1972 and Parish Councils and Burial Authorities (Miscellaneous Provisions) Act 1970. In a recent local survey, only 9 out of 27 parish councils provide a grant towards church ground maintenance. Members are asked to consider whether or not to agree to provide a grant to St Paul's church in Coven in the event of them securing a further burial ground. In doing so, the council may be setting a precedent. A budget of £1,000 has been set aside for 2016/17.

FINANCE

The caretaker has advised that a large branch has broken off a conifer tree at Coven playing field. A quote has been received for £150 to remove the overhanging branch and £350 to remove the entire tree. Access to the tree is difficult as it is restricted by the adjacent hawthorn tree and is behind the chain link fencing with some branched growing through the fence.

This is not part of the maintenance associated with the tree survey. The Clerk in conjunction with the Head of Finance may use delegated powers under s 4.1 of the Council's Financial Regulations.

Recommended resolution: The clerk to instruct the tree surgeon to remove the overhanging branch at a cost of £150.

OTHER MATTERS

Councillor Training. A further session of the training has been announced to take place on Monday 15 February at Staffordshire Place, Tipping Street from 7.00pm- 9.00pm. This training is extremely beneficial to **all** councillors as it covers new areas of legislation including the Localism Act 2011 and outlines the Nolan Principles. Any members who have not attended training are encouraged to do so.

Brewood Library. Mr I Careless has brought a copy of a letter received from Staffordshire County Council inviting him to a Stakeholder Event on 25 Jan at Brewood library at 2.00pm (1.30pm – 2.00pm one to one session). To his knowledge only he and Penny Hunt have been invited.

BREWOD & COVEN PARISH COUNCIL

PLANNING APPLICATIONS CONSIDERED AT THE MEETING **HELD ON 14 JANUARY 2016**

Application Number	Applicant's Name	Proposal	Comment
15/01075/FUL	Ms A. Miles	Proposed first floor side extension and garage conversion. Renewal and revision of planning approval 11/00964/FUL. 6 Brook Close, Coven, WV9 5DS	No objection.
15/01100/FUL	Ms S Stepp	Amendment to planning application 14/00534/FUL – relocation of and amendments to garage block, relocation and rebuilding of existing brick boundary wall, amendment to integral garage to provide games room. The Middle Hattons, Cartwright Lane, Coven, WV9 5BF	No comment.
15/01109/FUL	Dr A Ahmed	Three storey side extension. The Old Farmhouse, The Middle Hattons, Cartwright Lane, Coven WV9 5BF	Objection. Planning Officer to look carefully at previous applications and extensions. Inappropriate size and over development in the Green Belt.
15/01116/FUL	Mr P Lewis	Provision of new vehicular access to serve Charles House and Abby Cottage. Charles House, Ivetsey Bank Road, Bishop's Wood, ST19 9AE	Objection. Dangerous access / egress. Highways to look carefully at the application. Would recommend there must be enough room to turn within the curtilage.