

BREWOD 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 MARCH 2016 AT 7.30PM

PRESENT:

Mrs J. Bradshaw, Mrs J. Carr, Mr R. Dakin, 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 M Sutton.

APOLOGIES:

M. Alden-Court, (personal), Cllr Mrs D. M. Holmes (personal), Cllr B. Cox.

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 Full Council Meeting held on 25 February, minutes of the Finance Committee 12 February and the minutes of the Staffing Committee 3 March 2016 were approved as being an accurate record and duly signed.

It was noted that item 189, of the meeting held 25 February 2016 was taken during the meeting as there were no public or press present.

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.

287. **PUBLIC PARTICIPATION:**

No members of the public were present at the meeting.

288. **POLICE REPORT:**

No Police Report was received.

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Mrs J Jeffries had attended the Locality 2 Police forum 9 March and reported that it was not possible for reports to be presented in another format and PCSOs were not expected to submit regular reports when local information was available on the Staffordshire Police website. Staffordshire Smart Alert app could be downloaded to receive crime alerts for your local area. Further information was available at <https://www.staffordshiresmartalert.uk>.

Judy Russon, Partnership Manager South Staffordshire LPT had been appointed by the Police to disseminate local information and look at crime trends. Door step crime and theft from motor vehicles would be targeted.

MATTERS ARISING:

192. **Blocked Gullies (Brewood).** The blocked gully in Church Road had been cleared and was awaiting inspection by CCTV to establish if tree roots were causing an obstruction. Newport Street and Market Place would be completed within the next few weeks.

Matter of report.

MATTERS ONGOING

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

Mrs J. Jeffries and the Clerk to review Matters Ongoing.

CORRESPONDENCE RECEIVED:

289. Email and letter of complaint received regarding a car and a van being parked near to the junction of Four Ashes Road and Deansfield Close, causing an obstruction. It was thought they belong to a resident in Deansfield Close. The PCSO had been made aware. It was noted that a Member had sent two e-mails to the PCSO regarding this matter and no response had been received.

It was resolved that the details be forwarded to South Staffordshire Housing Association.

290. Request received from Brewood Bowling Club enquiring whether or not they would be allowed to pay for the 28 year lease (£1 per annum) in one payment. The solicitor's advice was that it was not best practice but was permissible.

It was resolved that Brewood Bowling Club would be expected to pay £1 per annum for the 28 years of the lease.

291. Email received from Campaign to Protect Rural England regarding a neighbourhood planning roadshow on Tuesday 22 March from 10.00am until 12.15pm at Castle Hall, Bridgnorth.

It was resolved that interested Members inform the Clerk.

292. Invitation received from Brewood Bowling Club inviting Members to its AGM to be held at the Royal British Legion on Wed 23 March at 8.30pm. Dr R. Taylor and Mr M Webb confirmed they would attend.

It was resolved that interested Members inform the Clerk.

293. Letter received from Mr G. Kelly of 29 Tong Close, Bishops Wood with a further complaint regarding children climbing trees at Bishops Wood playing field. He felt that it was an unacceptable health and safety risk and had given the Parish Council one month in which to respond before taking the matter further, including removing the trees and undergrowth himself, copies circulated prior to the meeting. Clerk's Report referred. Mrs J. Jeffries stated she would telephone Mr Kelly to inform him of the outcome.

It was resolved that the tree surgeon be asked to visit Bishops Wood playing field to quote to take down the offending three trees to below fence height if appropriate.

10 March 2016

294. Circular from Staffordshire PCC regarding the People Power Fund. Application for the fund to be received by 14 April.

It was resolved that details be placed on Parish Council notice boards and Facebook page.

276. **Coven Surgeries.** M. Alden-Court and Mr G. Sibley had undertaken two surgeries at Coven (reported at the meeting held on 25 February). Mrs J Bradshaw requested further information as she was not in attendance at the last meeting.

Matter of Report.

283. **Litter Picking Tongs.** The tongs had been delivered to the Parish Council. Mrs M. Sambrook to contact Mrs Hayes regarding distribution. Clerk's Report referred.

Matter of report.

295. **CORRESPONDENCE CIRCULATED:**

Bishops Wood Bugle March edition

Brewood Civic Society- minutes of meeting held 22 February. Copies of letters regarding planning matters.

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

Cllr M. Sutton thanked the Clerk for including an article regarding Staffordshire Casserole Club in the Parish Newsletter.

Mrs M. Sambrook thanked Cllr Sutton for promptly responding to an incident in Bishop's Wood involving a local business.

On behalf of Cllr B. Cox, Mrs J. Jeffries reported that the site allocations consultation ended on 12 February 2016. The Local Plans team were now considering all comments received and would use the information to confirm which sites were to be included in the final Site Allocation, which would be sent to the Secretary of State.

The Council Tax Budget had been agreed. Council Tax at Band D would be £100.34, an increase of £5 (5.24%). Shire District Councils whose Council Tax for 2015/16 was in the lower quartile were able to increase council tax by £5.00, before it was considered excessive. South Staffordshire Council Tax was the 4th lowest in England in 2015/16 and was expected to be 4th or 5th lowest for 2016/17. South Staffordshire Council was the lowest of the District Councils in Staffordshire and if they were to double the Council Tax, they would still be the lowest. It was disturbing that some Parish Council precepts in South Staffordshire were higher than the District Council's precept.

297. **CHAIRMAN'S REPORT:**

Mrs Jeffries reported she was due to attend a meeting 11 March to discuss Brewood Library with Mr I. Carless, Cllr M. Sutton and Rt. Hon Gavin Williamson MP. Mrs Jeffries was hoping to move forward after the recent difficulties and misunderstandings regarding Brewood Library.

298. **FINANCE REPORT:**

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

Mrs J. Carr gave praise to the Clerk and noted the internal auditor had commented "The Council is to be commended on the excellent quality of the financial and governance records and associated record keeping."

- Income (£3,907.51) and Expenditure (£4,818.04) list for accounts payable as at 10 March, **be approved.**
- The Council considered the recommendations of the Finance Committee (meeting held 12 Feb 2016), copies circulated prior to the meeting.
It was resolved that the recommendations of the Finance Committee be approved.
- The Council considered the recommendations of the Staffing Committee (meeting held 3 March 2016), copies circulated prior to the meeting.
It was resolved that the recommendations of the Staffing Committee be approved.
- **189.** Charges for further advice on the Deed for Lightsource Renewable Energy, approximately £100, **be approved.**
- The Council considered whether or not to purchase a number of commemorative medals, to celebrate the Queen's 90th Birthday, produced by the Tower Mint at £1.99 the minimum order value was £99.50 (50 medals). Perhaps to award to First and or Middle Schools in the parish.
It was resolved that the Clerk contact other local Parish Council to establish what they intended to do.

299. **PLANNING REPORT:**

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

- Due to the complexity of some planning applications it was difficult to ensure that Members had access to all documentation. This was particularly difficult when planning applications arrived after the agenda had been sent out. The Assistant Clerk had offered to forward planning application details via email in advance of the meeting to enable Members to view plans online.
It was resolved that the Assistant Clerk e-mail planning applications to Members prior to the meeting if received after the agenda had been sent out.

300. **CLERK'S REPORT:**

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

256** **Traffic Management.** The traffic management meeting was held on 7 March. Cllr M. Sutton had been made aware of the priorities. Mrs J. Jeffries reminded Members that the Parish Council Business Plan was dynamic and an on-going project that could be altered and updated; it was not a fixed plan.

Matter of report.

Mrs J. Carr and Mr R. Dakin attended the Open Spaces planning training session and reported how worthwhile it had been.

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

Members had attended Promoting Fundamental British Values seminar which was aimed at people working in education rather than Parish Councils.

Mrs J. Jeffries and Mrs J. Bradshaw confirmed their attendance at the Modern Day Slavery workshop 16 March.

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Mrs J. Carr thanked Mr M. Smith the handyman for undertaking work so promptly on the tree by St Paul's First School, Coven.

There being no further business the meeting closed at 8.45pm

..... Chairman

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL
TO BE HELD 10 MARCH 2016**

MATTERS ARISING

70* **Brewood Library.** A drop-in session has been arranged for 14 March between 1pm and 6pm at Brewood library, to enable people to find out more about volunteering. A meeting is also planned with Cllr M. Sutton and Rt. Hon Gavin Williamson MP.

Matter of report.

249. **The Queen's 90th Birthday Beacons.** Further reminder received from Gill Brogan of Staffordshire County Council regarding the lighting of beacons on 21 April. Information and the guide have been placed on the website and Facebook page.

Matter of report.

276. **Coven Surgeries.** M. Alden-Court and Mr G. Sibley have undertaken two surgeries at Coven (reported at the meeting held on 25 February). Mrs J. Bradshaw would like to gain further information on this as she was not in attendance on 25 February.

283. **Litter Picking Tongs.** The tongs have been delivered to the Parish Council. Mrs M. Sambrook to contact Mrs Hayes regarding distribution. Mrs Hayes has prepared a map and list of areas to be covered by the 'champions'. The Council's handyman/gardener to litter pick areas not listed.

Matter of report.

CORRESPONDENCE RECEIVED

293. **Trees at Bishops Wood Playing Field.** It appears that the trees at the playing field have not been inspected and logged as part of the tree survey received in Nov 2014. Mrs J. Jeffries and Mrs M. Sambrook have visited the site.

Recommended resolution: the tree surgeon be asked to visit and give advice about pruning the trees inside Bishops Wood playing field, especially those adjacent to Mr Kelly's property.

MATTERS ONGOING

256** **Traffic Management.** The traffic management meeting was held on 7 March. Cllr M. Sutton has been made aware of the priorities. Minutes of the meeting will be circulated for approval the next meeting of full Council, together with recommendations for the Business Plan.

Matter of report.

OTHER MATTERS OF REPORT

Mrs J. Carr and Mr R. Dakin attended the Open Spaces planning training session today and may wish to report further.

BREWOD & COVEN PARISH COUNCIL

PLANNING APPLICATIONS CONSIDERED AT THE MEETING HELD ON 10 MARCH 2016

Application Number	Applicant's Name	Proposal	Comment
16/00027/FUL	Mr & Mrs Gray	Extension and alteration. 4 Hyde Mill Croft, Brewood, ST19 9BP	No objection.
16/00141/FUL	Mr J. Proud	Extensions and alterations to dwelling including two-storey side and rear bedroom extension and single storey rear living room extension. 4 Cresswell Lane, Brewood, ST19 9BE	No objection.
16/00157/FUL	Mr T. Knight	Proposed conversion of commercial premises to 1no residential dwelling. Middle Hattons Farm, The Old Cattle Shed, Cartwright Lane, Coven, WV9 5BF	Objection. No architectural merit to make it a residential dwelling. It is a new building in the Green Belt.
16/00205/FUL	Mr N. Higginson	Standard conservatory to rear elevation. Permission required as permitted development rights removed. Also listed building consent required. 2 Heath Barns, Old Stafford Road, Slade Heath, WV10 7PZ	No comment.
16/00206/LBC	Mr N. Higginson	Listed Building Consent for standard conservatory to rear elevation. 2 Heath Barns, Old Stafford Road, Slade Heath, WV10 7PZ	No comment.